



## Leadership Forums: What to Expect

GSHNJ Service Unit Delegates are the conduit between your service unit and the governing body of Girl Scouts Heart of New Jersey: the Board of Directors. Leadership Forums are hosted prior to Annual Meeting to facilitate an open dialogue with council leadership and service unit volunteers. They are your opportunity to talk with council leadership to share concerns from your community, understand council-wide strategic decisions, engage with other service units, and simply get to know the members of our Board of Directors and council executives. Service Unit Delegates are expected to attend at least one Forum per year, but may attend as many as you like.

If you or your community would like to raise a point of discussion at a Leadership Forum, you must submit a [Discussion Topic Form](#) by the deadlines outlined below for the topic to be raised at the following Forum. This enables the Board of Directors, council executives, and other delegates to prepare for the discussion in advance by reflecting with their communities and doing background research.

### Mark Your Calendar

Discussion Topic Submission Deadline	Leadership Forum Date
December 17, 2019	Tuesday, January 14, 2020
January 6, 2020	Saturday, January 25, 2020
January 20, 2020	Friday, February 7, 2020
January 27, 2020	Wednesday, February 19, 2020

### Prepare for the Leadership Forum

- **Regularly attend the council-wide quarterly Service Unit Team Meetings.** This is the best way to stay informed on happenings and changes within the council. Meetings are held in person, but may also be attended virtually; registration links will be emailed to you upon receipt of your signed delegate agreement.
- **Regularly attend your service unit’s meetings.** This is how you learn about your community’s leaders, what they want and need, and how they feel about what’s going on in your community and across council. Contact your Service Unit Manager for the schedule. This is also where you report summaries of your experience at Leadership Forums and Annual Meeting.
- If your community wishes to raise an issue for discussion at a Leadership Forum, submit the **Discussion Topic Form** by the deadlines listed above to be considered for the following Forum.
- **Register your attendance at the Leadership Forum** so we know to expect you and send you an agenda. Register for these forums using our online program registration portal, the same way you [register](#) for council-wide programs and events. Registration closes two weeks prior to the Forum to allow adequate time to prepare.

Leadership Forum Date, Time, and Location
Tuesday, <a href="#">January 14, 2020</a>   7pm-9pm   North Branch Service Center
Saturday, <a href="#">January 25, 2020</a>   10am-12pm   Westfield Service Center
Friday, February 7, 2020   6pm-8pm   TBD
Wednesday, <a href="#">February 19, 2020</a>   7pm-9pm   Westfield Service Center

- **Review the agenda.** The agenda will be sent to all registered attendees no fewer than 10 days in advance of the Forum, and will contain all points of discussion submitted. Once you receive the agenda, you should become familiar with the issues presented, share them with your service unit, and solicit feedback from your

community. Work with your Service Unit Manager to determine what method of communicating with your constituents works best for your community. Consider all viewpoints, synthesize their feedback, and be ready to represent the views of your service unit at the Forum.

### **During the Leadership Forum**

- Leadership Forums are hosted by members of GSHNJ's executive team and Board of Directors.
- These are informal gatherings: dress is casual, light refreshments may be served.
- Open dialogue and an exchange of opinions are encouraged, but civil discourse is required. Rude, aggressive, or inappropriate behavior is not tolerated.

### **Following the Leadership Forum**

- **Report back to your service unit** with a summary of discussions and any resulting action items.