

## Delegate/Alternate Delegate Checklist

Fall	<input type="checkbox"/> Complete the GSUSA membership registration process <input type="checkbox"/> Assume delegate/alternate delegate responsibilities, to represent volunteers/community at forums/town hall meetings
November	<input type="checkbox"/> Complete the Delegate Self Study and submit the (first page) completion form and Delegate/Alternate Delegate Self Study Training Evaluation to River Valleys adult development department
December	<input type="checkbox"/> Review package for forum/annual meeting <input type="checkbox"/> Set up a community meeting (could be speaking at a service unit meeting) to get input on issues which the board has set forth <input type="checkbox"/> Mentor girl delegates/alternate delegates in their role, ensuring they understand and have an opportunity to carry out their role <input type="checkbox"/> Gather input from volunteers (as required) <input type="checkbox"/> Prepare summary of ideas and opinions
January	<input type="checkbox"/> Attend a forum/town hall meeting to provide community input <input type="checkbox"/> Attend River Valleys annual meeting and vote on the slate or candidates for board of directors and the board development committee <input type="checkbox"/> Elect national council delegates (if required)
February – March	<input type="checkbox"/> Relay summary of meetings to volunteers in delegate region/community <input type="checkbox"/> Support decisions made at the forum/annual meeting (if any) and report back to community constructively and positively
Throughout the year	<input type="checkbox"/> Participate in community network meetings, as required <input type="checkbox"/> Attend additional forums/town hall meetings, if held <input type="checkbox"/> Support the Family Fundraising Campaign and product sales program activities