

Guidelines for Delegates

Each Club is entitled to two votes, therefore two (2) Delegates. These two Delegates may have alternates to attend in their absence.

The Duties of a Delegate are:

1. Attend all Council Meetings or have an Alternate attend.
2. Take notes on the proceedings of the meetings and advise their Club Officers and members of the results of these meetings.
3. Bring Club problems of general interest to Council Meetings for discussion and appropriate actions.
4. Represent the Council in all Club matters.
5. Promote Council activities in your Club and surrounding areas.
6. Participate actively in Council Committees to which assigned. Your Mount Baker Council is a Service Organization, not a governing body, and operates strictly by the policies you have set up. Thus, it acts based on your will as expressed through you, the Club Delegate.
7. Delegate reports are to be sent to the Recording Secretary prior to each Council Meeting to have accurate Delegate Reports in the Council Minutes. So please use the Tips below as a guideline.
8. When you email your report to the Recording Secretary prior to the meeting be sure to include your club's name in the Subject line and in the file name so the report can be easily copied to the minutes.
9. Be sure to turn in your folder at the June Council Meeting.

Thank you for your support and Happy Dancing!

TIPS TO WRITE A GOOD DELEGATE REPORT

1. Write your report before you come to the council meeting.
2. Write about things that your club has done recently (i.e., a fund raiser and how it did or did not work; a successful past dance; a promotional project and how well it went; a caravan to another club and how you carried it out; or maybe your club has changed the format of its regular dances and how it is working).
3. Talk about future projects your club might be planning. This is a good time -to ask for ideas or assistance from any club that has done a similar project before.
4. **Write** about upcoming dances for next month. Keep in mind that your report is published in Council Notes magazine near the end of the month. For example, if you are promoting a dance for December, you must write about it and submit it at the November council meeting. **IF YOU WRITE ABOUT THE CURRENT MONTH'S DANCE, IT WILL NOT BE READ UNTIL THE NEXT MONTH.**
5. Try to keep your written report within 75 words or less. If you wish to elaborate during your verbal report, feel free to do so.

