

Position Summary

The BC Properties Committee Chair is a member of the BC Finance Committee to provide consultation on all aspects of real property owned, leased, or to be acquired or disposed of, by GGC BC Council so as to protect GGC's assets, maximize the prudent use of the assets, and ensure that there is minimal exposure to claims on the assets of the organization. She is responsible for providing and promoting a safe and healthy environment in which all members of Girl Guides of Canada can meet or recreate.

The BC Properties Committee Chair administers Real Property Policy & Procedures, Capital Grants, other property grants and supports Campsite and Property Committees of Area or District Councils as directed by BC Council and the *National Strategic Plan*.

The BC Properties Committee Chair is appointed by the Provincial Commissioner in consultation with the Provincial Treasurer, and reports to the BC Finance Committee. A Deputy Properties Committee Chair can be appointed if required.

Properties Committee Chair Responsibilities

- Attend, report to, and be an active member at BC Finance Committee meetings.
- Consider and process, or have processed, applications for Capital Grants and other grants intended for the improvement of BC properties.
- Disseminate relevant Federal and/or Provincial government regulations and ensure they are being followed. Circulate and ensure compliance with relevant Federal and Provincial Regulations
- Disseminate relevant National and/or Provincial Girl Guides of Canada policies and ensure they are being followed. Circulate and ensure compliance with National and/or Provincial policies
- Ensure accurate records of grants approved and disbursed are maintained by the Properties Committee.
- Ensure all properties are notified of impending renewal of Leases or Licenses of Occupation.
- Assist and mentor areas and districts through the renewal, surrender and acquisition of Leases and Licenses of Occupation or acquisition through purchases and disposition through sales.
- Consider new Property Grants as requested.
- Maintain communication with other levels of Guiding by keeping property advisers informed of current procedures and changes. Act on area concerns, or bring any concerns that the areas may have to the attention of the Finance Committee, as appropriate.
- Engage the Property Committee in the planning and production of a bi-annual Properties Workshop to encourage and educate those in properties positions in the areas and districts on the importance of budgeting, planning, maintenance and inspections including how all are interconnected.
- Maintain effective working relationship with GGC staff.

Relationship/Communication

- Work collaboratively with GGC staff who have responsibilities for properties-related administration. E.g. lease renewals, workshop planning, meeting government regulations, contracts, etc. (at both the provincial and national levels).
- Respond to inquiries about properties and grants.

- Support BC Council, Commissioners, Area Properties Committees and Guiding Members by promoting and recommending appropriate education and assistance for their committee members.
- Disseminate properties information at trainings, meetings, workshops and conferences.
- Ensure that National Property Policies and Forms, Provincial Property Policies and Forms, Real Property Procedures, Capital and other Grant forms and their deadlines are publicized on the website.

Term

- Three year term.

Skills/Qualifications

- Active Guiding Member
- Sign the confidentiality agreement
- Sign the Code of Conduct
- Excellent communication skills, both written and verbal
- Strong belief in the philosophy that it is everyone's job to maintain and improve the Girl Guides of Canada properties to ensure a safe and healthy environment for our members.
- Strong organizational skills
- Computer knowledge.

Benefits and Opportunities

- Contribute to the BC Finance Committee's purpose to encourage and educate property personnel to ensure safe meeting spaces
- To connect with Guiding Members across BC and Canada.