



BOYS & GIRLS CLUBS OF AMERICA

ORIENTATION OF NEW AREA COUNCIL CHAIRPERSONS

When new officers are elected to Area Councils, B&GCA regional Field staff alerts staff at National Headquarters.

A letter is sent from the Chairman of the Board of Governors welcoming them to these positions. New chairs receive the following materials along with this letter (copies attached) for information and orientation purposes.

Area Councils: The Positive Place for Board Members

A Checklist for Evaluating Area Council Meetings
Suggested Topics and Subjects for Discussion at Area Council Meetings

Within 60 days of election, the B&GCA regional service director meets with new Area Council chairs - often, jointly with the new Executive Secretary – to orient him/her to the duties of the office.

The service director provides the new chair with a copy of A Guide for Officers and Executive Secretaries of Area Councils and reviews the topics in the book, i.e.:

- The history of Area Councils
- The purposes of an Area Council
- Area Council committees
- Duties of Officers and Executive Secretaries of Area Councils
- Area Council Liaisons
- Relationship of regional Field Services staff to Area Councils
- Maintenance of the Area Council roster
- Suggested Area Council bylaws
- Planning, holding and evaluating Area Council meetings
- Area Council dues

Field Staff continues to support the chair through his/her term of office, which is typically two years.