

Position: Delegate

Overview of Main Duties

The Club Delegate plays a pivotal role in the two-way chain of communication between the Club and the Zone. Conscientious attention to passing on information in full detail can mean that club members receive important news and information.

The role requires attendance at meetings or teleconferences with the Zone Councillor, providing a Delegate's report at club meetings and informing the club of all the news and matters from National Council, such as VIEW Convention, Resolutions, any new policies and procedures. If a Delegate is unable to attend any meeting a club representative - usually the President or Vice President - should attend.

Club Delegates agree to:

- Work cooperatively with the President and committee members.
- Follow and encourage others to adhere to the VIEW Code of Conduct.
- Attend Delegate meetings or teleconferences convened by the Zone Councillor
- Attend and provide a report at each club committee, monthly and Annual General Meeting

The Delegate should ensure that the Zone Councillor is aware of any recent club initiatives, such as fundraising events, interesting guest speakers or successful club functions.

It is not appropriate to discuss specific club issues of a serious nature when other Delegates are present. Meet with the Zone Councillor to discuss club problems. Keep internal club problems within the club.

The Delegate must remain detached from club gossip and always offer sound, comprehensive and factual information.

Delegate's Report to the Club

- The Delegate's report to the club should contain comprehensive, factual information for the committee and members. Information covers important decisions and relevant facts from National Council, the wider VIEW organisation and The Smith Family.
- Delegates need to be mindful that the club report contains honest, full and accurate information; if you are unsure about any point, seek clarification from the Zone Councillor.
- Table the most recent National Minutes and key points document at every monthly meeting for members to read.
- Ensure all committee members understand any National Council decisions concerning their roles.
- Promote Zone, Area and National functions and new club development
- Encourage member participation in Zone, Area and National functions
- Attend Zone, Area and National functions when able

NOTE: The Delegate may also be Vice President

Delegates' Meetings

Delegates' meetings/teleconferences with the Zone Councillor are usually held approximately 4-6 weeks after each National Council Meeting.

There are two key purposes:

- For Delegates to learn all key points and policy decisions that were made at the National Council meeting. By asking questions or seeking clarification in this forum, Delegates can be confident that the information they are reporting back to the club committee is clear and accurate. Delegates can use this meeting to ask questions that cannot be answered at a club level, as well as discuss any club news and issues with the Zone Councillor (who may, in turn, wish to convey these to National Council for consideration).
- The Delegate prepares a report for the Zone Councillor by the date specified on the reporting schedule. The Zone Councillor uses this information in her report to the National Councillor.