



Girl Scouts of Virginia Skyline Council, Inc.

Position Description

Title: Director, Board of Directors

Accountable To: Chair, Board of Directors,
And the following:

- Members of the corporation for seeing that the business of the corporation is managed as efficiently and effectively as possible;
- National board of directors of Girl Scouts of the USA for compliance with local charter requirements;
- Local government for adhering to local ordinances;
- The Commonwealth of Virginia for adhering to the state corporate law for non-profit organizations;
- The federal government for matters pertaining to legislation and regulations affecting non-profit organizations, e.g., Affirmative Action Policy, Equal Employment Opportunities, etc.;
- The community for providing Girl Scout program for girls, safeguarding the health and safety of girls participating in the program, for seeing that the council is well managed and reporting on its work and stewardship of funds provided by the community.

Purpose: To direct the management of the corporate business affairs of the council.

Major Responsibilities:

1. Keeps abreast of developments and trends in order to contribute fully to the thinking and discussion of the particular subject matter;
2. Serves, as appointed, on board committees and strategic task groups;
3. Participates in board development training provided by the council;
4. Attends all board and committee meetings, actively participating in the decision-making process, and expressing frank and honest opinions;
5. Is informed about the council's mission, services, policies, and programs;
6. Carefully reviews management and financial reports and other materials prepared for the board, and raises appropriate questions;
7. Makes a personally significant financial contribution to the council and solicits funds for the council;
8. Supports and contributes to the development of the council's goals by actively participating in the council's organizational performance review and planning efforts;
9. Actively supports progress toward the realization of a truly pluralistic organization;
10. Subordinates individual interests to the needs of the council as a whole. Support the council vision that serves all members;
11. Has the willingness to listen to the opinion of others;
12. Carries the responsibility for the selection, appointment, ongoing performance evaluations and release (when necessary) of the Chief Executive Officer;
13. Supports majority decisions when made by the board of directors in a meeting;
14. Respects and maintains confidentiality of all board meetings;

15. Signs a conflict of interest statement agreeing to put the best interest of the council above personal gain or interest. Abstain from any actions that might lead to a “conflict of interest”;
16. Promotes Girl Scouting and participate in community networks; and
17. Suggests possible nominees for board membership who can make significant contributions to the work of the board and council.

Qualifications:

1. Meets the requirements for membership in Girl Scouts of the USA.
2. Exercises sound judgment and objectivity.
3. Has a broad view of the purpose of the organization.
4. Has skills in goal setting, long-range planning and policymaking.
5. Has contacts in the community with potential contributors to the council.
6. Has the willingness to devote sufficient time to fulfill the responsibilities of the position.