

Girl Engagement Coordinator,

Provincial Council Position Description

Jan 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To provide coordination and oversight of the Provincial Program, International, and Camping SubCommittees


ACCOUNTABILITY

Provincial Council

RESPONSIBILITIES

- A member of the Provincial Council, Chair of the Girl Engagement Committee, and is an ex-officio member of each of the Program, International, and Camping Sub-Committees;
- Ensures that these sub-committees are established and populated;
- Communicates and engages Girl Engagement Committee members in plans and activities to support GGC's strategic plan;
- As the chair of the Girl Engagement Committee, fosters a cooperative, creative and supportive environment;
- Ensures that meetings are regularly held by the Program, International and Camping SubCommittees and that the chairs work collaboratively;
- Ensures the orientation of sub-committee members is appropriate and completed and that members meet the expectations of the position;
- Provides training and acts as a mentor for the chairs;
- Provides advice and direction to these sub-committees as needed;
- Works in collaboration with the Elected Member – Youth and the Provincial Youth Forum to garner insight on issues impacting girl Members to ensure a girls' perspective is understood and taken into consideration in all aspects of programming;
- Facilitates communications with the Provincial Commissioner and/or designate and Council as necessary;
- Provides support in the completion of the sub-committee budgets and submits the budgets as required;
- Provides oversight and monitors the budgets on a regular basis;
- Coordinates and advises Council of issues, initiatives, and needs after determination by the Program, International, and Camping Sub-Committees;
- Provides the communication conduit between the Provincial International, Program, and Camping Advisers and the National Programming Committee and co-ordinates linkages with Advisers in other Provincial jurisdictions; and,
- Performs other related duties, as assigned.

EXPECTATIONS AS A MEMBER OF PROVINCIAL COUNCIL

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- To act in the best interests of the Council as a whole rather than a particular location or personal interests;
 - To contribute to the advancement of Guiding within the Provincial Council jurisdiction;

- To participate fully as a member of the Provincial Council on all matters under discussion;
- To maintain close communication with the Provincial Commissioner and Executive Committee to inform them of issues of importance as they arise;
- To prepare for and participate in all meetings by reading all pre-meeting documents, seeking clarification on an issue as needed, making decisions in the best interest of GGC, and respecting the Council's decision making processes and majority decision;
- To work collaboratively with all council members to ensure best management and stewardship of Guiding within the provincial jurisdiction; and,
- To participate on any Provincial Council review or assessment processes.

NS SPECIFIC:

- Develop and monitor the Advisory budget and approve and sign expense claims as appropriate;
- Liaise with the provincial Advisers to support the implementation of Girl Engagement Advisories , champion and advise on GE issues and directives that provide key messages;
- Actively participate in Girl Engagement Forum meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.
- Provide written updates for each Provincial Council meeting and an annual report as requested.
- Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office;
- Maintains and monitors, at least 3 times weekly, the respective Provincial email and respond in a timely manner;
- When creating and executing Provincial events, adhere to event timeline;
- Complies with all Provincial Processes.

QUALIFICATIONS

- Ability to exercise critical, analytical, problem solving and decision making skills;
- Strong leadership skills;
- Strong communication, listening, and interpersonal skills with ability to communicate effectively via multiple media sources;
- Ability to work with a team and independently;
- Ability to facilitate and chair meetings, solicits views, opinions, and advice, and navigate difficult issues;
- Be familiar with the various program resources, including branch core programming, special challenges, themed days, other days of celebration and related event planning, modalities and opportunities for program delivery;
- Have knowledge of camping as a delivery means of programming, Safe Guide, types of camping, internal and external camping resources, and where to locate camping experts; and,
- Be familiar with international programming and travel opportunities and how to access information and methodology GGC uses to decide international travel and the process of selection of delegates, including WAGGGS and other global programming opportunities.

TERM: Three (3) years

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