



Your Role as a Charter Representative with American Heritage Girls

As an AHG Charter Representative, you have many roles and responsibilities that help to ensure the success of this chartered AHG Troop. It is your responsibility to facilitate the relationship between the local AHG Troop and the Charter Organization. The following information will guide you in better understanding this vital position.

- ❖ **Ensure that there is no familial relationship between you, the Charter Representative, and the AHG Troop Coordinator, as well as the others serving on the Troop Board.**
The Charter Representative is the liaison between the Charter Organization and the AHG Troop. As the point person for conflict resolution within the Troop, we have found it necessary to make sure these individuals are not related. No familial relationships should occur between any of the Troop Board members, excluding the Troop Shepherd.
- ❖ **Integrate the AHG Troop into the Charter Organization's ministry and/or mission goals.**
The Charter Organization and the AHG Troop have a unique relationship in that the Charter Organization has ownership of the local AHG Troop's program and can mold it according to its own principles and goals. The Charter Organization should embrace the AHG Troop as a ministry, discipleship, and outreach opportunity.
- ❖ **Assist the AHG Ministry Team in formulating and implementing the Charter Organization's ministry and mission goals for its AHG Troop.**
What results would the Charter Organization like to see from its AHG Troop? Is it to reach out to the community, or to disciple current girl members? How will you measure the success and outcomes of these goals?
- ❖ **Maintain a relationship with American Heritage Girls, Inc.**
We are here to help you! Feel free to communicate any questions or concerns. Your assigned National Support Services Coordinator is always just a phone call away.
- ❖ **Participate in AHG Ministry Team meetings, if possible, as a non-voting member, and communicate regularly with the AHG Troop Coordinator.**
Work with the AHG Troop Coordinator to determine the structure of the local AHG Ministry Team. Assist in the formulation and annual review of the local AHG Troop Policy and Guidelines Manual. Review and approve the local AHG Troop budget.
- ❖ **Determine the process for handling the local AHG Troop's finances.**
Will the AHG Troop's finances run through the Charter Organization's books, or will the local AHG Troop have a separate account with Charter Organization oversight? Facilitate the establishment of policies and criteria concerning all financial matters.
- ❖ **Help recruit adult volunteers by implementing a volunteer recruitment plan.**
Assist the AHG Troop Coordinator in finding the right people to serve on the AHG Ministry Team and in the specific Unit Leader positions. Attend the AHG Basic Training, if possible, to gain understanding of the AHG program so as to better direct the ministry focus of the AHG Troop.
- ❖ **With help from the AHG Troop Coordinator, approve all adult leadership.**
The AHG adult leadership approval process must include conducting a background check on each candidate, as well as the receipt of three character references for each (including Ministry Team positions).
- ❖ **Review and approve all local AHG Troop trips, high-risk activities, and fundraisers by signing the necessary paperwork.**
These activities have forms that must be completed, signed and returned to AHG, Inc., before any activities take place. Please carefully review these forms and discuss any concerns with the AHG Troop Coordinator.

- ❖ **Provide leadership, conflict resolution and oversight.**
Conflict may arise within the local AHG Troop, the Ministry Team or parents and volunteers. In concert with the AHG Troop Coordinator, addressing concerns promptly and directly will help to resolve conflict in a fair, efficient and healthy manner.
- ❖ **Communicate regularly with the Pastor/Charter Organization's Leader, so as to keep them informed about their AHG Troop's activities.**
The strength of the AHG program is best realized when the local AHG Troop becomes part of the Charter Organization's programming and mission. Communication with the head of the Charter Organization is vital to keep the local AHG Troop functioning as an integral part of that Charter Organization.
- ❖ **Ensure a safe meeting facility, adequate to the size and needs of the AHG Troop, on a regular basis, with day and time reserved.**
The local AHG Troop will need to have a room large enough for the all-girl portions of the meetings, as well as separate break-out rooms for the different age levels to work independently. The Charter Organization can approve an alternate location for the local AHG Troop to meet, when necessary.
- ❖ **Work with the AHG Troop Coordinator to ensure that enough levels are organized to serve all interested girls.**
The AHG program has a multi-level structure. Each AHG Troop should strive to offer every level. Each level will need a trained AHG Unit Leader and Assistant Unit Leader. More adults may be needed to ensure that the AHG Troop maintains the necessary two-deep leadership and appropriate girl/leader ratios.
- ❖ **Ensure completion of the AHG Annual Charter Renewal process.**
The AHG Ministry Charter Agreement is renewable annually at the option of AHG, Inc. and the Charter Organization. An AHG Charter Renewal Packet is mailed to each local AHG Troop in spring. A checklist is provided to assure all forms and necessary paperwork are completed and returned. AHG Charter Renewal fees and signed Ministry Charter Agreements are due by August 1st, prior to the start of the next program year. Other important documents required at that time are, an updated copy of the local AHG Troop's Policy and Guidelines, Troop Budget and first quarter calendar.
- ❖ **Coordinate promotion of the local AHG Troop activities within the Charter Organization through newsletters, bulletin inserts, or website (where applicable).**
Ensure that adequate recognition is given for the local AHG Troop's activities, awards earned by the girls, and promotion of fundraiser activities.
- ❖ **Assist in coordinating the date Scout Sunday will be observed at the Charter Organization.**
A special time should be set aside during the service, on the selected Sunday, to feature the ministry of your local AHG Troop within your church and community.
- ❖ **Communicate the Charter Organization's potential service project needs to the AHG Troop's Ministry Team.**
In what areas of the Charter Organization could the AHG Troop assist? Do you have an indoor/outdoor work day? Are you participating in a mission trip? Do you serve/feed the homeless? Service is a large component of the AHG program. The girls are ready and willing to serve the Charter Organization first of all.
- ❖ **Serve on AHG Boards of Review and Court of Awards at the request of the AHG Advancement Coordinator and/or AHG Troop Coordinator, when possible.**
The AHG Troop's Boards of Review are part of the advancement in the AHG program and provides the girls an opportunity to develop and practice interview skills as well as to review their accomplishments. It is here that the Charter Rep can hear first hand, from the girls, the impact of the AHG ministry on their lives. The AHG Troop's Court of Awards is typically held once per year, presenting the awards, badges and service stars the girls' have earned throughout the year.