



To: Council CEOs and Board Chairs
From: Office of the National Board of Directors
Subject: Toolkit for 2017 National Council Session Delegate Selection Process
Date: October 5, 2016

We look forward to your participation in the 2017 National Council Session on October 4–6, 2017, in Columbus, Ohio. In anticipation of the session, each Girl Scout council works, usually through its board development committee (BDC), to review candidates to serve as National Council delegates representing their council.

Serving as a national delegate is a very important responsibility, and we appreciate the care you will take during the selection process. To that end, we've created a toolkit to better help your council and board development committee recruit and vet delegate candidates. You will find:

- A delegate position description;
- A sample delegate expectation agreement (to be retained by councils);
- A sample delegate application form; and
- A sample candidate assessment spreadsheet for use in ranking delegate candidates.

Please remember the requirements for serving as a National Council delegate. The delegate must be:

- a United States citizen.
- a registered member of the Movement.
- 14 years of age or older.
- available to attend the National Council Session (October 4–6, 2017) in Columbus, Ohio

The delegate must commit:

- to participating in delegate training sessions offered by the council.
- to a three-year tenure as a delegate.
- to participating in National Council Session follow-up activities.

In reviewing and assessing National Council delegate candidates, consider the following selection criteria:

Strategic thinking	Demonstrates ability to think in terms of long-term goals and objectives that advance the Movement as a whole. Is future-focused.
Communication	Expresses ideas and facts in a clear manner.
Experience (policy influencing or policy making)	Has participated in annual or board meetings. Demonstrates understanding of difference between operational and policy decisions.
Has knowledge of Girl Scouting (local and national)	Has knowledge of Girl Scouting at the council level, and knowledge of the Movement.
Decision making	Ability to analyze issues from a council and national perspective. Demonstrates ability to weigh options and consider ramifications.
Adaptability	Demonstrates flexibility when new information is brought forward. (Comes to the session informed but not instructed.)
Team building	Promotes partnerships. Has commitments to the team approach. Will support decisions of the National Council once made.
Listening/representation	Ability to collect input from local stakeholders to inform strategic decision making and represent these communities at the national level.

We encourage you to reach out to the GSUSA team if your council needs advice or help throughout the delegate selection process. The Office of the National Board can be reached by email at

boardoffice@girlscouts.org to provide you with assistance. You must send your delegates' names and contact information to GSUSA staff to make sure your delegates receive the information they will need leading up to the National Council Session in October 2017. Please share this information with the Office of the National Board via email at boardoffice@girlscouts.org no later than two weeks after your annual meeting.