



Duties of a Delegate

Each Club is entitled to two votes, therefore two (2) Delegates. These two Delegates need to have alternates to attend in their absence. They may be the spouses of the Delegates, or the Alternates may be anyone else you choose from your Club. However, if there needs to be a change in Delegates or Alternates from those listed in the directory for any meeting(s), the Club President needs to send with that person(s) to the Council a note to be given to the Vice President (who in turn hands it to the Recording Secretary to be recorded in the minutes of the change) stating the change and for how long.

Please try to have four (4) names listed as Delegates and as Alternates. If the Alternates are not the spouses, list them on the back of the Directory Form with their addresses.

In other words, four (4) people are listed in the Directory and any two of these four may vote at a meeting.

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.

Written reports are to be given to the Recording Secretary at each Council Meeting to have accurate Delegate Reports in the Council Minutes. So please use the forms that have been provided for your reports.

Please email your report to the Recording Secretary prior to or right after the meeting so the report can be easily copied to the minutes.

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.