

POLICY INPUT COORDINATOR

The **Policy Input Coordinator's (Delegate)** purpose is to act as a communications link between the membership in their Neighborhood and the Board of Directors on subjects that relate to council policy. In addition, they are responsible for the election of delegates to the annual meeting according to the by-laws of the organization. As per the by-laws of the organization, Policy Input Coordinators are recommended by their Neighborhood and appointed by the board of directors. They are accountable to their Neighborhood, the board liaison, and the CEO TIGSC.

Policy Input Coordinator agrees to:

- Act as an objective representative of their membership to the Board of Directors.
- Serve as a delegate to the annual meeting.
- Stay current on policy issues by attending meetings scheduled by the board liaison.
- Provide an alternate to a meeting if necessary.
- Keep their constituency informed of Board policy activities that may affect or be of interest to the membership they represent. Communicate information to and gather feedback from the membership they represent.
- Provide feedback from the membership to the Board of Directors on policy related issues
- Respond to communications via e-mail, phone, or letter requesting information or confirmations.
- Support the council's democratic process and help to maintain a level of fun and a positive attitude.
- Be a registered member of GSUSA

The Board of Directors agrees to:

- Provide a member of the board to act as liaison to the Policy Input Coordinator System.
- Communicate meeting dates, times, and locations in a timely manner.
- Communicate the minutes of Board meetings.
- Provide effective training and direction as it relates to the role of the Policy Input Coordinator.
- Promote a fun, enjoyable atmosphere of mutual respect and commitment to girls and Girl Scouting.

Volunteer Agreement

I have read the responsibilities of the Policy Input Coordinator and agree to carry out those responsibilities to the best of my ability. I have received, will read, and will refer to the TIGSC Volunteer Policies which state that I will work within the framework of the council charter, our bylaws, policies, standards, corporate goals and annual objectives. I will fulfill the outlined responsibilities with no monetary compensation.

Neighborhood _____
 Phone _____
 E-mail _____
 Term: _____

 Volunteer's signature and date

 Neighborhood Chair signature and date