



What to Expect at Leadership Forums

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. The Forums 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 interact with the members of our Board of Directors and council executives.

This year, GSHNJ is creating a new 5-year strategic plan. Service Unit Delegates should expect to play a significant role in its formation through the Leadership Forums. 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 Proposal Submission Deadline	Leadership Forum Attendance Registration Deadline	Leadership Forum
January 17, 2022	January 17, 2022	January 31, 2022
February 6, 2022	February 6, 2022	February 22, 2022
February 27, 2022	February 27, 2022	March 16, 2022

Prepare for the Leadership Forum

- **Regularly attend the council-wide Service Unit Team Meetings.** This is the best way to stay informed on happenings and changes within the council. Meetings are held virtually; register [here](#).
- **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 your [Discussion Topic Proposal](#) by the deadlines listed above to be considered for the following Forum.
- **Register your attendance at the Leadership Forum** so we send you login credentials and agenda. Leadership Forums are [Jan 31, 2022](#) | [February 22, 2022](#) | [March 16, 2022](#) Registration closes two weeks prior to the Forum to allow adequate time to prepare, as outlined above.
- **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.

- **Prepare your technology.** All Leadership Forums in 2022 are hosted virtually through Zoom. You may access these sessions from a computer, smart device, or telephone; however, they are best experienced on a computer or tablet that has a camera and microphone. You will receive login credentials upon registration. Delegates in the same household may join from the same device if you wish.

During the Leadership Forum

- Members of GSHNJ’s executive team and Board of Directors host the Leadership Forums virtually.
- The Zoom platform allows us to follow the same format as our previous in-person sessions: a short stewardship report followed by open discussion. We invite all attendees to activate their cameras but remain muted unless speaking.
- Everyone in the session will be able to see you, so make sure you are dressed appropriately and have a neutral background behind you.
- Open dialogue and an exchange of opinions are encouraged, but civil discourse is required. Rude, aggressive, or inappropriate behavior is not tolerated.

Take part in a Zoom meeting

VIEWING OPTIONS
GALLERY VIEW
 Shows all participant video windows in a gallery. A yellow frame shows who is speaking.
SPEAKER VIEW: Highlights the speaker video. Other participants can be seen as small video windows.

VIDEO
 Red line = your video is off. You only see your name in the video window. Click here to activate your video. Click on the arrow to choose another camera or change your video settings.

PARTICIPANTS
 Click here and a panel will appear on the right: here you can see all participants. You can also raise your hand, applaud, give a thumbs-up etc.

CHAT
 A panel appears on the right. Here you can write messages and share files (if enabled by host). You can chat with all participants or with individuals. The host decides the settings.

RECORD
 Click here to ask permission to record the meeting. The host is usually responsible for this.

LEAVE MEETING
 When you want to leave the meeting click here. The host usually closes the meeting for all.

AUDIO
 Red line = you cannot be heard. Click on the icon to activate your audio. Click on arrow to select another microphone or change your audio settings.

SHARE SCREEN
 Click here to share your screen or an application, eg. Powerpoint, Word. Sometimes this function is not activated for participants

REACTIONS
 Click here to show your appreciation (clap hands or thumbs up).

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Following the Leadership Forum

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