

# Member of Provincial Council, Youth Forum Coordinator

## Position Description

Jan 2021

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### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To provide direct input to the delivery of Guiding within the jurisdiction of the Provincial Council, to ensure the voice of girl Members is considered in Council deliberations and is the liaison between the Council and the Youth Forum.

### **ACCOUNTABILITY**

Provincial Council

### **RESPONSIBILITIES**

- Is a member of Provincial Council and coordinator of the Provincial Youth Forum;
- Seeks advice and opinion from the Youth Forum on issues of programming; event, operational, and membership growth plans; and, concerns and trends impacting girl membership within the province;
- Stay informed of current issues and trends impacting girls;
- Through the Youth Forum, ensures the voice of girl members is provided to the Provincial Council;
- Collaborate with the Provincial Treasurer to prepare and monitor the annual budget for the Youth Forum;
- To arrange the creation and publication of articles for girl Members and about girls interests, opinions, and trends through provincial methods of membership communication (newsletter, social media, website, etc.);
- May be assigned special tasks or other Council projects or committee assignments as directed by the Council/Provincial Commissioner;
- To work collaboratively with provincial level Advisers to ensure best program delivery for all girls; and,
- To identify any personal learning needs that will enhance performance as a member of the Council and Adviser to the Provincial Youth Forum.

### **EXPECTATIONS AS A MEMBER OF PROVINCIAL COUNCIL**

- 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 budget, approve and sign expense claims as appropriate;
- Liaise with the Provincial Youth Forum and Area Youth reps to support the implementation of youth engagement for girls in their respective areas, champion and advise on youth issues and directives that provide key messages;
- Actively participate in Youth 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.
- 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**

- A commitment to and passion for GGC;
- Strong commitment to girl engagement and empowerment;
- Knowledge of GGC programming;
- Recent and relevant experience (within five (5) years) in working with girls in a unit or like situation;
- Ability to work with a team and to assume a leadership role, when requested;
- Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
- Ability to exercise critical, analytical, and decision focused skills;
- Good communication, listening, and interpersonal skills with ability to communicate effectively via various media source; and,
- Availability to attend meetings, as scheduled, and through various means, including inperson, teleconference, skype, etc.

### **TERM OF OFFICE**

Three (3) years

