

ROLE DESCRIPTION

Title: Alumnae Association Coordinating Board Chair

Purpose of the role: Assists the Alumnae Association Coordinating Board in fulfilling its function.

Accountability: Elected by the members of the Girl Scouts of Eastern Missouri (GSEM) Alumnae Association and accountable to the Director, Adult Development.

Staff/Department: Senior Director Membership and Program Services/Adult Development

Terms of appointment: Two years or until a successor is elected. Term of office begins at the close of the Alumnae Association's Annual Meeting at which election is recorded.

Time Commitment: 2 hours per month

Responsibilities:

- Plans for, chairs and evaluates Alumnae Association Coordinating Board Meetings and participates as a voting member
- Performs tasks as required by the Alumnae Association Coordinating Board
- Serves as a liaison between the Alumnae Association Coordinating Board and the Volunteer Personnel Committee
- Appoints a Nominating Committee Chair from among the members of the Alumnae Association Nominating Committee
- Plans for the Alumnae Association's Annual Meeting, with the assistance of the Alumnae Association Coordinating Board

Requirements of the role:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Supports the Girl Scout Mission and direction of GSEM and the Girl Scout Leadership Experience
- Acquires knowledge of alumnae needs and problems through meetings, conferences and observation

Knowledge and skills required:

- Ability to work with adults
- Good communication skills
- Knowledge of Safety Activity Checkpoints and Volunteer Essentials
- Knowledge of other available Girl Scouts of the USA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting