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<td>Full revision of Alberta Council Manual</td>
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15.8 Committee Cookies  
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7.3 Donations – Memorial Recognition and Donations  
7.12 Insurance – Property Insurance  
7.15 Member Subsidies  
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<td>• FR.1 Approval Process</td>
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<td>Alberta Council office</td>
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<td>Area Offices</td>
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<td>• Adult Participants</td>
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<td>• Agenda, Minutes, Communications Dispersal</td>
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<tr>
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<td>• Procedures for Reporting an Accident Occurring During an Organized Guiding Activity</td>
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</tbody>
</table>
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  ANY-GuideNews Editor
  Area Commissioner
  Archives Lead
  Awards Lead
  Blue-Print Editor
  Cookie Adviser
  Deputy Area Commissioner
  Fund Development Administrator
  Girl Protection Lead
  Graphic Designer
  Link Liaison
  Lones Lead
  Member, Property Management
  Nominating Search Lead
  Scholarship Chair
  Trefoil Guild Liaison
  Web Coordinator

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  Awards Committee
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  Finance Committee
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  Youth Forum

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Procedure for Alberta Council Scholarship Applications
Procedures for Reporting an Accident Occurring During an Organized Guiding Activity
Reports, Letters, iMIS Quality Control Distribution
Social Media Guidelines
When Police Record Checks are “Not Clear” - For iMIS Homes and Area Commissioners

D. Forms
1.0 Alberta Council

Girl Guides of Canada is a nationally incorporated charitable organization established by a Special Act of Parliament. Alberta Council is a provincial level entity and has no separate legal status. Alberta Council is responsible for Guiding within Alberta, Northwest Territories and Yukon.

"National" refers to the National Board of Girl Guides of Canada (GGC).

1.1 Council Overview

Alberta Council comprises the following members:

- Provincial Commissioner
- Deputy Provincial Commissioners (2)
- Treasurer
- Girl Engagement Coordinator
- Member Services Coordinator
- Risk & Compliance Coordinator
- Youth Forum Coordinator
- Member (0-2) including:
  - Property Management
- Area Commissioners
- Administrative Manager (voice, no vote)
- Secretary (no voice, no vote)

The Provincial Commissioner is the leader and the chair of Alberta Council. She is accountable to the Board of Directors, through the Director of Provincial Operations, for the administration and implementation of Guiding within Alberta, Northwest Territories and Yukon. The term of the Provincial Commissioner is three years.

Alberta Council supports a number of volunteers who fulfill position and activity roles that maintain the many Alberta Council events and initiatives. Refer to 1.2 Alberta Council - Council Support Model for more detail. These include:

- ANY-GuideNews Editor
- Archives Lead
- Awards Lead
- Blue-Print Editor
- Camping Adviser
- Cookie Adviser
- Girl Protection Lead
- International Adviser
- Link Liaison
- Lones Lead
- Membership Adviser
- Nominating Search Lead
- Program Adviser
- PR & Communications Adviser
- Scholarship Chair
- Training Adviser
• Trefoil Guild Liaison
• Web Coordinator


1.2 Council Support Model

Legend

PC Team
Alberta Council
Supporting Advisers
Council and/or Committee Support
Office Support Staff

*Additional Support provided by DPCA
**Direct access to PC as needed
1.3 Council and Support Position Selection

Alberta Council is open and transparent in the selection of coordinators, advisers, liaisons, leads and Youth Forum members that provide direct support to all members in Alberta, Northwest Territories and Yukon. The following table provides a list of Alberta Council positions and the associated responsibility for nomination and decision. The Provincial Commissioner is to be consulted on all appointments before they are made final. This includes Alberta Council positions, Alberta Council committee positions, event coordinators, Youth Forum and Assessor appointments / reappointments. Area Commissioners are to be consulted on all Trainer appointments / reappointments before they are made final.

All positions are advertised on the website, in ANY-GuideNews, Blue-Print and broadcast email as appropriate.
<table>
<thead>
<tr>
<th>Position</th>
<th>Responsible for Coordinating Nomination Process</th>
<th>Interviews &amp; Decision Maker</th>
</tr>
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<tbody>
<tr>
<td>Provincial Commissioner</td>
<td>Nominating Search</td>
<td>Interviewers to determine Slate—Nominating Search, Director Provincial Operations and one other scrutineer of Nominating Search’s choosing.</td>
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<td></td>
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<td>Current PC places tie-breaking vote in sealed envelope prior to the voting process. She also votes with the rest of Council.</td>
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<td>Position</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>Deputy Provincial Commissioner</td>
<td>Nominating Search</td>
<td>Interviewers to determine Slate—Nominating Search, Director Provincial Operations and incoming Provincial Commissioner. Slate Approval—Director Guiding Experience Ratification—Alberta Council</td>
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<td></td>
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<tr>
<td>Secretary</td>
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<td>PC in consultation with PC Team</td>
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<tr>
<td>Treasurer</td>
<td>Nominating Search</td>
<td>PC Team and one or more members of Finance Committee Ratification—Alberta Council. Term is one year and is reelected annually at the AGM.</td>
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<td>Alberta Girls’ Parliament Lead</td>
<td>Program Adviser</td>
<td>Program Adviser with Girl Engagement Coordinator and DPC</td>
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<td>ANY-GuideNews Editor</td>
<td>PR &amp; Communications Adviser</td>
<td>PR &amp; Communications Adviser with Member Services Coordinator and DPC</td>
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<tr>
<td>Position</td>
<td>Responsible for Coordinating Nomination Process</td>
<td>Interviews &amp; Decision Maker</td>
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<td>Archives Lead</td>
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<td><a href="mailto:any.archives@girlguides.ca">any.archives@girlguides.ca</a></td>
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<td>Awards Lead</td>
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<td>PC Team with Membership Adviser</td>
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<td>Camping Adviser</td>
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<td>PC Team with Girl Engagement Coordinator</td>
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<td>Member, Property Management</td>
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<td>Girl Engagement Coordinator</td>
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<td><a href="mailto:any.girlengagement@girlguides.ca">any.girlengagement@girlguides.ca</a></td>
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<td>Girl Protection Lead</td>
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<td>PC Team with Risk and Compliance Coordinator</td>
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<td><a href="mailto:Any.girlprotection@girlguides.ca">Any.girlprotection@girlguides.ca</a></td>
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<tr>
<td>International Adviser</td>
<td>Nominating Search</td>
<td>PC Team with Girl Engagement Coordinator</td>
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<tr>
<td>Link Liaison</td>
<td>Nominating Search</td>
<td>Member Services Coordinator, Membership Adviser and DPC</td>
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<tr>
<td><a href="mailto:Any.link@girlguides.ca">Any.link@girlguides.ca</a></td>
<td></td>
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<tr>
<td>Lones Lead</td>
<td>Program Adviser</td>
<td>Program Adviser with Girl Engagement Coordinator and DPC</td>
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<tr>
<td><a href="mailto:Any.lones@girlguides.ca">Any.lones@girlguides.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Services Coordinator</td>
<td>Nominating Search</td>
<td>PC Team</td>
</tr>
<tr>
<td><a href="mailto:Any.memberservices@girlguides.ca">Any.memberservices@girlguides.ca</a></td>
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<tr>
<td>Membership Adviser</td>
<td>Nominating Search</td>
<td>PC Team with Member Services Coordinator</td>
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<tr>
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<td>Position</td>
<td>Responsible for Coordinating Nomination Process</td>
<td>Interviews &amp; Decision Maker</td>
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<td>--------------------------------</td>
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<tr>
<td>Nominating Search Lead</td>
<td>n/a</td>
<td>n/a defaults to past PC</td>
</tr>
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<td>Any-n <a href="mailto:nominating@girlguides.ca">nominating@girlguides.ca</a></td>
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<td>Program Adviser</td>
<td>Nominating Search</td>
<td>PC Team with Girl Engagement Coordinator</td>
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<td><a href="mailto:Any-program@girlguides.ca">Any-program@girlguides.ca</a></td>
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<td>Public Relations &amp; Communications Adviser</td>
<td>Nominating Search</td>
<td>PC Team with Member Services Coordinator</td>
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<tr>
<td><a href="mailto:Any-prcomm@girlguides.ca">Any-prcomm@girlguides.ca</a></td>
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<tr>
<td>Risk &amp; Compliance Coordinator</td>
<td>Nominating Search</td>
<td>PC Team</td>
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<tr>
<td><a href="mailto:Any-riskcompliance@girlguides.ca">Any-riskcompliance@girlguides.ca</a></td>
<td></td>
<td></td>
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<tr>
<td>Safe Guide Adviser</td>
<td>Nominating Search</td>
<td>PC Team with Risk &amp; Compliance Coordinator</td>
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<tr>
<td><a href="mailto:Any-assessor@girlguides.ca">Any-assessor@girlguides.ca</a></td>
<td></td>
<td></td>
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<tr>
<td>Scholarship Chair</td>
<td>Nominating Search</td>
<td>PC Team with Treasurer</td>
</tr>
<tr>
<td>Training Adviser</td>
<td>Nominating Search</td>
<td>PC Team with Member Services Coordinator</td>
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<tr>
<td><a href="mailto:Any-training@girlguides.ca">Any-training@girlguides.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trefol Guild Liaison</td>
<td>Nominating Search</td>
<td>PC Team with Member Services Coordinator and Membership Adviser</td>
</tr>
<tr>
<td><a href="mailto:Any-trefoil@girlguides.ca">Any-trefoil@girlguides.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Coordinator</td>
<td>PR &amp; Communications Adviser</td>
<td>PR &amp; Communications Adviser with Member Services Coordinator and DPC</td>
</tr>
<tr>
<td><a href="mailto:Any-website@girlguides.ca">Any-website@girlguides.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Forum Coordinator</td>
<td>Nominating Search</td>
<td>PC Team</td>
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<tr>
<td><a href="mailto:Any-youth@girlguides.ca">Any-youth@girlguides.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Forum Members</td>
<td>Youth Forum Coordinator</td>
<td>Interviews – Youth Forum Coordinator, DPC and one or two current members of Youth Forum. Decision – Youth Forum Coordinator and DPC with voice from current member(s) of Youth Forum.</td>
</tr>
</tbody>
</table>

1.4 Areas
There are 10 areas spanning Alberta, Northwest Territories and Yukon.
<table>
<thead>
<tr>
<th>AREA</th>
<th>DISTRICTS</th>
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<tbody>
<tr>
<td>Aurora Adventures</td>
<td>Hay River, Yellowknife, Yukon plus Inuvik and Gamèti communities</td>
</tr>
<tr>
<td><a href="mailto:Any-auroraadventuresac@girlguides.ca">Any-auroraadventuresac@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Calgary</td>
<td>12 Mile Coulee, Adelaide Glenn, Annie Bannister, Beth Riddoch, Blackfoot, Co-West, Crystal Palace, Deerfoot, East Bow, Famous Five, Nitanisak, North Star, Patterson, Paxhill, Prairie Mosaic, Sarcee Hills, Scenic Bow Valley, Silverbirch, Sunrise, Three Sisters, Westglen, Wichewakn</td>
</tr>
<tr>
<td><a href="mailto:Any-calgaryac@girlguides.ca">Any-calgaryac@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Chinook</td>
<td>Chinook East, Chinook West, Clarke-Hall, McCready</td>
</tr>
<tr>
<td><a href="mailto:Any-chinookac@girlguides.ca">Any-chinookac@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Cypress Hills</td>
<td>Grasslands, Redcliff, Ross Glen, Westminster</td>
</tr>
<tr>
<td><a href="mailto:Any-cypresshills@girlguides.ca">Any-cypresshills@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Edmonton</td>
<td>Betty Martin, Borealis Gateway, Emily Murphy, Helen Burns, Glowing Ember, Maywood, McCourt, Midway North, Northeast, Northern Lights, Papaschase, Sunshine Sherwood Park, Willow</td>
</tr>
<tr>
<td><a href="mailto:Any-edmontonac@girlguides.ca">Any-edmontonac@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Parkland</td>
<td>Crimson Star, Diamond Willow, Golden Poplar, Goldenfields, Kuusamo, Num Ti Jah, Westview, Wolf Willow</td>
</tr>
<tr>
<td><a href="mailto:Any-parklandac@girlguides.ca">Any-parklandac@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Peace River</td>
<td>Heatherwood, Lac Cardinal, Northern Borealis, Pewapun, Wapiti Meadows</td>
</tr>
<tr>
<td><a href="mailto:Any-peaceriver@girlguides.ca">Any-peaceriver@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Prairie Rose</td>
<td>Badlands, Ho Kah Nah, Moonlight, River Rose, Twilight</td>
</tr>
<tr>
<td><a href="mailto:Any-prairierose@girlguides.ca">Any-prairierose@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Tamarac</td>
<td>Aurora, Fireside, Forest Waters, Muskotehk, Pembina Trail, Pinedale, Prairie Wind, Rainbow, Spruce Grove, Starlight, Three Sisters, Twin Rivers</td>
</tr>
<tr>
<td><a href="mailto:Any-tamaracac@girlguides.ca">Any-tamaracac@girlguides.ca</a></td>
<td></td>
</tr>
<tr>
<td>Woodsmoke</td>
<td>Battle River, Lakeland, Lloydminster, Sak A Guna, Veg-An-Milion</td>
</tr>
<tr>
<td><a href="mailto:Any-woodsmokeac@girlguides.ca">Any-woodsmokeac@girlguides.ca</a></td>
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</tbody>
</table>

Area boundary changes are reviewed as required and approved by Alberta Council.
Districts: Changes of district boundaries may be made by motion at the discretion of the area concerned. To avoid duplication of names, the Alberta Council office is to be contacted before a new district is named and documents are processed. Consult with the iMIS home to coordinate the scheduling of these changes. Requests to close districts are reviewed and approved by Alberta Council.

All new requests, changes and closures are made using the *B.1 Unit Property Form* (national website).

1.5 Alberta Council Contacts
Refer to [www.girlguides.ca/ab](http://www.girlguides.ca/ab) - Contact Us.

1.6 Finance Committee
The purpose of the Finance Committee is to provide advice and recommendations to Alberta Council regarding best financial management practices and maintain long-term viability. The Finance Committee meets as required. This includes, but is not limited to, reviewing Alberta Council and area budgets, Area interim financial reports and the annual audit report.

The Finance Committee consists of:

- Treasurer (Chair)
- Provincial Commissioner
- Deputy Provincial Commissioner(s)
- Risk & Compliance Coordinator
- Girl Engagement Coordinator
- Member Services Coordinator
- Member, Property Management
- Administrative Manager

Refer to **Appendix B** for the Terms of Reference for the Finance Committee.

1.7 Youth Forum
The purpose of the Alberta Council Youth Forum is to provide its youth members with an opportunity to build leadership and teamwork skills, develop a deeper understanding of how a national organization like GGC works and influence decision-making. Building the capacity of individual ABCYF members as well as the Youth Forum as a whole, is important to GGC as it serves as a critical gateway for the organization to better understand, and respond to the opinions, needs and issues important to girls.

Following the National Youth Council process, the ABCYF implemented an expectations document that every YF member, along with their parent, must read and sign at the beginning of each Guiding Year. (Motion C.18.09.10)

Refer to **Appendix B** for the Terms of Reference for the Youth Forum and *AB-Council-46 Alberta Council Youth Forum: Member Expectations (Alberta Council website)*.
2.0 Provincial and Area Offices

2.1 Alberta Council Office

Alberta Girl Guide House houses the administrative offices, library, archives and meeting rooms of Alberta Council and rents office and meeting space to Edmonton Area. The address is:

Girl Guides of Canada, Alberta Council
11055 — 107 Street NW
Edmonton, AB T5H 2Z6
Phone: 780.424-5510     Fax: 780.426-1715

Email: any-info@girlguides.ca     Web: www.girlguides.ca/ab

Hours of Operation: The regular business hours are 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive, excluding general holidays.

These facilities are equipped and administered at the discretion of Alberta Council.

Purpose

To serve Guiding in Alberta, Northwest Territories and Yukon by assisting the members, liaising between National, Alberta Council and areas, as well as supporting the work of Alberta Council and its committees.

Staff

Permanent full-time and part-time staff are employed in accordance with current labour laws and the Alberta Council Personnel Manual:

- Accounting Clerk
- Administrative Manager
- Council and Committee Support Assistant
- Member Records Administrator
- Office Support Clerk
- Safe Guide and Office Clerk

Refer to Appendix C - Office Responsibilities and Contact Us (Alberta Council website).

Alberta Council contracts a Fund Development Administrator to assist with donation recognition and grant applications.

Methods of Payment

The Alberta Council office accepts payment by cash, cheque, Visa, MasterCard and debit card.

Bookings

Meeting Rooms: The meeting rooms in Alberta Girl Guide House are available for Guiding events at no charge and are booked through the Alberta Council office. Upon booking, an orientation package is provided. Coffee supplies are provided free to Alberta Council committees. Other groups must supply their own.

Unit Meeting Rental Space: Units may use the Alberta Girl Guide House basement for regular weekly meetings from Monday to Thursday, excluding statutory holidays, at a cost of $10.00 per meeting to offset the cost of utilities and maintenance. (Motion C.18.09.11).

Refer to AB-Council-47 Alberta Girl Guide House Unit Meeting Booking Form for details on eligibility and booking instructions.
2.0 Provincial and Area Offices

Overnight Accommodation for Groups: Overnight stays may be arranged. Mattresses are supplied. Obtain AB-Council-31 Overnight Accommodation at Alberta Girl Guide House form from the Alberta Council office or from the Alberta Council website (Contact Us). Upon receipt of the completed forms, the Alberta Council office will confirm arrangements and fees.

A full kitchen is available including: microwave oven, refrigerator, stove, dishwasher, coffee maker, teapot, kettle, toaster, dishes and cutlery for a maximum number of 36 guests.

Refer to 15.12 – Committee Adviser Information - Office Support for details regarding the facilities available for committee meetings.

Items for Rent / Loan

Archives: Alberta Council is fortunate to have extensive archives. Consult the Archives Lead about viewing and / or using artifacts. Note: artifacts are not to be loaned out.

- Archival Uniforms: Each area has been supplied with two boxes of heritage uniforms. These boxes are stored within the appropriate area, except for Tamarac and Michener Areas. The boxes for Michener and Tamarac Areas are stored at the Alberta Girl Guide House and can be picked up by the area as needed.

Electronic Equipment: The following equipment is available from Alberta Council office: laminator, flip charts, screen, laptop and LCD projector. Contact the Alberta Council office to arrange for use.

Flags: Alberta Council has a collection of flags for some of the member countries of the World Association of Girl Guides and Girl Scouts (WAGGGS) complete with poles and stands. Bookings can be made through the Alberta Council office. There is no rental fee. Users must arrange for pickup and delivery. Refer to AB-International-01 International Flags, Poles and Stands for Guiding Events form (Alberta Council website).

GPS Handheld Units: Alberta Council owns and makes available to the areas the following GPS units:

- 21 northern-based units are kept at the Alberta Council office in Edmonton
- 24 southern-based units are kept at the Calgary Area office

Refer to AB-Council-18 Booking Form for GPS Handheld Units (Alberta Council website) to book the units. A record of the serial numbers is maintained at the Alberta Council office.

Library: The Alberta Council library is not a lending library. Any interested person may use the library during business hours.

Items for Purchase

Crests: Crests for the Alberta Council challenges may be purchased from the Alberta Council office.

Refer to 7.9 Financial Policies - Financial Statement for dispersal information regarding obsolete crests.

Presentation Folders: Alberta Council office keeps a stock of navy folders with gold foil and the trefoil.

To purchase, contact the Alberta Council office at any-orders@girlguides.ca.

2.2 Area Offices

Alberta Council 11055 - 107 Street NW 780 424-5510
(iMIS home) Edmonton AB T5H 2Z6 Fax: 780 426-1715
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calgary</td>
<td>2188 Brownsea Drive NW</td>
<td>403 283-8348</td>
<td>403 283-9781</td>
<td><a href="mailto:any-info@girlguides.ca">any-info@girlguides.ca</a></td>
</tr>
<tr>
<td></td>
<td>Calgary AB T2N 3G9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinook</td>
<td>217 - 12 Street A South</td>
<td>403 328-0733</td>
<td>403 328-0733</td>
<td><a href="mailto:tracy.haakonson@girlguides.ca">tracy.haakonson@girlguides.ca</a></td>
</tr>
<tr>
<td></td>
<td>Lethbridge AB T1J 2S9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edmonton</td>
<td>3rd floor, 11055 - 107 Street NW</td>
<td>780 451-2263</td>
<td>780 453-1155</td>
<td><a href="mailto:hazel.gillis@girlguides.ca">hazel.gillis@girlguides.ca</a></td>
</tr>
<tr>
<td></td>
<td>Edmonton AB T5H 2Z6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parkland</td>
<td>Basement 3757 43 Avenue</td>
<td>403 343-1656</td>
<td>403 343-1656</td>
<td><a href="mailto:any-parklandareaoffice@girlguides.ca">any-parklandareaoffice@girlguides.ca</a></td>
</tr>
<tr>
<td></td>
<td>Red Deer AB T4N 3B7</td>
<td></td>
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</table>
3.0 Council Meetings
Council meetings are held a minimum of three times per year with dates determined by council.

There are three meeting components:

- **Alberta Council Meeting:** Saturday from 8:30 a.m. to 4 p.m.
  Sunday from 8:30 a.m. to noon (optional on years opposite Alberta Council workshops)
- **Area Commissioners Meeting:** Fridays starting at 6 p.m.
- **Operations Meeting:** Fridays starting at 6 p.m.

3.1 Provincial Council Meeting

**Attendance**
Meetings are attended by:

- Provincial Commissioner
- Deputy Provincial Commissioners (2)
- Treasurer
- Girl Engagement Coordinator
- Member Services Coordinator
- Risk & Compliance Coordinator
- Youth Forum Coordinator
- Member (0-2) including:
  - Property Management
- Area Commissioners*
- Administrative Manager (voice, no vote)
- Secretary (no voice, no vote)

*Substitutes may attend the meeting on behalf of an Area Commissioner, with prior approval from the Provincial Commissioner. Following approval, the Provincial Commissioner forwards the names of substitutes to the Alberta Council office.

**Regrets:** Regrets are to be emailed to the Provincial Commissioner.

**Invitations:** Upon request, advisers or others may be invited to a council meeting to address the members regarding areas of concern.

Prior to the end of their terms, Provincial Commissioners, Deputy Commissioners, Area Commissioners and other council members invite their successors to join them at the last council meeting of the Guiding year. Successors attending have no voice and no vote.

The Provincial Commissioner is notified of all invitations and the extra expense incurred will be the responsibility of Alberta Council.

**Preparation and Participation**

**Reports:** Adviser / coordinator / liaison / lead reports must be submitted to the Secretary, cc their council support, at least two weeks prior to the meeting (Refer to 5.3 – Reporting - Activity Reports). These reports will be uploaded to a shared cloud drive at the same time that the agenda is distributed by the Secretary or designate. During the meeting, important items may be highlighted, information added or clarified and questions answered. The entire report is not read.
**Issue Briefs:** Issue Briefs must be submitted to the Provincial Commissioner at least 2 weeks in advance of the meeting to be included in the agenda. Any council member may bring forward a motion / discussion item to the council table.

**Agenda:** The agenda and related materials are emailed from the Provincial Commissioner, or designate, at least one week prior to the meeting. Additional items may be included at the meeting. Each member is expected to be thoroughly familiar with the agenda and related materials and come prepared to enter discussions.

**Quorum:** Fifty per cent plus one of the voting members shall constitute a quorum.

**Voice / Vote:** All council members have voice and vote with the exception of the Administrative Manager (voice, no vote), Secretary (no voice, no vote) and members attending by invitation. In the case of two or more people sharing a position, only one may vote. No vote may be given by proxy.

**Motions / Votes:** Any council member may make, or second, a motion. A motion is made in order to put a matter "on the floor". The mover does not necessarily have to be in favour of the motion; they are merely making a statement, which merits discussion. The motion cannot be discussed until another member seconds the motion.

Abstentions are placed with the majority. If a member so wishes, her vote may be recorded specifically.

Members should be objective and listen with open minds. When a vote is taken, the best interests of Guiding in the Province of Alberta, Northwest Territories and Yukon, as a whole, are to be considered.

All Alberta Council members are expected to support the decisions of Alberta Council whether or not they voted in favour of a motion.

Email motions and the results of votes made between meetings are included in the agenda and minutes of the next meeting.

**Minutes**
The Provincial Commissioner approves the minutes of the Alberta Council meetings for distribution. The minutes are then emailed from the Provincial Commissioner, or designate, to all council members within two weeks of the meeting. Decisions are not to be discussed until the minutes are distributed or permission is granted at the meeting.

**3.2 Area Commissioners’ Meeting**
The purpose of the Area Commissioners’ meeting is to discuss matters of specific interest to Area Commissioners and to raise questions and concerns as needed. Recommendations from this meeting are presented to Alberta Council.

**Attendance**
Meetings are attended by:

- Provincial Commissioner
- Deputy Provincial Commissioner
- Area Commissioners*
- Administrative Manager
- Secretary
3.0 Council Meetings

*Substitutes may attend the meeting on behalf of an Area Commissioner, with prior approval from the Provincial Commissioner. Following approval, the Provincial Commissioner forwards the names of substitutes to the Alberta Council office.

**Regrets:** Regrets are to be emailed to the Provincial Commissioner.

**Preparation and Participation**

**Agenda:** The agenda and related materials are emailed from the Provincial Commissioner, or designate, at least one week prior to the meeting. Additional items may be included at the meeting. Each member is expected to be thoroughly familiar with the agenda and related materials and come prepared to enter discussions.

Time is provided at the meetings for each Area Commissioner to raise questions and concerns as needed.

Confidential concerns which affect one specific area may be directed to the Provincial Commissioner outside the meeting.

**Notes**

Notes of the meeting are emailed to all council members within two weeks of the meeting.

3.3 Operations Meeting

The purpose of the Operations meeting is to discuss matters of specific interest to coordinators / advisers and to raise questions and concerns. Recommendations from this meeting are presented to Alberta Council.

**Attendance**

Meetings are attended by:

- Deputy Provincial Commissioner (Chair)
- Girl Engagement Coordinator (supporting Camping, International and Program Advisers)
- Member Services Coordinator (supporting Membership, Training and PR & Communications Advisers)
- Risk & Compliance Coordinator (supporting Girl Protection and Safe Guide Adviser(s))
- Youth Forum Coordinator
- Member (0-2) including:
  - Property Management
- Treasurer

Additional advisers may be teleconferred in, as required, to support discussions.

**Regrets:** Regrets are to be emailed to the Deputy Provincial Commissioner.

**Preparation and Participation**

**Agenda:** The agenda and related materials are emailed from the Deputy Provincial Commissioner, or designate, at least one week prior to the meeting. Additional items may be included at the meeting. Each member is expected to be thoroughly familiar with the agenda and related materials and come prepared to enter discussion.

Time at the meetings is provided so that each member of the Operations Committee may raise questions and concerns.
Confidential concerns which affect only your committee may be directed to the Deputy Provincial Commissioner outside the meeting.

Notes
Notes of the meeting are emailed to all council members within two weeks of the meeting.

3.4 Logistics

**Dress Code:**
- Friday Evening: Guiding Gear
- Saturday: Formal or standard Guiding uniform is worn.

**Breaks:** Regular coffee breaks are scheduled. Meals, including Friday night dinner and Saturday lunch, and snacks are provided during meetings.

**Travel:** Refer to 7.7 – Financial Policies - Expenses for guidelines concerning methods of travel, reimbursement and exceptions.

**Accommodation:** Shared overnight accommodation is arranged by the Alberta Council office. Confirmation of arrangements will be sent by email. Cost of room, tax and parking will be billed to Alberta Council; all other items are considered personal expenses and will not be covered by Alberta Council.

Single rooms may be requested. If the request is for medical reasons, the request is approved by the Provincial Commissioner and the cost is covered by Alberta Council. In other cases, the difference between the cost of double accommodation and a single room will be billed to the individual.

**Reimbursement of Expenses:** Expenses must be submitted on the AB-Council-37 Expense Account form, authorized by a Deputy Provincial Commissioner and submitted to the Accounting Clerk within two weeks of the meeting. All receipts must be submitted and may be mailed or scanned / emailed. Credit card statements or debit / credit sales slips listing the purchase total are not acceptable.
4.0 Annual General Meeting (AGM)

4.1 Provincial Council AGM
An AGM must be held in each calendar year, providing it is not more than 15 months after the previous AGM and is held prior to the National AGM.

The Alberta Council AGM is held in conjunction with a regular council meeting following receipt of the audited financial statement. The Alberta Council AGM is typically held the last weekend of April or in early May.

Attendance
Any member of Girl Guides of Canada or the public may attend the AGM. All members who hold Alberta Council positions are expected to attend.

The Chair of the Board or a Board Director, will attend each AGM. The GGC Board will absorb the cost of travel while Alberta Council is responsible for accommodation and food. (National Board of Directors meeting June 2016)

Preparation and Participation
The following information is from the Girl Guides of Canada Bylaws:

Notice of the time and place of the AGM shall be given in writing at least two weeks prior to the meeting. The failure of any member to receive notice shall not invalidate the proceedings of the meeting.

Voting Members: The voting members at the AGM are the voting members of Alberta Council.

Business to be transacted:

- Receipt of the annual report and the annual audited financial statements of Alberta Council for the preceding year;
- Appointment of signing officers;
- Any other matter specified in the notice convening the meeting; and
- Appointment of officers for Alberta Council.

4.2 Area AGMs
Areas which have Charity Registrations must hold an AGM in each calendar year, providing it is not more than 15 months after the previous AGM. The area AGM must be held prior to the Alberta Council AGM.

Attendance
Any member of Girl Guides of Canada or the public may attend the AGM.

Preparation and Participation
The following information is from the Girl Guides of Canada Bylaws:

Notice of the time and place of the AGM shall be given in writing at least two weeks prior to the meeting. The failure of any member to receive notice shall not invalidate the proceedings of the meeting.

Voting Members: The voting members at the AGM are the voting members of the area council.

Business to be transacted:

- Receipt of the annual report and the annual audited financial statements of the area council for the preceding year;
- Appointment of auditors or reviewer (as required);
• Appointment of signing officers; and
• Any other matter specified in the notice convening the meeting.
5.0 Reporting
The fiscal year of Alberta Council is January 1 to December 31.

5.1 Annual Reports
Annual activity reports, with photos from each area, must be submitted to the Provincial Commissioner by February 1.

The Alberta Council Annual Report is a compilation of the annual area activity reports and the activity reports (5.3) from the advisers, coordinators, liaisons and leads of Alberta Council.

Official Area Annual Reports are submitted with the annual compliance document by May 15 each year. These reports are bound by the Alberta Council office for archives.

5.2 Annual Compliance Document
Each Area Commissioner is responsible for the annual submission of an Area Compliance document. The period covered is for the prior fiscal year (January to December).

Components of the Annual Compliance document include:
- Annual report
- AGM minutes* and signing officers
- Audited / reviewed financial statements for all accounts
- Investment statements**
- Other, as per the checklist sent out from the national office, via the Alberta Council office, in late January / early February.

*Area AGMs must be held prior to the Alberta Council AGM in order that the minutes of the AGM are included in the compliance document submission.

**Investment statements are required for all areas, districts and units with cash and investments of $100,000 or greater.

Submission deadlines for the Annual Compliance document are March 15 for certain schedules and May 20 for the balance of the information.

5.3 Activity Reports
Activity reports must be submitted by the advisers, coordinators, liaisons and leads of Alberta Council, in conjunction with Alberta Council meetings, as listed below. These reports include highlights of activities, strategic plans, changes, deadlines, concerns and upcoming events. They are used to populate the Alberta Council Annual Report and should include number of participants and volunteers for each event. These reports are due two weeks prior to Alberta Council meetings.

- Administrative Manager
- PR & Communications (including ANY-GuideNews, Blue-Print and website)
- Archives
- Program (including AGP and Lones)
- Camping
- Property Management
- Cookies
- Risk & Compliance
- Girl Engagement
- Safe Guide Advisers
5.0 Reporting

- International
- Member Services
- Membership (including Awards, Link and Trefoil Guild)
- Nominating Search
- Scholarship Chair (September meeting only)
- Training
- Youth Forum

5.4 Financial Statements
The Treasurer presents the financial statement, for the previous month, at each council meeting. This statement summarizes income and expenses and is included in the minutes of the meeting. The audited annual financial statement is approved by vote at or prior to the Annual General Meeting. Where approved prior to, the statements are accepted at the Annual General Meeting.

5.5 Membership Count
The national office conducts the annual official membership count, on the business day closest to January 31. This count is used as the official census count. Two further counts are conducted on December 1 and March 31 (or closest business day), which are used for national membership invoicing.

5.6 Membership Invoicing
The Member Records Administrator sends out a membership roster, divided into districts, to all Area Commissioners on November 1 and March 15. The Area Commissioners are to ensure that the rosters are correct and must submit any amendments to their iMIS home. Based on the roster, the areas invoice and receive payment from the districts as appropriate.

The Alberta Council office issues an invoice and the backup membership spreadsheet to the areas, on or around the first week of December and April. The issue date depends on when Alberta Council receives the information from the national office.

Payment from the areas is due no later than the third Friday of December and April. If payments are received after the deadline, a 5% late fee will be applied. Refer to 7.14 – Financial Policies - Late Payment Charges.
6.0 Documents Requiring Review and Attestation

All Alberta Council members are expected to review and be aware of information contained within:

- Guiding Essentials
- Girl Guides of Canada Governance Policies
- Girl Guides of Canada Bylaws
- Alberta Council Manual

All Alberta Council, area council and district council members are required to sign the following documents, which are then recorded in iMIS:

- Pledge of Confidentiality
- Conflict of Interest Protocol
7.0 Financial Policies

7.1 Budgets

Area
Each Area Council must prepare an annual budget. This annual budget must include an asset management plan for each property that is managed (owned or leased) by the area. Asset management plans for district managed property must be submitted to Alberta Council via the appropriate area.

AB-Council-11 Area budgets to include Asset Management Plans for property, as applicable, must be submitted to the Alberta Council Treasurer (cc the Provincial Commissioner) by the third Monday of October. (Motion C.18.11.15).

Asset Management Plans
Each year an Asset Management Plan (AMP) must be prepared for each property. During the budget process, Alberta Council approves the budget year’s Asset Management Plan for each property up to the levels permitted by National. There is no further requirement to submit the Request for Property Improvement to Alberta Council for items listed on the approved AMP in advance of commencement of work.

Where the improvement / maintenance is beyond the level of authority for Alberta Council (refer to 9.4 Property Development) the improvement as listed on the AMP can be recommended for approval by Alberta Council to the National Board of Directors. Once the improvement has been recommended, the requesting council must submit the Request for Property Improvement documents to the Member, Property Management for submission to the National Board of Directors, before commencement of work.

Where projects are identified following the approval of the AMP for the current year or there is a deviation of 10% or $5,000 (greater of) or more in excess of a previously approved project, a revised AMP is to be submitted to Alberta Council for approval and / or recommendation to the National Board of Directors, based on materiality. (Motion C.18.11.02)

A maintenance item, valued at less than $2000, if it is a straight replacement of an existing item, does not require a Property Improvement Request, nor a Report Submission. (Motion C.19.02.07)

Committees
Alberta Council approves Alberta Council committee budgets annually.

The following require annual budgets, which must include all key events and activities:

- Administrative Manager (including Admin and Building Maintenance budgets and Capital Acquisition Plan)
- Archives
- Camping
- Girl Engagement
- International
- Member Services
- Membership (including Awards, Link and Trefoil Guild)
- Program (including AGP and Lones)
- Property Management
- Provincial Commissioner Team
- Risk & Compliance
- Safe Guide Advisers
- Training
- Treasurer (including Cookies)
7.0 Financial Policies

• Nominating Search
• Youth Forum

• PR & Communications (including ANY- GuideNews, Blue-Print and website)

Event & Training Budgets:

• Alberta Council adult only events are expected to operate on a break-even basis, with the following exceptions: Alberta Council September Workshop held on odd years, Hodgepodge, Multi-Faceted, Trainers’ Workshop and Commissioners’ Workshop are to be subsidized to encourage participation by keeping fees at a reasonable cost.

• Week long girl events are expected to have consistent participant fees and standardized budgets (where possible) for meals, event merchandise and thank-you gifts.

Budgets are prepared using the template provided (by May 1) by the Finance Committee. Annual budgets must be submitted to the supporting Deputy Provincial Commissioner by June 15, who will forward them to the Treasurer by June 30. The Finance Committee reviews each budget, suggests changes and compiles the Alberta Council budget by mid-August. The budget is presented to Alberta Council for approval at the September council meeting.

Approved budgets may be reallocated based on the following criteria:

• If the committee is within budget, they have autonomy to reallocate their budget for all items, except capital expenditures (i.e. equipment, etc.). The committee adviser / chair will inform Alberta Council of budget changes at council meetings.

• Costs that are forecasted to be 10% or $2,500 (greater of) or more in excess of event, camp, committee or operational budgets will be reported to council prior to incurring these costs. These costs will be approved by council motion. (Motion C.18.01.11)

• All capital expenditures require prior approval by Alberta Council.

7.2 Canadian World Friendship Fund (CWFF)

Funds collected within the area must be forwarded to the Alberta Council office for forwarding to the national office. Areas should submit funds to the Accounting Clerk by December 1 for that fiscal year in order for national to receive the funds by year-end.

7.3 Donations

Donations are part of fundraising, whether they are solicited or not.

Unsolicited donations under $1000 may be accepted without an approved FR.1. Refer to AB-Council.30 Donation Acceptance Checklist, Process and Guidelines (Alberta Council website).

All donations over $1000 (solicited or unsolicited) and all solicited donations require FR.1 approval from Alberta Council. If the value of the donation is over $1000.00 or from a company / organization with a national presence, Alberta Council can approve the FR.1 pending national approval. Refer to Appendix C - FR.1 Approval Process (Alberta Council website) and to GGC Policy (National Governance Policy for Fundraising 01-19-01).

Income Tax Receipts

When a charitable donation is made to a unit, district or area, the donor may request an official donation receipt for income tax purposes. In this case, the cheque must be forwarded to the Alberta Council office where it will be deposited. The Alberta Council office will prepare an official donation receipt for income tax purposes and will send a cheque in the same amount and the receipt to the original recipient of the donation. The original recipient can then send a thank you to the donor with the enclosed official tax.
7.0 Financial Policies


Memorial Recognition and Donations
That Alberta Council follow these guidelines regarding memorial recognitions:

- If a former Provincial Commissioner (PC) or Chief Commissioner from Alberta Council passes away, a donation will be made to the Alberta Council Scholarship Fund in the amount of $1,000.00, in her name, and a notification card will be sent to the family. The donation to the scholarship fund will be paid as an additional scholarship for the upcoming year in honor of the passing PC or Chief Commissioner.
- If a former Alberta Council member passes away, a card will be sent to the family.
- If a current member of Alberta Council passes away, flowers will be sent to the family.
- If an immediate family member of a current Alberta Council member passes away, a card will be sent.
- If any Guider passes away, of whom we are made aware, it will be noted in the Alberta Council Annual Report. (C.18.01.14)
- If any Guider passes away, of whom we are made aware, the Provincial Commissioner, or designate, will notify past Provincial Commissioners, as appropriate.

A Memorial Donation reflects donations received on behalf of a loved one who passed away. Memorial donations, including donations made in memory of Members or Friends of Guiding are to be allocated towards the Alberta Council Scholarship Fund, unless otherwise designated by the donor. (C.18.01.15)

An Estate Donation reflects donations bequeathed as part of a last will and testament. Estate donations bequeathed to Alberta Council will be brought forward to Alberta Council to be addressed on a one-off basis, unless otherwise designated for a specific purpose as part of the bequest. (C.18.01.16)

Other Alberta Council Donations
Unsolicited donations less than $5,000, excluding Estate Donations, received by Alberta Council are to be allocated towards the Alberta Council Scholarship Fund, unless otherwise designated by the donor. Unsolicited donations received by Alberta Council more than $5,000 will be brought forward to Alberta Council to be addressed on a one-off basis. (C.18.01.17)

7.4 Emergency Funds / Expenditures
In the event of an emergency affecting the health or safety of Girl Guide members or staff, the Provincial Commissioner and / or her Deputy(s) have the authority to approve emergency expenditures. (April 1996)

Provincially Sponsored Trips / Events: Funds in an appropriate amount will be forwarded to a provincially sponsored trip / event to be used in the case of an emergency. (June 1982; amended April 1996)

7.5 Event Invitations to Provincial Commissioner
When the Provincial Commissioner (and guest or designate) are invited to visit an area event, Alberta Council pays for transportation and costs en route. The area is responsible for her (their) accommodation and meals while in the area or at the event.

7.6 Events Sponsored by Alberta Council
All events that are coordinated by Alberta Council advisers, committees, coordinators, leads or liaisons must be approved by Alberta Council, usually through the budgeting process.
Event Refund Guidelines
It is the mandate of Girl Guides of Canada, Alberta Council not to make money on event fees. Alberta Council sponsored events are not to be used for fundraising purposes.

Alberta Council sponsored and approved events will be refunded for not less than 15 per cent of the cost of the event and cheques will not be issued for less than $25. (October 15, 2011) Any money less than this amount will be credited to the committee for that year.

7.7 Expenses
An individual, council or committee member uses expense accounts to reimburse expenses incurred on behalf of Guiding, following the financial procedures adopted by Alberta Council. Receipts with GST numbers must be provided for all expenses.

The Expense Account form (AB-Council-37) must be completed and submitted with all receipts to the committee adviser / chair / coordinator / Treasurer as designated by the committee within two weeks of the event.

There are two Expense Account forms:

- A 3-copy form: The committee adviser / chair / coordinator / Treasurer forwards the 3-copy Expense Account form, with authorized signature and receipts, to the Accounting Clerk at the Alberta Council office. The Accounting Clerk retains one copy, returns one copy to the claimant with the cheque, and scans a copy of the form to the committee chair / Treasurer with regular statements of account.
- An electronic Expense Account form: The committee adviser / chair / coordinator / Treasurer emails the form, with authorized signature and scanned receipts, to the Accounting Clerk at the Alberta Council office. The Accounting Clerk returns an electronic copy to the committee chair / Treasurer with the statement of account.

When completing expense accounts:

- List names of all people included in meal and transportation expenses.
- Ensure the expenses are within guidelines below before submitting for authorization.
- Include the General Ledger (GL) codes when possible.

Expense Guidelines

<table>
<thead>
<tr>
<th>Travel</th>
<th>Car</th>
<th>Car travel will be reimbursed at the rate of 35 cents/km.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Car rental will be reimbursed up to the lesser of the actual cost of the rental and fuel receipts or the equivalent of the mileage reimbursement.</td>
</tr>
<tr>
<td>Bus</td>
<td></td>
<td>Cost of the ticket will be reimbursed.</td>
</tr>
<tr>
<td>Air</td>
<td></td>
<td>Alberta Council members may use air travel as necessary for Alberta Council meetings. Permission must be obtained from the coordinator of a provincial event prior to purchase of the ticket.</td>
</tr>
<tr>
<td>Transport from Airport</td>
<td>Car</td>
<td>Car rental will be reimbursed up to the lesser of the actual cost of the rental or the equivalent of the airport shuttle.</td>
</tr>
</tbody>
</table>
Taxi cost will be reimbursed up to the lesser of the actual fare or the equivalent cost of the airport shuttle.

Parking fees are paid for members of Alberta Council and its committees.

Receipts showing GST numbers are required, (credit card receipts not accepted). The cost of alcoholic beverages is not reimbursed.

Breakfast: $10 - Breakfast may be claimed after an overnight stay.

Lunch: $15 - Lunch and dinner may be claimed as a meal expense when meetings or necessary travel extend over lunch and/or dinner hour.

Supper: $20

Accommodation is booked as double occupancy.

Members who request single accommodation rather than double will be invoiced the difference between one half the cost of the double room and the cost of the single room; special consideration may be given to accommodate single room requests in the case of medical concerns.

Up to $3 per hour or $40 per day, whichever is less, will be reimbursed.

7.8 Unreceipted Expense Allowance
The Provincial Commissioner and Deputy Provincial Commissioner(s) are each paid an annual unreceipted expense allowance for unreceipted expenses, one-half of which is paid on each of January 1 and July 1. Alberta Council determines the amounts of the unreceipted expenses.

The Treasurer is allowed a one-time, receipted expense, toward the purchase of a uniform, if required. Alberta Council determines the amount.

7.9 Financial Statements
Alberta Council reports accounting information in the form of financial statements (the balance sheet and income statement) that reveal the organization’s financial health and performance.

Balance Sheet
The balance sheet reports the financial position of the organization at any point in time. It describes the financial position by listing the types and dollar amounts of assets, liabilities and equity.

It is known as a balance sheet because, upon its completion, it must be in balance. In other words, the total value of the organization’s assets must be in agreement with the total value of the organization’s liabilities and equity (retained earnings).

Assets: What the organization has at its disposal to support operations. This includes cash and investments, as well as any property and equipment.

- **Cash and Short-Term Investments:** Cash and other assets that can reasonably be expected to be converted to cash, used up or sold within one year or less.
- **Accounts Receivable**: Reflects amounts owing by credit customers, i.e. Alberta Council invoices all areas for the annual membership / registration fees. When invoices are created, they become a receivable to the Alberta Council office, which shows up under Accounts Receivable on the balance sheet and under membership / registration fees in the income statement. Once the invoice is paid it will no longer show up under Accounts Receivable and the payment (cheque) will be posted as a deposit into the bank. When the area pays the amount owing, the cash is deposited into the bank and the “Account Receivable” is cleared. The total of all the Accounts Receivable is always listed as an asset on the balance sheet as we view it as an equivalent to cash account.

- **Inventory**: Cost of the merchandise purchased but not sold. Obsolete merchandise will be valued at $0.00.
  - **Obsolete Merchandise** – The Alberta Council office conducts an annual inventory of merchandise. A list of all crests will be emailed to all advisers in October. On or before November 15, each adviser must notify the Alberta Council office, copying the Treasurer, which crests should be deemed obsolete. Crests, which are identified as obsolete and written off, will be offered to the Alberta Council International Adviser, Alberta Council and Area Advisers to use as giveaway items. Any remaining crests will be dispersed to the areas at the February council meeting. (C.18.04.01)

- **Prepaid Expense**: Items normally considered expenses, but because they are paid in advance, are classified as assets. When the value of the asset has been used up, an adjusting journal entry will convert the prepaid expense to an actual expense.

- **Net Capital Assets**: Capital assets are assets which are expected to have a useful life of one year or more. Net means amortization has been deducted. This includes furniture, equipment, leases assets, i.e. photocopier, computers and software.

**Definition-Depreciation / Amortization**: The systematic write-off of the cost of an asset over its economic life.

The statements received by our investment advisor as of December 31 each year show the value of the investments. The investment income or loss is recorded in the income statements.

- **Investments**: Assets that are not used in the operation of the organization and are not expected to be converted into cash within one year.
- **Building**: The cumulative value of the building housing Girl Guides of Canada, Alberta Council.
- **Land**: The historical value of the land on which the building sits. Land is never amortized.

**Liabilities**: What the organization owes to other individuals or organizations and reflect the commitments it has made. This includes deferred revenue that has external restrictions placed on it from a donor or other source.

- **Employee Benefits**: Amounts deducted from employee pay cheques. These include the CPP, EI, income tax, which are payable as employee remittances, as well as vacation time owing to employees and insurance premiums for employee benefits.
- **CWFF and Alberta Scholarship Funds**: Donated amounts held in trust for these funds. Funds held for CWFF should be forwarded twice annually — July and December.
- **Deferred Revenue**: Cash received in advance of providing a service or product. With the cash comes an obligation to provide the product or service at a future date. Membership fees received are recognized over the 12-month Guiding period from September 1 to August 31.
**Equity:** When the income generated in the year is more than the cost to operate, those funds are called net income and are retained, becoming retained earnings or equity. If the expenses are more than income in the year, then it reduces the amount of earnings that have been retained. This is cumulative in nature and will increase when there is net income and decrease when a deficit happens.

Requirements on the classification of these funds are defined within the National Policy for unrestricted and restricted net assets.

- **Income (Deficit):** Profit (or Loss) to date for current year.
- **Equity in Scholarships:** Funds set aside for scholarships (currently set at the interest on $100,000 of investments).
- **Reserves:** Funds set aside to support specific projects or to manage certain types of situations. Internally restricted and unrestricted net assets should represent 3 to 12 months of operating expenses.
  - “**Externally restricted net assets**” are monies that have been put aside due to third party restrictions or requirements including insurers and donors. This includes the Scholarship Fund.
  - “**Internally restricted net assets**” are monies that have been put aside for a particular purpose and must be used for that purpose only, unless there is a decision to the contrary. Internally restricted net assets must be reviewed and approved by Alberta Council on an annual basis. Refer to 7.19 for additional information on Reserves.
- **“Unrestricted net assets”** are monies that are not restricted for any particular purpose.

**Income Statement**

The income statement reports income / revenues earned less expenses incurred over a period of time. Net income or profit means that revenues exceed expenses while a deficit / net loss means that expenses exceed revenues and is shown as a (negative number). The cumulative profit or loss is shown on the balance sheet as equity (retained earnings).

We break down our income statement by types of income or who is incurring the expense (committee) and the nature of the expense. The financial results are shown on the consolidated income statement with the net income (loss) shown at the bottom of the statement.

Schedules 1-6 are attached to the income statement to show an in-depth report of where revenue comes from and what expenses have been incurred.

**Schedule #1:** Administration Expenses: Breaks down the expenses incurred in running Alberta Council including administrative salaries, postage, stationery, computer expenses and expenses / benefits paid on behalf of the employees.

Committees: Committee advisers are given complete breakdowns of revenues and expenses on a monthly basis

- **Schedule #2A:** shows revenues / expenses incurred by coordinators and advisers
- **Schedule #2B:** shows revenues / expenses incurred by supporting committees

**Schedule #3:** Building Expenses: Expenses incurred in maintenance of the building

**Schedule #4:** Other Expenses: Other expenses such as transportation assistance, travel support, gains and losses on investments etc. This schedule also tracks net cookie revenue (including subsidies) and membership revenues.
Schedule #5: Reserve Schedule: Lists the different externally restricted and internally restricted net assets, motions and the amounts spent from the funds.

Schedule #6: Casino Schedule: Details the income from Casino allocated to the different periods

Schedule #7: Casino Use of Proceeds: A detailed listing of amounts spent from the Casino bank account and to which category it was applied.

7.10 Funding Requests from Areas
All requests for funding must be in writing to the Finance Committee. It is the responsibility of the Finance Committee to make recommendations to Alberta Council. These requests must consider the following:

- There is a demonstrated need for funds from Alberta Council.
- The need is for unforeseen or extraordinary expenses not covered by area budgets.
- Requests will be considered for one-time expenses.

Requests are to include the following:

- What the expenditure is
- Total cost of the expenditure
- Amount requested from Alberta Council
- Other sources of funding
- Most recent financial statements including all operations of the area (reserves, etc.)
- Terms and conditions of investments
- Copy of area budget.

Requests must be approved before the expenditure is made.

7.11 Grants
Applications may be made for government and other grants when the criteria for such grants are compatible with the objectives of the project. Area Council must first approve applications. These applications must then be forwarded, with the FR.1, to Alberta Council.

Once Alberta Council has approved the application, the application is forwarded to the Fund Development Administrator. The Fund Development Administrator will process the applications as follows:

- For government grants above the municipal level in Alberta, the Fund Development Administrator will review and assist in the preparation of the application as needed, before submitting the application.
- For Northwest Territories and Yukon, the submission process varies. (Refer to the Area Commissioner). The Fund Development Administrator will track the approved application.
- The Fund Development Administrator monitors the status of the applications and files the final applications and reports (including financials).

The Fund Development Administrator is available to assist with grant applications and should be contacted early in the process.

Grants for travel must be applied for a minimum of 12 to 15 months prior to travel so monies will be received prior to the trip to meet the requirements for financial reporting as per GGC Policy (National Governance Policy 01-19-01).
7.0 Financial Policies

Refer to GGC Policy (National Governance Policy 01-19-01), Alberta Council Fundraising Guidelines (Alberta Council website) and Guiding Essentials – Standards at a Glance.

7.12 Insurance

GGC maintains insurance policies for general liability and accidents. Refer to the National Insurance Program for further details.

Girl Guides of Canada insurance coverage extends to include members and volunteers who are supervising or assisting in GGC sanctioned activities. All members are covered if they are attending, or involved in, an organized activity of the Girl Guides of Canada, whether in or out of uniform.

Automobile Insurance

GGC does not carry an automobile policy. Automobile insurance is not provided by GGC for the owner of the vehicle (parent or volunteer).

Refer to the National Insurance Program and Safe Guide for further details.

Medical Travel Insurance

For travel:

- **Within Canada**, members are covered first through their provincial health care plans, and second by the GGC Accident policy (when applicable)
- **Outside of Canada**, members must arrange their own travel and medical insurance in excess of their provincial healthcare plans.

Refer to the National Insurance Program and Safe Guide for further details.

Property Insurance

Alberta Council property insurance must be reviewed by the Alberta Council Treasurer and Property Management, prior to renewal per the National Treasurer’s Handbook.

Local councils must arrange for the following coverage; fire and theft, malicious damage / vandalism on their equipment, leased and owned property and personal effects. The National Insurance Program does not cover equipment kept in rented premises or on leased property.

Third party liability is carried by GGC for all Girl Guide of Canada campsites, property and rented premises.

**Insurance Claims:** Alberta Council will put forward insurance claims for claimable instances where the claim value is at least twice the value of the associated deductible. (Motion C.18.11.41).

Certificate of Insurance

A Certificate of Insurance is a legal document providing proof of insurance currently in place from the insured to a third party. It summarizes information about the GGC National Insurance Program, by outlining the name of the insurance company, effective and expiry dates, policy number, and amounts of General Liability insurance.

Facilities in which Guiding activities and events take place may request a Certificate of Insurance from Girl Guides of Canada. For all levels of Safe Guide sanctioned activities, complete INS.02 Request for Proof of Insurance. Forward the completed form to address on back of form.

Please allow four weeks to process requests.
Requesting a Certificate of Insurance from a Supplier: When services are being offered to, or purchased by, Girl Guides of Canada, a Certificate of Insurance should be requested from the service provider (TPSP) for our records and protection. For some conditional activities, a Certificate of Insurance must be requested. Refer to Safe Guide for details.

Contractors
Contractors and service workers should carry liability insurance and Workers’ Compensation and show proof before work is initiated.

7.13 Investment Guidelines
Investment income earned from investments, other than from designated funds, is credited to operating income. Alberta Council shall allocate investment income earned from designated funds.

Investment Procedure
Investment funds are of an endowment type and long term in nature. The overriding principle is the long term financial well-being of the organization.

The primary objectives of the funds are the preservation of capital in real terms and the provision of a secure income. It is also desirable that growth in the capital is achieved to the extent compatible with the primary objectives.

To ensure that the objectives of the organization are being met, the Finance Committee will monitor the portfolio quarterly and meet with the investment advisor periodically. The investment portfolio will be managed in compliance with the Trustee Act of the Province of Alberta.

Investments will be made only in accordance with the guidelines provided by the Audit & Finance Committee, on behalf of the National Board of Directors.

With the creation of the National Pooled Investment Fund effective February 1, 2013 the following guidelines are to be followed by all councils:

- **Long Term Funds** (monies deemed not needed by a council for five years, or more) were forwarded to the National Pooled Investment Fund (currently managed by CIBC Global Asset Management) at the end of January 2013.
- **Short Term Funds** (deemed to be monies needed within a five-year time frame) are to be invested in low risk, liquid investment instruments such as GIC’s and Term Deposits. Equity holdings are not permitted at the any council level – (as per email from Chair, Audit & Finance Committee, National Board of Directors, April 9, 2013). The investment funds are of an endowment type and long-term in nature. The overriding principle is long term financial well-being of the organization.

Evaluation Process and Procedures
The Finance Committee will meet to review the portfolio and the investment returns. Periodically, they will meet with the investment advisor to review the portfolio construction, investment returns, asset mix strategy and outlook.

The Finance Committee makes recommendations regarding investments to Alberta Council.

**Edmonton Community Foundation Investments**
The Edmonton Community Foundation is made up of a series of Endowment Funds, which are held “in perpetuity”. Depending on the investment climate, income is generated and this income is disbursed back to the originating organization (or to the organization designated). Once the monies have been given to
Edmonton Community Foundation, the principle becomes the permanent property of the Foundation and no longer belongs to the originating entity. However, disbursements are made from the income generated from the funds and show on the organization’s financial statement as income from an external Endowment Fund. The advantage of investing with the Edmonton Community Foundation is that it becomes part of a pooled fund, and generally the greater the value of a Fund, the greater the interest rate given. Professional investment advisors administer the Fund.

On October 18, 2003, Alberta Council approved a motion to establish two funds. Alberta Council had been left a sum of money from the Estate of William (Bill) M. McGee. As the amount was over $10,000 it immediately became a “named” Fund with the Edmonton Community Foundation.

The motion read:

“That we create a ‘Girl Guides of Canada, Alberta Council Fund’ with the Edmonton Community Foundation Endowment Fund with an initial investment of $12,034.94. This amount represents the donation from the estate of William Michael McGee”.

William M. (Bill) McGee was born in Islay, AB, May 8, 1912 and died in Vermilion, AB July 12, 2001, at 89 years of age. He was single and left his estate to a number of charities, including Boy Scouts and Girl Guides with the understanding the money was to be used in Alberta.

Another amount of money was given to the Foundation in October 2003 and was less than $10,000. Since 2003, additional deposits have been made from two sources (from Alberta Council as a result of various fundraising initiatives such as cookie sales / Entertainment books, etc. and from an automatic transfer of any disbursements from the William M. McGee Fund).

This latter Fund reached $10,000 in December 2009 and is now known as the “Friends of Guiding Fund”, a “named” Fund. Annual statements are issued for the funds showing any monies contributed and any disbursements made.

As of December 31, 2009, the funds showed the following balances:

- William M McGee Fund $13,392.75
- Friends of Guiding Fund $10,263.54

Alberta Council approved two motions on May 1, 2010:


These funds are owned by the Edmonton Community Foundation but the interest earned is designated for Alberta Council. Any interest earned (disbursements received) by Alberta Council from these two funds will appear on the financial statements as income from Edmonton Community Foundation — Alberta Council “Named Fund.” These funds are used to support annual scholarship payments.

7.14 Late Payment Charges

Any invoice, sent by Alberta Council to the areas, that is not paid by the due date will be charged a one-time 5% late fee on any balance owing. Late payments will be based on the date the payment is received at the office, not the date of the cheque. (June 2015)
7.15 Member Subsidies

Effective with the 2012 cookie campaigns (sandwich and mint) the National Board of Directors approved a motion which included a directive that $0.75 per case of cookies be set aside for Member Subsidies. The process for dispersal of these funds was to be determined by each provincial council.

Alberta Council approved that Member Subsidy funds would be allocated to assist both individual girl and adult members, and to assist with rental fees for regular unit meeting spaces. Alberta Council is aware that rental fees are a serious challenge in some areas and are impacting membership growth in those communities.

Alberta Council approved both an application for Member Subsidies (AB-Council-19 Membership Subsidy Request Form) and for Area Rent Subsidies (AB-Council-20 Area Rent Subsidy Form) (Alberta Council website). A District Rent Subsidy Form (AB-Council-21) was created as a tool for areas to obtain information from Districts.

Alberta Council agreed funds would be allocated 60 per cent for individual Member Subsidies and 40 per cent for meeting space rental fees. (January 2015)

Alberta Council must approve additional Rental Levies. Calgary Area charges their members $50 (C.18.11.18), Sherwood Park District charges their members $25 (C.18.01.25) and Yellowknife District charges their members $30 (C.18.11.29) each year. The amount of subsidy received from Alberta Council accounts for this additional Rental Levy.

The Treasurer will review applications and prepare a spreadsheet for Alberta Council to review, after which the Accounting Clerk will distribute the cheques. Funds will be disbursed twice a year.

Deadlines for applications are March 1 and November 1. The March deadline is to include registration subsidy applications from November 1 to February 28 and rent request from January 1 to June 30. The November deadline is to include registration subsidy applications from April 1 to October 31 and rent subsidy requests from July 1 to December 31. (C.12.02.15) No Member Subsidies are available for March registrations.

7.16 Membership Fees

Every registered member pays an annual membership fee at the level they are involved closest to the girls.

Anyone holding an Alberta Council position with a term may budget the Alberta Council and National Council registration fee in their council budget as membership expenses. These positions include the following:

- Provincial Commissioner
- Deputy Provincial Commissioner(s)
- Secretary
- Treasurer
- Camping Adviser
- Cookie Adviser
- Member, Property Management
- Girl Engagement Coordinator
- International Adviser
- Link Liaison
- Member Services Coordinator
• Membership Adviser
• Program Adviser
• PR & Communications Adviser
• Risk & Compliance Coordinator
• Safe Guide Adviser & Safe Guide Assessors
• Training Adviser
• Trefoil Guild Liaison
• Youth Forum Coordinator

District and area fees are the personal responsibility of the council member. Fees are to be paid by the member, which may be reimbursed through an Alberta Council Expense Account form (AB-Council-37) (C.18.01.20)

7.17 New and Disbanded Units / Councils

New Unit Assistance
Alberta Council budgets to assist new units with start-up expenses. A new unit is a unit assigned a new iMIS number or a previous unit number unused for a minimum of two years after being closed. The amount of assistance given to the new unit by Alberta Council will match the total amount provided by the district and area to a maximum amount of $200.

To apply for New Unit Assistance, use AB Council.02-Alberta Council New Unit Assistance form (Alberta Council website):

- Complete and submit the New Unit Assistance form to the Member Records Administrator.
- The Member Records Administrator will confirm that the start date of the new unit is consistent to that entered into iMIS and that, if the unit is being reopened, the unit had been closed for a minimum of two years.
- The Administrative Manager will then authorize the amount of assistance that Alberta Council will provide. This will be based on the current budget and the assistance provided by both the district and the area.

Disbanding Units / Councils
Units: When a unit closes, all financial information must be given to the Commissioner concerned. Complete the B.1 Unit / Property form (national website) and forward to your iMIS home. The commissioner is responsible for the funds, records, flags and other unit equipment.

Councils: The Board may delegate the decision to dissolve an area or district council to Alberta Council. A completed B.1 Unit / Property form (national website) must be submitted to Alberta Council for approval. Upon approval, the Member Records Administrator will close the council concerned.

If a unit or district is dissolved, the funds are held at the next level up (district / area) for a period of two years. If the unit / district re-opens within that timeframe, then funds are returned; if not, then the funds become part of the parent council’s monies.

Refer to GGC Policy (National Governance Policy 04-04-01). Refer to 7.23 Financial Policies - Unclaimed Bank Balances.

7.18 New Financial Accounts

When a council or unit opens a bank account at a new financial institution, the CRA Declaration of Tax Residence for Entities form maybe requested from the financial institution.
Contact the Alberta Council office for a copy of the appropriate form, prepared specifically for Alberta, Northwest Territories or Yukon.

All accounts must be in the name of Girl Guides of Canada, unit, district, area or council name. (i.e. Girl Guides of Canada, 2nd Edmonton Brownies).

7.19 Reserves

Based on the Policy for Unrestricted and Restricted Net Assets, use of reserves, both restricted and unrestricted, should be planned within the three-year cash flow and budget and reviewed on an annual basis. A contingency reserve may be maintained until such time as an event occurs, with any unspent contingency funds reverting to unrestricted net assets. All other internally restricted reserves may be retained for a maximum of five years or for the lifespan and purposes of the reserve, whichever comes first.

Where a council’s reserves exceed 12 months, analysis and rationale of the excess reserves must be provided to the parent council.

Alberta Council approved the following reserves on January 18, 2018:

Building & Equipment Reserve
- The purpose of this reserve is to meet significant unbudgeted operating and capital requirements for the repair, maintenance and renovations of Alberta Girl Guide House.
- The maximum balance will be $500,000, with a minimum of $1,000 held to support the Alberta Council insurance deductible.
- The source of funding for the reserve may come from the annual operating surplus, or from designated donations.
- Authorization for expenditure to be granted as part of the annual budget process, a motion from Alberta Council or approval from the Provincial Commissioner, in case of an emergency.

International Trip Reserve
- The purpose of this reserve is to help support an Alberta Council sponsored international trip every three years. Accumulated funds to cover the cost of two adult members selected, with the balance of funds to cover youth participants for up to 50% of the cost of the trip.
- The maximum balance will be $60,000, with a maximum annual contribution of $20,000.
- The source of funding will be a priority of the disposition of any annual operating surplus.

Marketing Reserve
- The purpose of this reserve is to support membership appreciation, marketing, recruitment and retention initiatives for members and potential members of Alberta Council, including costs to ship and distribute.
- The maximum balance will be $150,000.
- The source of funding for the reserve may come from the annual operating surplus.
- Authorization for expenditures to be granted by a motion from Alberta Council.

Revenue Stabilization Reserve
- The purpose of this reserve is to ensure financial stability in the event of losses from major revenue sources or to phase in national changes to membership or cookie fees to reduce the impact on members within Alberta Council.
- The maximum balance will be the lesser of $300 thousand or 50% of total budgeted revenue.
- The source of funding for the reserve may come from the annual operating surplus.
• Authorization for expenditure to be granted as part of the annual budget process or a motion from Alberta Council.

Special Event Reserve
• The purpose of this reserve is to provide funding for special events including Alberta Council’s participation in national events or camps and Alberta Council sponsored events or camps above and beyond the annual recurring events and camps.
• The maximum balance will be $150,000.
• The source of funding for the reserve may come from the annual operating surplus.
• Authorization for expenditure to be granted as part of the annual budget process or a motion from Alberta Council.

Alberta Council Scholarship Fund
• The purpose of this reserve is to create an investment base from which investment income can be used to support scholarships for members within Alberta Council.
• The maximum balance of the investment base will be $100,000.
• The investment income from the scholarship fund will be supplemented by memorial donations, undesignated donations and investment income from the two "named funds" held with the Edmonton Community Foundation.
• Authorization for expenditure to be granted as part of the annual budget process or a motion from Alberta Council in alignment with the Scholarship process. Refer to 7.20 – Financial Policies - Scholarships.

Margaret Utgoff Scholarship Fund
• This fund was established in recognition of the contribution to Guiding made by former Provincial Commissioner Margaret Utgoff.
• The purpose of this reserve is to provide an additional $1,000 to the highest scoring Alberta Council scholarship recipient.
• Initial funds of $10,000 were allocated by Alberta Council.
• Funds to be awarded until such time as the initial scholarship funds are depleted.
• Authorization for expenditure to be granted as part of the annual scholarship disbursements.

Joyce Foster Scholarship Fund
• The Joyce Foster endowment of $24,000 was established as an annual scholarship fund.
• The purpose of this fund is to provide $1,000 to an Alberta Council member registered in a post-secondary program pursuing studies in education or in a field relating to sustainability.
• Any active Alberta Council member of Girl Guides of Canada who has not previously received this scholarship is eligible.
• Funds to be awarded until such time as the endowment funds are depleted.
• The application process will be separate from the Alberta Council scholarship process but will be administered by the Scholarship Committee. Authorization for expenditure to be granted as part of the annual scholarship disbursements. (C.18.04.02)

7.20 Scholarships
• Alberta Council approves ten $1,000 scholarships from the Alberta Council Scholarship Fund as of June 1 of each year.
• Any active Alberta Council member of Girl Guides of Canada who has not previously received this scholarship is eligible.
• The purpose of this scholarship is to help with the cost of post-secondary education.
• Refer to Appendix C – Procedure for Alberta Council Scholarship Applications.
7.21 Transportation Assistance
Transportation assistance is available to members registered under Alberta Council (includes Alberta, Northwest Territories and Yukon) travelling independently to approved GGC camps, conferences, trainings, trips and other events unless otherwise advised. Transportation assistance will not be provided for an Alberta Council sponsored event, training and / or camp due to the subsidies provided by Alberta Council. (Alberta Council sponsored means that Alberta Council is hosting the event, is taking the registrations and is organizing the event.)

Northern transportation assistance is available to both youth and adult members from the Northwest Territories and Yukon to attend an Alberta Council sponsored event, training and / or camp. Applying for this assistance disqualifies participants from accessing the Alberta Council Transportation Assistance fund for the same trip.

If the Transportation Assistance and Northern Travel Assistance funds are paid out prior to travel and the participant does not attend, the participant will be invoiced for the full amount paid out.

If there are any difficulties processing the request, the applicant will be notified. As the available budgeted amount will decrease through the year, it may be necessary to decrease the amount to be paid out if there are not enough funds in the budget.

Refer to AB-Council-01-Transportation Assistance Guidelines & Application (Alberta Council website)

7.22 Travel Support
Financial travel support is available to girl and adult members selected to attend provincially sponsored and nationally sponsored events.

Travel Support for Inter-Provincially Sponsored Events
Alberta Council will accept invitations from other provincial councils and for provincially sponsored events in May (based on any invitations received by other Provincial Councils by the March 15 deadline for events planned for the next fiscal year).

The appropriate Alberta Council adviser will notify selected girls and Guiders that they have been selected and of available travel support. Selected members are not eligible for transportation assistance.

**Funds:** All members accepted by the host sponsoring provincial council, for an inter-provincial event, will be given up to $100 per member with the total maximum amount to be approved by Alberta Council. Funding to be provided to members accepted prior to the cut-off date set by Alberta Council for that inter-provincial event. Members receiving Inter-Provincial Assistance will not be eligible for Alberta Council Transportation Assistance. (C.19.02.05)

**Administration:** The committee adviser will forward the requests for Provincial Travel Support to the Provincial Commissioner, or her designate, who will authorize the Accounting Clerk to send payment to the participants.

Travel Support for Nationally Sponsored Trips
Alberta Council will provide $300 per girl or adult member selected by Girl Guides of Canada to attend a nationally sponsored trip. Funds will be disbursed to members upon selection by National or in January of the year of the trip (whichever comes later). Alberta Council strongly urges all members attending nationally sponsored trips to submit articles to the Blue-Print highlighting their experience. (C.18.01.18)

**Administration:** The International Adviser will approve and coordinate all payments to the members.
7.23 Unclaimed Bank Balances
An Unclaimed Bank balance is an account where there has been no activity in relation to the balance for a period of 10 years and the owner cannot be contacted by the institution holding it. The balance is turned over to the Bank of Canada.

The national office reviews the Bank of Canada’s list of unclaimed Girl Guides of Canada bank balances every January. This money is requested from the Bank of Canada on behalf of Girl Guides of Canada. The money is not returned to the provinces but is applied to the National Scholarship Fund (Provincial Commissioner meeting September 2015.) Once funds are listed as an Unclaimed Bank Balance, areas / districts / units no longer have access to it.

7.24 Volunteer Assistance – Technology Support
Required technology support will be provided to the Provincial Commissioner, Deputy Provincial Commissioners(s), coordinators, committee advisers and the Blue-Print Editor, as required.

A Custody of Asset Agreement (AB-Council-35) is signed wherein it is agreed that the equipment will be returned to the Alberta Council office upon completion of their term of office.

Needs of other provincial volunteers are considered on an individual basis by the Finance Committee, with final approval by the Provincial Commissioner.

Expenses for telephone lines and charges, paper and ink cartridges are reimbursable under the relevant budget. Repair costs not covered under warranty are included under the Alberta Council office administration budget.
8.0 Financial Management

8.1 Financial Best Practices

Refer to the Appendix C - Alberta Council Financial Best Practices (Alberta Council website) for guidance on signing authorities, contracts, budgets, financial record keeping and financial reporting.

8.2 Fundraising Guidelines

National Fundraising Procedures and Guidelines

All money collected by fund raising belongs to GGC and must be spent on the project, trip or event for which it was raised. Funds cannot be assigned to another activity.

Fundraising is undertaken to augment the financing of Girl Guide activities and programs, which are available to all girls and women. Girl Guides of Canada provides able leadership and valuable service and will seek financial assistance to support our Vision and Mission. Refer to GGC Policy (National Governance Policy 01-19-01, Fund Raising.)

Alberta Council Fundraising Guidelines

All fundraising must be in accordance with the GGC Policy (National Governance Policy 01-19-01 – Fund Raising, Fundraising Procedures and Guidelines and Fundraising FAQs), Alberta Council Fundraising Guidelines, FR.1 Approval Process, and the FR.1 Application for Fundraising Approval.

Fundraising activities must meet community standards and be acceptable to Alberta Council. Approval is required from the area council or Alberta Council depending on the type of fundraiser and the estimated profit.

Refer to AB-Council-34 Raffle License Request for raffle license applications.

Alberta Council requires all fundraising activities conducted by units or districts:

- Must take place in a venue accessible to girl members
- Are consistent with GGC image and are held in venues that are consistent with the organization’s image, and
- Must ensure girl members are involved in the fundraising events. (May 2013)

If a council / unit raises $25,000 in gross contributions (grants, cookies, membership fees), in one or any one financial year, they must apply for a Certificate of Registration under the Charitable Fundraising Act of Alberta. This is a compliance requirement of the Charitable Fundraising Act. Council / units have 45 days to apply after raising $25,000 gross contributions.

Fundraising Guidelines for Lones

Lones may fundraise for approved Guiding events. This includes an independent group going on a Guiding trip or for a girl selected to be a participant at an international, national, interprovincial, Alberta Council trip or event. Refer to Appendix C - Fundraising Guidelines for Lones.

8.3 Misappropriation of Funds

Girl Guides of Canada has adopted a zero tolerance for missing or misappropriated funds. This includes, but is not limited to money missing from unit / council funds, an event cash box etc. If outstanding funds are not remitted by the designated date, collection action will be taken. Refer to Appendix C – Procedure for Reporting Misappropriation of Funds to Authorities and GGC Policy (National Governance Policy 03-04-01, Financial Stewardship).
8.4 Money Collection Guidelines

In the case that there have been unsuccessful attempts to collect money owing from parents / girls, refer to Appendix C – Revenue Collection Process. This includes, but is not limited to, money owing for cookies, registration fees and camp fees.
9.0 Property

9.1 Real Property
The Board may receive, acquire, accept and hold real or immovable property as per Bylaw 6.11.

GGC owns and leases all real property as per Bylaw 6.12. The Board must approve all acquisitions, disposition and leases of real property that will be held in the name of GGC.

9.2 Borrowing and Indebtedness
All requests to borrow funds for any purpose must be presented to Alberta Council for consideration and approval prior to the debt being incurred.

The Board may set a maximum indebtedness level for councils. The Board can delegate the authority to consider requests by councils to carry a debt.

A provincial council to whom approval authority has been delegated may only approve a district or area’s request to incur debt above the maximum level when the provincial council is willing to assume carriage of the debt should the debtor council default.

Refer to Bylaw 6.10 and 6.10.1 regarding Borrowing and Indebtedness.

All contractual debt must follow the Levels of Indebtedness Relating to Non-Real Property National Governance 01-26-01.

9.3 Property Transactions
Refer to the Property Transaction Submissions Forms and Guide (national website) if you are:

- Renewing or amending a lease or mortgage,
- Entering into a new lease or mortgage,
- Purchasing property (land and / or buildings),
- Accepting a gift or bequest of property (land and / or buildings), or
- Disposing of property (land and / or buildings) by sale, gift, easement or termination of lease.

Prior to entering into a property transaction, Alberta Council must obtain written approval from the National Board.

Prior to an area or district entering into a property transaction, written approval MUST be received from Alberta Council. The area or district must submit the following to the Provincial Commissioner, or designate:

- All information including a copy of minutes or other written confirmation and a completed Property Transaction Submissions form, along with the prior year financial statement and year-to-date financial statement.
- Documentation from the solicitors confirming the proposals and that the submitting council has approved the related documents and their submission to Alberta Council.

If Alberta Council endorses the acquisition, the documents requiring the seal and official signatures of the Girl Guides of Canada will be forwarded to the national office.

Allow at least 8 weeks for the national office and Board of Directors to make a decision on proposed property transactions.
9.4 Property Development
Property development / improvements are non-recurring investments in physical changes to real property that either:

- Enhance the functionality of existing structures, or
- Add new structures / services that meet needs of users.

For Refer to National Governance Policy 01-32-01, Owned Real Property Improvements and Maintenance, 01-33-01 Leased Property Improvement and Maintenance.

Refer to 7.1 – Budgets – Asset Management Plans (AMP) regarding approvals from Alberta Council for property development / improvements.

For development / improvements that are not included in the AMP, refer to Request for Property Improvements (national website) and submit a Request for Property Improvements form to the Provincial Commissioner or designate.

If the development / improvement is approved by Alberta Council, and the value is under $10,000 or 20% of the annual rent or under $10,000 or 10% of the assessed value of owned property, the submitting council is notified that the development / improvement is approved.

If the development / improvement has a value of $10,000 or more, the National Board of Directors is the approving body, based on the recommendation from Alberta Council.

Following completion of work for each individual project on the AMP, the applicable council must submit a Report on Property Improvement to the Member, Property Management, within 30 days. The report must be submitted to the National Board of Directors and kept on file at the Alberta Council office. (Motion 3.18.11.02)

9.5 Property Contracts
All contractual documents relating to property (including a lease, an offer to purchase, or any other agreement) that will have a duration of one year or longer must be in the name of Girl Guides of Canada and must be signed by two signing officers at the national level of GGC.

9.6 Property Administration
Refer to GGC Policy (Governance Policy 01-32-01 and 01-33-01) and Girl Guides of Canada Bylaw 6.11 Property, 6.12 Real Property, 6.10 Borrowing and Indebtedness and 6.10.1 Provincial Indebtedness.

The national office returns to Alberta Council all documents fully executed, along with National’s solicitor’s report setting out legal implications of the documents, if any.

When a leased property is renewed, a copy of the renewed contract must be sent to the Alberta Council office for forwarding to the national office.

It is essential that local solicitors be directly involved from the start with local property transactions. Solicitors must approve all documents before forwarding them to Alberta Council. A copy of this written approval accompanies the documents to the national office.

All documents requiring the official signatures of the Girl Guides of Canada, with or without the corporate seal, are forwarded to the national office for execution.
10.0 Record Management

A listing of forms and documents that are to be retained may be found on the Alberta Council website. Refer to the Forms Retention Schedule and AB-Council-05 Forms Retention Report.

10.1 Correspondence

General correspondence: Once the matter has been dealt with and there is no future value, it may be destroyed.

Government correspondence: Keep in permanent record.

Legal matters: Retain until the matter is completely resolved and then destroy unless it is could prove useful for future information.

Other: Some correspondence should be retained for the Alberta Council archives. Contact the Alberta Council Archives Lead.

10.2 Financial Records

Audited / reviewed financial statements: Keep in permanent record.

Receipts, cancelled cheques, bank statements, cheque stubs, bank books: Keep for six years plus current year. Permission must be obtained from the Canada Revenue Agency (CRA) to discard before the six years have passed.

10.3 Minutes

Each council and committee is to keep a permanent record of its own minutes, but does not have to keep those of another level. For reference, minutes for other levels of council should be kept for a year or two.

It is suggested that councils and committees keep a record of motions and recommendations complete with date to be retained indefinitely.

Minutes and issue briefs are public documents. These documents should not contain individual names in matters of confidentiality, staff salaries or performance review specifics, or any other information deemed inappropriate or any other information that would put Alberta Council in a position where it is in violation of privacy or labour law policies.

10.4 Special Events

Keep records and reports; they may prove useful as a guide for some future event.
11.0 Communications

11.1 Email Practices for Alberta Council

Subject Lines

- When sending an email, clearly categorize the topic in the “subject” line. Keep the subject line the same for each email so everyone can access the topic when needed from their email folder.

Sending Emails

- Alberta Council emails are not to be forwarded to or answered from personal emails. In the interest of consistency and in case Alberta Council needs to access information to complete an issue if a council member is indisposed, emails are to be answered from Alberta Council email accounts. (Oct 2016)
- Never assume your email has been received. If you do not receive an acknowledgement within two days, resend or call. This will also help receivers get into the habit of acknowledging all emails.
- If you are seeking responses, clearly indicate it, and include a ‘respond by’ date in the subject line. Try giving at least one week.
- When you ‘cc’ use it wisely.

Responding to Emails

- When an email is ‘to’ someone, they are expected to act or respond. If you are “cc’d” it is for information only - a response is not required.
- Promptly acknowledge you have received an email by replying “got it”, “thanks”, etc.
- Answer emails by the indicated response date. If the response will take time to complete, acknowledge receipt of the email.
- **Email votes**: Please reply on time. If your answer is ‘yes’ or ‘no’, reply **only** to the sender. If you are raising a point for general consideration, reply **all**. You can change your vote before the deadline.
- **Request for Input**: Respond to the individual making the request, not to the whole group unless otherwise instructed. Click on ‘reply’ **not** ‘reply to all’. The person making the request should then circulate the combined information if necessary.

Distribution Lists

- You may only send commercial electronic messages (CEMs) to an individual who has donated, volunteered or had membership with the organization within the last two years. This is deemed implied consent.
- If an individual requests that you no longer contact them by email, you are legally obliged to respect that request and not send any CEMs.
- Do not email girls under the age of 14. Please email their parents instead.

General

- In the case of disagreement or controversial subject matters, a personal phone call is often a better option.
- Beware: Emails can become public information. Be cautious when forwarding emails.
- Be cautious with attachments.
- Attachments should be small (<500 KB) and in PDF or JPG formats that can be read by all operating systems. Name attachments clearly, because some systems delete or quarantine suspiciously named attachments. Unless attached documents being shared are encrypted, do not send confidential personal information using email.
11.0 Communications

- Reminder: If you include your email address in iMIS, it is assumed you will check it at least every 48 hours. If you are going to be away, send an email to your committee / council advising them of your absence.
- Be sure your signature includes the following, as required by Girl Guides of Canada:

Confidentiality Warning: This message and any attachments are confidential and intended solely for the use of the addressee. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system. Any unauthorized disclosure, copying, distribution or other use of this message and/or any attachments is strictly prohibited. Thank you.

Refer to Overview and Best Practices Tips Canadian Anti-Spam Law (CASL) (national website).

11.2 Publications

ANY-GuideNews
ANY-GuideNews is a biweekly email newsletter that provides information of upcoming and events. It is published every second and fourth Tuesday of the Guiding year (except for July, August and December when there is only one edition). ANY-GuideNews is sent out to all Guiders and Rangers within Alberta Council with an active email in iMIS.

Refer to Appendix C - Extra Eyes Process for Publications for details on how to submit information to ANY-GuideNews.

Blue-Print
Blue-Print is the Alberta Council newsletter that is published four times a year; in October, December, February and April. It is mailed to all Guiders and Rangers within Alberta Council.

Alberta Council committee advisers contribute regularly to the Blue-Print newsletter.

Refer to Appendix C - Extra Eyes Process for Publications for details on how to submit to the Blue-Print.

Website
The website is designed to provide information and resources to Guiders, parents and the public. It contains current events, committee information and forms, Guider resources, parent resources and links to other resources.

The Administrative Manager, all advisers, coordinators, liaisons and leads are responsible for submitting content to the website as well as notifying the Alberta Council Web Coordinator to change or remove material on the website.

Adding / Removing Material: When emailing the Web Coordinator, include all the places (URL or web pages) you would like it to be removed. Refer to the AB-Council-36 Website Submission Form.

Refer to Appendix C - Extra Eyes Process for Publications for information regarding submissions. For all revisions to the website:

- Please prepare your Website Submission Form and pass it by the appropriate Alberta Council committee adviser (if you are not the Alberta Council committee adviser).
- If there is written content, forward the submission to the PR & Communications Adviser (any-prcomm@girlguides.ca). Once reviewed for Brand & Graphic standards etc., the PR & Communications Adviser will forward the submission to the Web Coordinator. (It is helpful to
submit a screen shot / description of what is currently on the website and a markup of how it should look after the changes.)

- If forms have been revised, forward the Web Submission Form to the Administrative Manager for forms control and copy the Web Coordinator (any-website@girlguides.ca).
- If there is both content and forms content, please forward to the PR & Communications Adviser and the Administrative Manager, copying the Web Coordinator. Once the Web Coordinator has received approval from both the PR & Communications Adviser and the Administrative Manager, the changes will be made.

**Publication of Original Material**
Prior to writing an entire manuscript, contact the PR & Communications Adviser who will supply AB-PR-02 Intent to Publish form.

**11.3 Social Media Guidelines**
Girl Guides of Canada, Alberta Council is committed to an online presence that is characterized by sound judgment, appropriate risk management, and respect. Refer to Appendix C - Social Media Guidelines for a framework for adult members within Alberta Council in determining the appropriate usage and prudent management of our social media and online presence. Refer to the national website – Communications for additional tips and toolkits for Social Media.

**11.4 Teleconferencing and Videoconferencing**
Teleconferencing and Video Conferencing are easy, cost-effective ways to hold meetings and trainings.

Teleconference and videoconference calls:

- Save travel and hotel costs
- Maximize volunteer time
- Ensure that everyone can participate in the meeting despite distance or weather conditions
- Are pre-planned for a specific date, time and duration.

**Organizing a Conference Call**

- Determine the purpose for the conference (e.g., planning an event)
- List all the people you need to attend and check their availability. Preferably give people a choice of two dates for the call and go with the date that suits the majority
- Contact the Alberta Council office as follows:
  - Teleconference - obtain the dial-in number and the passcodes for the chair and participants
  - Videoconference – confirm availability of Adobe Connect (or other system) and obtain connection information
- Advise the participants of the date and time of the meeting and the appropriate information to connect.
  - For teleconferences, let participants know if they dial in before the chair they will only hear music until the chair has connected
  - For videoconferences, send new participants information on how to connect and use the videoconference (i.e. Adobe Connect)
- Prepare the agenda; send to participants (usually by email)
- Secure a quiet location where you are unlikely to be distracted or affected by background noise
- Have a list of participants and the agenda in front of you
- Have a clock visible to keep track of the time you are spending on agenda topics.
Conference Call Agenda

- Include the connection information (i.e. date, time, dial-in number, passcode and chair) on your agenda
- List the topics to cover, with time allotted for each topic.
- Advise all participants of the agenda so that they will be prepared for the meeting.

Chairing a Conference Call

- Be on time or early. Greet each participant, and let them know when everyone is ready to start. Ask if everyone is staying on line until the end of the conference call.
- Open meeting with a roll call. A good strategy is to ask a question before you begin calling the roll, and ask each person to respond with her answer when her name is called.
- Make sure all participants are familiar with each other. If you have invited someone new to a regular meeting, make sure to introduce her to the group.
- Begin your meeting with an enthusiastic greeting. Share an opening or a “joke of the day” (depending on the type of meeting).
- Outline the purpose for the meeting. Briefly review the agenda and ask if there is anything to be added to the agenda. This allows participants to know what is coming and keep them on track.
- Track who is talking. Keep a list of all participants in front of you during the meeting and make a point to call on participants who have not spoken much.
- Keep on track with your agenda. If a question arises on a different subject, suggest that it be discussed at the end of the meeting (if there is time) and return to the topic at hand.
- Try to format your discussion of different topics into clear, concise, easy to follow points. Take the lead - make the first suggestion, or list a few possible branches for the discussion to follow. This will “jog” the brains and eliminate the sometimes uncomfortable position of being “first”.
- Periodically ask participants for their opinion. Choose someone by name - this ensures everyone is participating in the discussion.
- Keep an eye on the length of your meeting and be considerate of others’ time.
- At the end of the meeting, summarize the actions to be taken.
- End the call clearly. Make sure all participants know that the meeting is formally over.
- Be sure to stay on until everyone else has disconnected from the call.

Meeting Minutes

- Minutes (or notes) and attendance lists should be kept for conference calls, just as for face-to-face meetings.
- It may be helpful for the chair to have a page for each topic with general notes and comments from participants.
- It is important that participants identify themselves when they are adding to the discussion. The Secretary may need to clarify names in any motions made.

After the Meeting

- Ask for feedback
- Follow-up:
  - Distribute minutes as soon as possible to remind everyone of the goals and issues discussed.
  - Address all “loose ends” in the agenda for the next meeting.

Conference Call Etiquette for Everyone

- Consider a conference call to be a meeting and treat it as such.
- Do not allow interruptions (family, animals, etc.) for the duration of the call.
Choose a quiet location - a room with a door you can close. Do not plan to do anything else while on the call. Every sound is picked up and interferes with the ability of others to hear and stay focused.

If there is background noise, use "*6" to mute the phone. Dial "*6" to speak when necessary. Videoconference systems typically have a mute button as well.

Turn off call waiting. If your line starts beeping with call waiting, it can be very confusing and disrupting to the meeting.

Do not put your phone on hold to do something else.

Have material and items close at hand - agenda resource material, pencil, paper, water, or anything else you may need.

Introduce yourself when you begin speaking. Others may not know your voice. Also, this helps everyone including the Secretary (or note taker) to track information and its source.

Try to stay on schedule. Stick to the minutes per topic laid out in your agenda and be respectful of others’ time.

At the end of the call, be sure to tell the chair that you are hanging up so she knows when everyone has left the call.

If you find you are having a sound quality issue on a teleconference call:
  - Hang up and dial back in…sometimes these problems clear themselves up when the bad connection is terminated.
  - Try using the “mute” button on your phone. If the equipment is causing the problem, this may help. Only “un-mute” when you need to speak. (Alberta JumpStart initiative - May 27, 2003)
12.0 Branding

12.1 Alberta Council Logo
For information and approval of design using the Alberta Council logo, contact Merchandising Questions and Approval (any-merchapprove@girlguides.ca). The Alberta Council logo is intended for use by Alberta Council, its committees and for Alberta Council sponsored events and items.

Logo in Obituaries
The Trefoil may be put into the obituary column for any member of Girl Guides of Canada.

12.2 Approval of Crests, Pins etc.
For information and approval of designs using the Girl Guides of Canada name and logo, refer to GGC Brand Standards or contact Merchandising Questions and Approval (any-merchapprove@girlguides.ca).

Only Merchandising Questions and Approval gives approval.

The following exceptions are permitted to have crests:

- Provincial and Deputy Provincial Commissioner(s)
- Area and Deputy Area Commissioner(s)
- Youth Forum
- Alberta Council, areas and districts
- Area and district properties such as camps and facilities
- Trefoil Guild and Link units
- Non-event specific area trainings

These crests must follow branding standards related to trefoil usage. No GGC funds may be used to purchase crests for Trefoil Guild and Link units. (October 2017)

Refer to Appendix C - Procedure for Ordering Branded Items: Alberta Council Crests, Pins & Other Merchandise and AB-PR-01 Crest and Merchandise Approval form.

12.3 Copyright
Permission of the National Board must be granted before using the trefoil symbol and / or logo for sales or endorsement purposes by businesses or other groups. Please refer to GGC Brand Standards (national website) for more information re: the trefoil symbol and / or contact any-merchapprove@girlguides.ca.
13.0 General Information

13.1 Awards
All members are encouraged to recognize Guiders by nominating them for an award. Awards acknowledge members’ contributions and show them they have been noticed and are appreciated. Awards may be presented any time of the year.

There are two special awards specific for members within Alberta, Northwest Territories and Yukon. These are the Alberta Rose, for outstanding contributions to Guiding, and the Provincial Commissioner’s Promise Award, for longer serving members who exhibit the ideals of the Promise in all aspects of life. Refer to the Alberta Council Awards Booklet (Alberta Council website), R.3 – Awards Application. (Alberta Council website) for details regarding the various awards available for girls and adult members.

13.2 Commitment Pins for Adults and Rangers
The Commitment Pin was conceived and approved by Alberta Council in 2016. It is awarded to adult members who have 22 years of adult service to Guiding (girl years not included), and to Rangers who have participated in Guiding for 11 years. The pin is mailed to each recipient, usually in mid-February, based on information in iMIS. A congratulatory card, signed by the Provincial Commissioner (or PC team) is included.

13.3 Cookies

Best Practice Guide for Cookies: Alberta Council adopted the Best Practice Guide for Cookies in June 2016 that is to be used in all areas, districts and units under the Alberta Council jurisdiction.

Alberta Council approved that units receive $13.50 / case of cookies. This includes the Guaranteed Unit Share of $11 mandated by National and the remaining $2.50 / case from Alberta Council cookie revenue. (July 2011)

Delivery Guidelines for Girl Guide Cookies: Girl Guides has developed specific requirements for delivering Girl Guide cookies that both drivers and cookie receivers are expected to adhere to. These guidelines outline the delivery protocol to assist in an easier and more pleasant delivery experience for everyone and are available on the national website under Cookies.

Cookie Tracking Record: Alberta Council has adopted the use of AB-Council-27 Alberta Council Cookie Tracking Record (Alberta Council website) that is to be used by all units in Alberta, Northwest Territories and Yukon. A completed copy of this tracking sheet is to be kept with the unit / district financials following each cookie campaign.

Cookie Verification Report: Alberta Council has adopted the use of AB-Council-26 Alberta Council Cookie Invoice & Cookie Verification Report (Alberta Council website) by all districts and units in Alberta, Northwest Territories and Yukon. This document needs to be completed in its entirety and sent in with the financial records for the December 31 and June 30 reviews.

Council Cookie Ordering: The Administrative Manager is responsible for ordering cookies through the Cookie Adviser for the PC Team, Honourary Life Member Luncheon(s), MLA thank yous, and others as appropriate in consultation with the PC Team.

Refer to 15.8 – General Information - Committee Cookies for committee cookie ordering process.

13.4 Contracts
When it is necessary to enter into a contract for professional or commercial services (for example, rental of camp equipment, boats, canoes, cars, professional guides or instructors, architects, contractors, etc.),
the contract must be signed by the Provincial Commissioner, her designate or by the authorized contract signer.

Refer to Appendix C - Contract Process for Girl Guides of Canada, Alberta Council.

13.5 Crisis Management

Refer to Guiding Essentials, Safe Guide and event specific SG.4 forms for steps for follow in the event of a crisis.

Upon the occurrence of a crisis (an incident that threatens GGC’s reputation or operations e.g. accidental death of member during GGC activities or other significant / public incident), the internal chain of notification will be:

- Provincial Commissioner
- Director of Provincial Operations
- Chief Executive Officer
- Chair of the Board

When a crisis involving GGC occurs, the national office will co-ordinate media relations activities.

A decision will be made at the time of the crisis about the messages to be sent to our members and the public. These messages may be posted on the GGC website or on GGC social media platforms and sent to media who contact GGC for a statement.

Only those individuals authorized to do so will speak publicly on behalf of the organization. Any media inquiries about a GGC crisis received by staff or GGC members should be referred immediately to the national office.

Members contacted by any provincial / territorial or national media source for information, comment or opinion on matters relating to the organization must seek direction and advice from their Provincial Commissioner and / or the national office before responding.

13.6 Calgary Young Offenders Centre (CYOC)

The 1st Alberta Pathfinder Unit was established at CYOC in April 1999. This unit is under the jurisdiction of Alberta Council and is funded primarily by a grant from Soroptomist International of Calgary.

The aim is to show girls, who have been incarcerated, life skills and learning through a variety of activities to show them opportunities other than a life of crime. The 1st Alberta Pathfinder program is located behind the secure walls of CYOC. It is the only program of its kind in Canada.

The unit consists of girls aged 12-18 years. Attendance is compulsory; however, the number of girls participating can range from five to 25 depending on the week and the girls’ behavior. The program encompasses all the activities a Pathfinder unit does, with modifications. This unit runs year-round and does not take a break in the summer months. Refer to Archives for more information.

13.7 Girl Protection Statement and Protocol

The Role of Guiding in Girl Protection

As members of Girl Guides of Canada, we make a commitment to the girls and young women in our organization to create an environment where we work together to accomplish our Vision and Mission. To do this we establish an atmosphere where each person feels accepted, valued and respected. We have fun together. People feel comfortable and friendships grow. In these situations, a girl may disclose information to an adult member that gives her reason to suspect child abuse. These procedures have
been developed to tell members what to do if this happens. Detailed information on the – Girl Protection Procedures – Module 4 is available on the national website under Membership, Adult Member Support Modules.

Each Member’s Responsibility is to:

- Report to the appropriate child protection agency or police service when there are reasonable grounds to suspect that a girl is in need of protective intervention
- Keep all information received from a girl member in strictest confidence
- Inform the national office of the incident (refer to Module 4, Section 5 – Reporting child abuse)
- To handle herself in a manner that is not open to interpretation of abuse
- Provide programming that offers girls a safe and supportive environment.

13.8 iMIS Access and Reports

Access

iMIS access is limited to the Provincial Commissioner and deputies, International Adviser, Safe Guide Advisers and Travel Support. Upon request, the Provincial Commissioner and / or Administrative Manager may grant permission to staff and volunteer members from various iMIS homes. Only the Provincial Commissioner and the Administrative Manager are authorized to request changes regarding iMIS access to the national office.

Reports

There are a number of reports that are produced from iMIS on a regular basis. These include Safe Guide Training Compliance Letters, Potential Member Reports, PRC Renewal and Cancellation Letters, Adult and Girl Inquiry (INQ) Reports, Unit Capacity Reports, Link Membership Renewal Letters and Quality Control Reports.

Refer to Appendix C – Reports Letters iMIS Quality Control Distribution for iMIS report distribution.

iMIS Flags and Provincial Files

A flag can be added to a member’s iMIS record if there are serious issues regarding the member. Only the Administrative Manager may add flags to an iMIS record based on the approval of the Provincial Commissioner. Refer to Appendix C – iMIS Flags for Serious Member Concerns for further information.

13.9 Link Members

Link members have the option of being registered as a Link member at the provincial level or in a Link unit at the area level, if the area has a Link unit. If Link members register with an area Link unit, they will receive area specific notifications as well as Alberta Council notifications.

For area Link units, the Area is responsible for these units, including registration of members, collection of membership fees, purchasing and distribution of membership pins and ensuring that iMIS is updated accordingly. Area Link units may be subject to Area membership fees, per the area council policies. Link units are self-directed. Each unit must select a contact person, who is the designated contact for information.

For Link members not registered at an area level, the Alberta Council Link Liaison is responsible for coordinating registration of members, collection of membership fees, purchasing and distribution of membership pins and ensuring that iMIS is updated accordingly through the Alberta Council office. All associated costs are paid out of the Alberta Council Link budget.
The Link Liaison is a liaison for all Link members within Alberta Council.

13.10 Lones
Lones is an option for girls who are unable to attend regular meetings due to distance, health, studies or physical challenge. As a Lone, girls can continue in Guiding by working long distance with a Guider. Lones earn badges, do service projects, play games and participate in fun activities. Lones can take part in camps, trips, selling cookies and special events.

The Lones Lead, a member of the Program Committee, is responsible to recruit, register and support Lone Guiders within Alberta Council. Through the Lone Guiders, Lones receive regular packages by email and regular mail and have regular contact with their Guider to work on the Guiding program. Areas are encouraged to know of Lone members within their jurisdiction to offer bridging opportunities.

13.11 Registration
While the majority of girl member registrations are done online, some girls are registered using a paper registration form.

In this case, when the area receives the paper registration, the information must be entered into iMIS. If the area is an iMIS home, the information is entered at that office. If the area is not an iMIS home, a copy of the registration form must be forwarded (faxed or scanned and emailed) to the appropriate iMIS home. The original registration form is maintained at the area level for tracking purposes.

If a paper registration is sent to the Alberta Council office along with the registration fee, the Member Records Administrator enters the information into iMIS and the Accounting Clerk sends the cheque for the registration fee to the appropriate area.

The area retains the registration fee and will forward the fee as invoiced by Alberta Council.

13.12 Trefoil Guild Members
Trefoil Guild units fall under the jurisdiction of area councils. The Area is responsible for these units, including registration of members, collection of membership fees, purchasing and distribution of membership pins and ensuring that iMIS is updated accordingly. Area Trefoil Guild units may be subject to Area membership fees, per the area council policies. Trefoil Guild units are self-directed. Each unit must select a contact person, who is the designated contact for information.

The Trefoil Guild Liaison is a liaison for all Trefoil Guild units within Alberta Council.

13.13 Trex and Extra Ops Units
Extraordinary Options or Extra Ops is an innovative way to deliver Girl Guiding to more girls. Girls in Extra Ops participate in programs that relate to a single activity or theme, such as camping, sports, travel, or the arts. Trex is an Extra Op for girls 12 to 17 that focuses on camping and the outdoors. Refer to Guiding Essentials (national website). Girls can be members of a regular branch unit and a Trex / Extra Ops unit at the same time.

The current online registration format does not permit girls to register in both a regular branch unit and a Trex / Extra Ops unit.

- If a girl is registering for a Trex /Extra Ops unit only, she can register online with that unit.
- If a girl is registering in both a branch and Trex / Extra Ops unit, she must first register online with the branch unit and have the Trex / Extra Ops activity entered manually by her iMIS home.
The current practice within Alberta Council, for these situations, is for Guiders of Trex / Extra Ops units to provide their iMIS homes with a list of girls who are members of the Extra Ops / Trex unit

13.14 Safe Guide
Alberta Council has adopted several internal processes for managing the processing of Safe Guide forms and permissions.

Refer to Appendix C – General Procedures under Safe Guide for further information.
14.0 Area Commissioner Information

14.1 Election and Appointment

1. Approximately six months before a new Area Commissioner is to take over, the application process commences.

2. The Provincial Commissioner, or designate, calls for nominations for the next Area Commissioner by advertising through the area newsletter and / or a broadcast email that includes an application form and position description to all adult members in the area. After the deadline, the Provincial Commissioner, or designate, conducts the interviews with the PC Team and checks the references of the applicants. The Provincial Commissioner may speak with the outgoing Area Commissioner to determine if there is anyone who should be approached and asked to apply.

3. The PC Team determines the slate based on qualifications, interview and references, that will be presented to the voting area council members for election or ratification. A summary of the applications, interview and references for each applicant is supplied to each voting area council member prior to the election / ratification vote. Ratification Ballot: If only one person is on the slate, a ratification ballot is held. If favourable, this tells the nominee she has the confidence, support and co-operation of her council.

4. The ballots are collected by the Provincial Commissioner, or designate, and the area council is then informed of the outcome of the election.

This procedure will begin early enough to allow the incoming Area Commissioner to attend the final Alberta Council meeting of that Guiding year, with the outgoing commissioner. Note, an early election is very beneficial to the area and the new commissioner - it allows the two commissioners to work together for a few months developing a smoother transition. It is recommended that new Area Commissioners be ratified no later than the end of February so that shadowing of the current Area Commissioner can occur before the July 1 changeover.

Appointment of Area Commissioner

New Area Commissioners are appointed by the Provincial Commissioner, usually at the September Alberta Council meeting. The Provincial Commissioner will obtain and present the Area Commissioner’s insignia.

Ratification and Appointment of Deputy Area Commissioner(s)

1. Following the election / ratification of a new Area Commissioner, the application process commences for Deputy Area Commissioner(s).

2. The Provincial Commissioner, or designate, calls for nominations for the Deputy Area Commissioner(s). If an Area Nominations Chair is not in place, the area has the option of appointing a Nominations Chair or the Deputy Provincial Commissioner acts as the Nominations Chair.

3. The Deputy Area Commissioner position is advertised either through the area newsletter and / or a broadcast email that includes an application form and position description to all adult members in the area. After the deadline, the Nominations Chair conducts the interviews with the Provincial Commissioner, or designate, and incoming Area Commissioner and checks the references of the applicants. The Provincial Commissioner may speak with the incoming Area Commissioner to determine if there is anyone who should be approached and asked to apply.

4. The Provincial Commissioner, or designate, and incoming Area Commissioner determine the slate based on qualifications, interview and references, that will be presented to the voting area council members for election or ratification. A summary of the applications, interview and references for each applicant is supplied to each voting area council member prior to the election / ratification vote. Ratification Ballot: If only one person is on the slate, a ratification ballot is held. If favourable, this tells the nominee she has the confidence, support and co-operation of her council.
5. The ballots are collected by the Provincial Commissioner, or designate, and the area council is then informed of the outcome of the election.

**Appointment of Deputy Area Commissioner(s)**
The Area Commissioner appoints new Deputy Area Commissioner(s), usually at the first area council meeting of the new Guiding year. The Area Commissioner will obtain and present the Deputy Area Commissioner(s)’ insignia.

**Appointment of Area Council Members**
The Area Commissioner appoints new Area Council Members usually at the first area council meeting of the new Guiding year. The Area Commissioner will obtain and present the appropriate insignia.

Refer to **Appendix C - Nominating Search Process for Area and District Councils**

**Orientation**
New Area Commissioners, and their deputies, will receive orientation prior to or shortly after their appointment start date of July 1 by the Provincial Commissioner Team.

**14.2 Financials**

**Financial Statements**
The area Treasurer presents a financial statement at each area council meeting. This statement summarizes income and expenses and is included in the minutes of the meeting. Refer to **7.9 – Financial Policies - Financial Statements**.

**Event Invitations to Provincial Commissioner**
Refer to **7.5 – Financial Policies - Event Invitations to Provincial Commissioner** regarding the area’s financial responsibilities with regards to inviting the Provincial Commissioner (and guest or designate) to an area event.

**14.3 Area Advisers**
Area committees may be established for Program, Training, Camping, International, PR & Communications and Membership subsequent to the approval by Alberta Council. Areas may request Alberta Council approval to remove Camping, International, Membership, Program, PR & Communications and / or Training Advisers from their councils at any time, based on the needs of the day by the area council. Areas may also request Alberta Council approval to have area committees for Camping, International, Membership, Program, PR & Communications and / or Training, based on the needs of the area council. The removal of advisers and area committees are to be re-evaluated every three years or when the Area Commissioner changes, whichever comes first. The Area Commissioner appoints area advisers.

Committee members have no term but must be evaluated a minimum of every three years.

It is the responsibility of the Area Commissioner to communicate these appointments to the relevant Alberta Council committee adviser and to the relevant iMIS home.

**14.4 Complaints**
When the Provincial Commissioner receives verbal or written complaints, the appropriate Area Commissioner or council support will be contacted, and the complaint will be discussed. The Provincial Commissioner will respond to the complainant that an investigation will be conducted, and a response will be forthcoming.

The Provincial Commissioner must be kept informed and copied on all correspondence.
When complaints are received by the Alberta Council office, the staff member takes the complainant’s contact information and requests permission to share the contact information with the appropriate Commissioner. If permitted, the Commissioner is emailed, and the Area and Provincial Commissioners are cc’d. Details will be kept to a minimum to ensure confidentiality.

### 14.5 Meetings / Minutes

Area Council minutes will be copied to the Provincial Commissioner.

Area committee minutes will be copied to the appropriate Alberta Council committee adviser, their council support and the Deputy Provincial Commissioner.

Refer to Appendix C – Agenda, Minutes, Communications Dispersal.

### 14.6 Members

#### Transitioning Members

A Transitioning Member (TMBR) is a youth member who has not yet reached the age of majority in her province/territory but has completed the Ranger program. Age of majority in Alberta is 18, and 19 for Northwest Territories and Yukon.

In this demographic, there are three common scenarios:

- Rangers who are 17 at the beginning of the Guiding year, but will be turning 18 at some point before the Guiding year is over, who wish to finish their Ranger program.
  - Since the Ranger program is designed for young women aged 15 – 17 years of age, a youth member (YMBR) may register in a Ranger unit at age 17 to complete her program and pay the usual girl registration fee, as long as she has not yet turned 18 by the start of the Guiding year (September 1).
- Rangers who have finished their Ranger program, and have already reached the age of majority prior to the start of the Guiding year (September 1).
  - At the end of the Guiding year, a YMBR reaching the age of majority where she lives must proceed with an adult screening process and become a potential member if she is going to be working with the girls in an adult capacity.
- Rangers who have completed the Ranger program, but who have not reached the age of majority by the start of the Guiding year (September 1) – their birthday comes at some point during the Guiding year. They cannot register in Rangers, but they are too young to be an adult leader yet.

A young woman who is reaching the age of majority in September or later, after the Guiding year has started, will be listed as a “Transitioning Member.”

Refer to Appendix C - Transitioning Members – A Guide for Leaders, Commissioners and iMIS Homes for information about registration, the screening process, working in units, iMIS entries and tracking.

**Supporting TMBRs:** Transitioning members often have challenges with some parts of the screening process, like the “electronic identification verification” element of background checks. It would be helpful as an iMIS home to touch base with the District Commissioner and see if there is anyone specifically assigned to work with a transitioning young woman, so that you have an additional contact person as the TMBR goes through the screening process.
Adult Participants
An adult participant, as defined in Guiding Essentials, is an adult member who due to cognitive or developmental disabilities is not able to act in a leadership capacity and participates in a unit under the supervision of other adult members. She must not have a supervisory role nor be counted as part of the girl supervision ratio. Adult participants are exempt from completing Safe Guide training.

Refer to Appendix C – Adult Participants for information about registration, and the screening process.

14.7 Websites
Areas have the option of setting up an area website. This website must be hosted by the same company as the Alberta Council website. Areas are responsible for ensuring content is current and meeting GGC Brand Standards.

If an area chooses to have an area specific website, which is regularly updated, there must be a person within that area who understands HTML and can make the revisions.

If an area chooses to have an area specific website with minimal changes, the Alberta Council Web Coordinator can maintain the site, provided there is one contact within the area. Changes will be made in the order they come in. All changes must be submitted using AB-Council-36 Website Submission Form.

14.8 When Police Record Checks are “Not Clear”
When a police record check processed through Sterling Talent Solutions Canada Corp (formerly known as BackCheck) shows “not clear,” the following steps will occur:

- iMIS home receives a “not clear”
- The iMIS home notifies the Administrative Manager at the Alberta Council office, providing the name of the individual whose report was “not clear.”
- The Administrative Manager accesses Sterling Talent Solutions to get a detailed report which she provides in confidence to the Provincial Commissioner.
- The Provincial Commissioner compares the offenses to the GGC policy and then notifies the Area Commissioner whether the membership can proceed or not.
- If the membership cannot proceed, the Area Commissioner will notify the potential member.

When a background check form shows “unable to complete,” the iMIS home will contact the Area Commissioner and provide the contact information of the applicant. The applicant must visit a police detachment to complete the process.

When a Police Record Check is completed through the RCMP or local police service and comes back “unclear,” the Area Commissioner is responsible for follow-up, not the Provincial Commissioner or Administrative Manager.

Refer to Appendix C – When Police Record Checks are “Not Clear” – for iMIS Homes and Area Commissioners.

14.9 Unit Changes
Alberta Council annually budgets funds to assist the start-up of a new unit. Refer to 7.17 – Financial Policies - New and Disbanded Units / Councils for more information.

Refer to 7.17 for information regarding the closing or units and councils.
15.0 Committee Adviser Information

15.1 Guidelines for Committees

These guidelines have been prepared for the use of all Alberta Council committees and their members. They are not intended to restrict but to assist the committees in carrying out their purposes.

Committees fall into four categories:

- Committees responsible to Alberta Council. This includes Camping, International, Membership, Program, PR & Communications and Training.
- Sub-committees, responsible to an Alberta Council committee
- Ad hoc committees, formed for a special purpose, usually of brief duration; responsible to Alberta Council or to an Alberta Council committee.

The need for sub-committees and / or ad hoc committees is determined by the work of the parent committee, or Alberta Council.

15.2 Election and Appointment

Chair refers to Alberta Council advisers, coordinators and other committee chairs.

The registration and appointment of a committee chair is the responsibility of the Provincial Commissioner in consultation with the Deputy Provincial Commissioner(s) and the Girl Engagement Coordinator or Member Services Coordinator, whichever is appropriate.

Refer to 1.3 – Alberta Council - Council and Support Selection Process.

Term of Office

The term of office for an appointed member is for a term of three years.

Orientation

Orientation of a new chair is shared as follows:

- The Provincial Commissioner, or her designate, explains the chair's responsibilities to Alberta Council and to the National Board (if applicable).
- The previous chair outlines the committee’s structure and functions, inter-committee relations and responsibilities to areas (if applicable).
- The Administrative Manager acquaints the new chair with the functions and services of the Alberta Council office.

15.3 Terms of Reference

Terms of reference are an outline of the purpose and responsibilities of a committee (the people / positions) which constitute the membership of the committee and the terms of office of the members.

Terms of reference tell where a committee fits into the scheme of things and outline the committee’s areas of authority.

Development

Appendix B - Terms of Reference contains terms of reference for existing committees. Whenever a new Alberta Council committee or supporting committee is struck, it is the responsibility of that committee to develop its own terms of reference. These terms of reference must be based on the Terms of Reference from the national office.
Procedure for Approval
When the committee has approved a draft of its terms of reference, it is forwarded to Alberta Council for approval.

It may become necessary to make changes to existing terms of reference. The committee itself, or Alberta Council, may recommend changes.

Terms of reference are reviewed at least every three years.

Sub-committees and Ad Hoc Committees
The parent committee approves terms of reference for sub-committees and ad hoc committees. The formality of this depends upon the nature of the task of the ad hoc committee. They are then forwarded to the Alberta Council office for information only.

15.4 Alberta Council Committees
Alberta Council committees are comprised of area advisers (where applicable) and additional members to help fulfill the role of the committee. The chair of a committee recruits additional members of her committee in consultation with the existing committee members. Members of Alberta Council and supporting committees may be drawn from throughout Alberta, Northwest Territories and Yukon, keeping in mind the person most suitable for the task and the nature of the work of the committee.

It is the responsibility of the chair of the committee to ensure that iMIS is updated and that the committee roster is up to date. A committee member position, other than the committee chair / adviser, is considered an activity, therefore in most cases there is no set term for the position.

Orientation
Orientation of new committee members is the responsibility of the committee chair. Retiring advisers may assist with the orientation of their successors.

Position Descriptions
Position descriptions list responsibilities assigned to specific positions. Refer to Appendix A – Position Descriptions.

It is the responsibility of the committee chair to ensure that position descriptions are developed for committee members, as required.

When the committee has approved a draft of a position description, it is forwarded to the Alberta Council office and committee members for information only.

Position descriptions are reviewed at least every three years. Interim changes may be made. The same procedure is followed.

15.5 Finances
Each Alberta Council committee adviser is responsible for overseeing the committee budget.

Financial transactions for all Alberta Council committees are handled through the Alberta Council office.

Reimbursement for Expenses
Refer to 7.7 Financial Policies - Expenses for the policies and procedures regarding reimbursement for expenses.

Cheques are mailed as soon as they are signed which is usually weekly.
Authorizing Expenses
Each expense account submitted must be authorized by the committee chair or designate.

This person is responsible for reviewing and authorizing expenses being claimed and ensuring that they are in accordance with current financial policies of Alberta Council.

Names of committee members who authorize expenditures must be forwarded annually to the Alberta Council office.

Accountable Advances
Refer to 15.9 – Committee Adviser Information - Alberta Council Sponsored Events. Application may be made through the Alberta Council committee adviser, to the Alberta Council office.

Committee Financial Statements
The Alberta Council office sends monthly statements of committee income and expenses with supporting documents to the committee chair, copying the coordinator responsible for that committee. Committee and adviser variance analysis to be provided for variances from budget greater than $1,000. (Motion C.18.01.11).

It is the responsibility of the chair to ensure that the committee and event coordinators see the financial statements, as necessary.

It is the responsibility of the committee chair, or designate, to reconcile this statement with her own accounts. If there are any discrepancies, the chair or designate should contact the Accounting Clerk as soon as possible.

It is the responsibility of the chair to report, on a monthly basis, any budget variance greater than $1,000 to the Treasurer. The report must identify the cause of the variance. (Motion C.18.01.11)

It is the responsibility of the appropriate adviser to identify any costs that are forecasted to be 10% or $2,500 (greater of) or more in excess of event, camp, committee or operational budgets. Where possible, these costs must be presented to Alberta Council for approval prior to being incurred.

The committee chair, or designate, may request assistance from the Treasurer in setting up and maintaining an effective financial recording system.

Event Invitations to Provincial Commissioner
Refer to 7.5 – Financial Policies - Event Invitations to Provincial Commissioner regarding the financial responsibilities with regards to inviting the Provincial Commissioner (and guest or designate) to an event.

15.6 Decision Making Authority
The intent of Alberta Council is to empower its committees to be able to make decisions within parameters articulated by Alberta Council.

Guidelines
Alberta Council and supporting committees are authorized to make decisions which:

- Are true to the Vision and Mission of Girl Guides of Canada
- Are prudent, ethical and legal
- Support the strategic plans and goals of the organization as contained in the current strategic plan
- Have been approved in the budget
15.0 Committee Adviser Information

- Are within the terms of reference of the committee
- Do not contravene policies, standards and practices contained in the Act of Incorporation, Bylaws, Guiding Essentials – Standards at a Glance, and Alberta Council manual
- Do not compromise the health and safety of members and non-members
- Do not alter long-held customs, practices or traditions
- Have been researched, investigated and taken under consultation
- Do not violate funding source requirements
- Maintain a positive image.

Procedures

An Alberta Council committee adviser or supporting committee chair / adviser is accountable to the Provincial Commissioner and / or Alberta Council for the decisions made by her committee.

A decision, which does not comply with one or more of the guidelines, must be presented to Alberta Council for discussion and approval.

Relevant decisions and their effective date are reported to Alberta Council.

All decisions are recorded in the committee’s minutes.

15.7 Committee Equipment

Some of the Alberta Council committees maintain equipment for the use of the committee or Alberta Council approved events. This equipment is stored at the Alberta Girl Guide House, it is the responsibility of the adviser, or designate, to maintain an inventory, maintain the equipment and include replacement / repair needs in the annual budget.

15.8 Committee Cookies

Cookies used by committees as gifts and promotional items must be ordered through the Alberta Council Cookie Adviser. The Cookie Adviser will notify committee advisers of the order deadline. Advisers must complete AB-Council-40 Adviser / Committee Cookie Order form and submit to the Cookie Adviser, copying the Accounting Clerk. Refer to Appendix C – Ordering Cookies for Council and Committees.

15.9 Alberta Council Sponsored Events

Alberta Council must approve all Alberta Council sponsored events.

Current Alberta Council sponsored annual events include:

- Commissioners’ Workshop (adult only)
- Multi-Faceted Training (Ranger and adult event)
- Alberta Girls’ Parliament
- Trainers’ Workshop (Adult event; open to Rangers when Trainer Stream is being offered)
- Girl and Youth Summer Camps:
  - Arts Camp
  - Backpacking Camp
  - Colour Your World
  - Guide Camp
  - Pathfinder / Ranger Camp
- Hodgepodge (every two years) (Ranger and adult event)
- Alberta Council Workshop (every two years) (Ranger and adult event)
- Adult Arts Camp (every two years) (Ranger and adult event)
Refer to the Event Planner Guide – Guidelines for Alberta Council Provincial Level Events (Alberta Council website)

**Event Timelines and Guidelines for Alberta Council Sponsored Events**
Alberta Council events must be included in each committee’s proposed budget for the upcoming year.

**Notifying the Alberta Council Office / Advertising**
The event organizer must complete the *Provincial Event Information Summary*, *AB-Council-07 Event Registration Form*, budget, *AB-Council-36 Website Submission Form* and prepare advertisements for the website, ANY-GuideNews and the Blue-Print, as appropriate. Forward all documents to the appropriate Alberta Council committee adviser at least one week prior to advertising.

The Alberta Council committee adviser forwards all documents, excluding the budget, to the Accounting Clerk and the Administrative Manager. The Accounting Clerk prepares to receive registrations.

Once the event registration is ready, the Administrative Manager forwards the *Web Submission Form* to the Web Coordinator and the ANY-GuideNews and Blue-Print advertisements as appropriate. The Administrative Manager copies the adviser.

Refer to the Event Planner for information regarding “Save the Date” advertising.

**Events — Financial Assistance**
At the time an event is advertised, all financial assistance available from Alberta Council and / or a committee must be publicized so applicants can better judge their capability of accepting financial responsibility. Events are to be advertised to include the actual cost and the event fee, to highlight the support from Alberta Council.

**Publications**
Contact Merchandise Questions and Approval ([any-merchapprove@girlguides.ca](mailto:any-merchapprove@girlguides.ca)) regarding the use of the Trefoil on any event material.

Information for inclusion in the *Blue-Print* must be sent to the Blue-Print Editor according to the submission deadlines published in *Appendix C – Extra Eyes Processes for Publications*.

**Applications / Registrations are Coming In!**
Event information, including program choices, activities, special requirements needed from the participants, transportation arrangements from airports or bus depots, etc. should go out to the participants as soon as their names have been received (or as soon as the event is confirmed to run).

Copies of all correspondence sent to the participants must be forwarded to the Alberta Council committee adviser responsible for the event.

**Communications**
All plans must follow provincial standards and guidelines including Safe Guide (current edition) and health and safety standards.

**Accountable Advances**
If funds are needed to cover expenses, an accountable advance from the Alberta Council office can be issued by completing the *AB-Council-25 Accountable Advance* form. The committee chair or designated member authorizes the advance and forwards the form to the Accounting Clerk at the Alberta Council office. Allow two weeks prior to the date the advance is required for processing.
An advance may also be requested for the purchase of groceries for a camp. The same guidelines apply as for a regular advance. Advances are not to be used to pay large bills (facility rental, transportation costs, etc.); these should be paid directly by the Alberta Council office.

Advance cheques will include a form showing breakdown of expenses. This form (with receipts) must be returned with the balance of the money or a request for additional funds. Include this information in the event financial report.

Accountable advances are not charged to committee accounts until after the event when receipts have been received.

All accountable advances are to be settled within 2 weeks of the event by submitting receipts and remaining monies totaling the accountable advance to the Accounting Clerk at the Alberta Council office.

**Forms**
An event report with financial statements attached must be sent to the Alberta Council committee adviser responsible for the event within thirty days of the completion of the event. Refer to the Event Planner Guide for forms and format. Highlights from event reports should be included in adviser activity reports to Alberta Council.

**Event Refund Procedure**
It is Girl Guides of Canada, Alberta Council policy not to make money on event fees. Alberta Council approved events are not to be used for fund raising purposes. Refer to 7.6 Financial Policies –Events Sponsored by Alberta Council for Event Refund Guidelines.

**Catering for Guiding Events**
Caterers for Guiding events may require a deposit prior to providing the catering. This request should be completed, authorized by the Alberta Council committee adviser and forwarded to the Alberta Council office at least two weeks prior to the date the cheque is required. If the cheque must be couriered, the committee must pay the charges.

Following the event, the caterer must supply a bill / invoice to the committee stating full charges, less deposit and balance due.

All catering advances will be charged to the event at the time of issue.

**Guidelines for Speakers**
When speakers are contacted for events and / or workshops, etc. the following guidelines should be considered: A written agreement including the following is recommended

- Fee (payment schedule, what fee includes, be specific e.g., handouts, etc.)
- Transportation (is mileage extra)
- Specify meals and accommodation (at event)
- Content of what speaker is talking about
- Time commitment
- What equipment is required
- Request for the speaker’s profile for an introduction, summary on program
- Cancellation clause
15.10 Alberta Council Approved Interprovincial / International Events

Refer to 15.9 for general event guidelines.

Event Timelines and Guidelines for Interprovincial / International Events

When requesting an Alberta Council approved interprovincial / international event, the event proposal is submitted to the Provincial Commissioner. Alberta Council will then include the event in their long-range plans. The following points must be met:

- The request, submitted by the chair of the initiating group (Area Commissioner, Alberta Council committee adviser, Trefoil Guild etc.), is given to the Provincial Commissioner at least two years prior to the planned event.
- The request must include a letter or a copy of the minutes indicating the group’s support of the event and the group’s acceptance of financial responsibility for the event.

The planned event is approved when Alberta Council’s long-range plans have received approval from Girl Guides of Canada, Alberta Council.

Note: When requesting an Alberta Council approved interprovincial / international camping event the event proposal is first submitted to the Camping Committee. The Camping Committee then includes the event in their long-range plans. The following points must be met:

- The request, submitted by the Area Commissioner, is given to the Camping Committee at least two years prior to the planned event.
- The request must include a letter or a copy of the minutes indicating the area’s support of the event and the area’s acceptance of financial responsibility for the event.

The planned event is approved when the Camping Committee’s long-range plans have received approval from Girl Guides of Canada, Alberta Council.

Extending Invitations to International Guests

Eighteen months prior to the event, participants, allocations and names of the chosen countries are to be forwarded to the International Adviser and the Provincial Commissioner (For camping, to the International Adviser, Camping Adviser and the Provincial Commissioner).

Extending Invitations to Provincial Guests Outside of Alberta Council’s Jurisdiction

A copy ready fact sheet, along with a list of the provinces to be invited, is to be sent to the Provincial Commissioner no later than January of the year preceding the event.

The fact sheet should include such information as the name of the Responsible Guider of the event, ages and number of participants, any specific skills required, cost, location, date, program activities offered, home stay (if offered), deadline for submission of participants’ names, fees, etc.

For camping, the fact sheet should be sent to the Camping Adviser who will forward this information to the Provincial Commissioner.

The Provincial Commissioner will then issue the invitations to the provinces selected with all necessary information. Provinces must receive their invitations by March 15 of the year preceding the event.

The Provincial Commissioner extends all out-of-province invitations.
Applications / Registrations are Coming In!
Event information, including program choices, activities, special requirements needed from the participants, transportation arrangements from airports or bus depots, etc. should go out to the participants as soon as their names have been received (or as soon as the event is confirmed to run).

Copies of all correspondence sent to the participants are to be forwarded to the Provincial Commissioner.

Copies of all correspondence sent to the participants are to be forwarded to the Provincial Commissioners of all provinces with participants attending the event.

Participants
A list of participants selected for inter-provincial, national and international events is forwarded to the Alberta Council office so that names may be published and recorded.

Communications
Within the two-year timeframe, meeting minutes highlighting the budget, menus, program, transportation, etc. plans are to be sent to the Provincial Commissioner to keep Alberta Council informed of the progress of the event plans.

All plans must follow provincial standards and guidelines including Safe Guide (current edition) and health and safety standards.

15.11 Meetings
Timing
Meetings should be held on a regular basis. The time and venue of committee meetings is to be decided by the committee.

Location
Space for meetings is available at the Alberta Girl Guide House. Refer to 2.1 Provincial and Area Offices - Alberta Council Office – Bookings.

Changes and Cancellations
If meetings are changed or cancelled, the Alberta Council office must be notified as soon as possible.

Teleconferences
Teleconferences or Adobe Connect meetings may be considered an alternative to meetings. Contact the Administrative Manager for information.

Minutes
Minutes are a record of the decision made and actions taken by a committee at a meeting. Their contents and distribution are ultimately the responsibility of the chair.

Minutes should be submitted in ready-to-print form or by email for filing by the Alberta Council office.

Distribution: Refer to Appendix C - Agenda, Minutes, Communications Dispersal regarding the distribution of committee minutes.

The committee chair, or designate, is responsible for sending the committee minutes to all committee members, the chair of corresponding area committees, the corresponding coordinator and the Deputy Provincial Commissioner. Copies of the same are sent to the Area Commissioner for information. Where there is no chair of the corresponding area committee, all information is sent to the Area Commissioner concerned or her designate.
The area committee chair, or designate, is responsible for sending the area committee minutes to all committee members, chair of the corresponding Alberta Council committee and the Area Commissioner. Where there is no chair of the area committee, the Area Commissioner concerned, or her designate, sends all information.

15.12 Office Support

Emails and Mail
The Alberta Council office can distribute emails to large groups for events etc. For broadcast emails to all Alberta Council Guiders, approval is required from the Provincial Commissioner.

The office may handle mail outs, including postage, envelopes and letterhead. Staff time will be charged to the committee budget.

iMIS
The office can email any of the following reports if you are unable to access them:

- Committee Roster
- Award Printout
- Qualifications Printout
- Labels
- Profiles

Forms and Procedure Control
When forms or procedures are created or revised and involve a major edit or policy change that affects Alberta Council and / or the Guiders within the jurisdiction of Alberta Council, the form or procedure requires Alberta Council approval.

When forms or procedures are revised and involve a minor edit, such as a change in email address or formatting, or are used internally for a subcommittee, changes can be made without Alberta Council approval.

When forms are updated, send electronic files to the Administrative Manager for filing and updating of the Alberta Council Forms Control Sheet. If it is a new form, the Administrative Manager will assign a form number and standardize formatting.

The Administrative Manager is responsible for ensuring the website is updated with the new or revised forms / procedure.

Whenever a procedure or process is created or revised, send an electronic copy to the Administrative Manager for filing.

Appendix C – General Procedures and Appendix D – Forms must be updated with all new and revised forms and procedures.

Printing
Any printing required for events and meetings will be charged to the committee budget. Specify the account code when requesting the printing. Formatting can be done but additional time is required.

Please allow at least 10 business days for printing requests. All requests should go to anyinfo@girlguides.ca.

Resources
Resources available from the Alberta Council office for meetings and events include:
• TV / VCR ($100 damage deposit required)
• Flipcharts (5)
• Portable projection screen
• Display board and Girl Guide promotion posters
• Laptop Computer and Proxima Projector.

Meeting Facilities
Any committee requiring meeting space or accommodation in Edmonton may book the upper and lower level of the Alberta Girl Guide House. This facility consists of a large, well-lit, carpeted L-shaped space and kitchen area on the lower level and a boardroom, a second meeting area and a kitchen area on the upper level.

The facility includes, on each level, refrigerator, stove, microwave, coffee pot, teapot, kettle and toaster. There is cutlery and dishes for a maximum number of 36 guests. Cooking utensils are provided on the upper level. A limited supply of cooking utensils is provided on the lower level.

There are 36 chairs on each level, seven tables on the upper level and 15 tables on the lower level.

There are showers on both upper and lower levels. Paper towels and toilet tissue are supplied, as well as cleaning supplies. A broom, dustpan and vacuum are located on the lower level.

Telephones are located in the open area on the upper level and in both the upper and lower level kitchens.
### A. Position Descriptions

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Location / Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Commissioner</td>
<td>National</td>
</tr>
<tr>
<td>Deputy Provincial Commissioner</td>
<td>National</td>
</tr>
<tr>
<td>Secretary (Secretarial / Administrative Support)</td>
<td>National</td>
</tr>
<tr>
<td>Treasurer</td>
<td>National</td>
</tr>
<tr>
<td>Administrative Manager</td>
<td>January/18</td>
</tr>
<tr>
<td>Alberta Girls Parliament Lead</td>
<td>April/18</td>
</tr>
<tr>
<td>ANY-GuideNews Editor</td>
<td>April/18</td>
</tr>
<tr>
<td>Archives Lead</td>
<td>April/18</td>
</tr>
<tr>
<td>Area Commissioner</td>
<td>September/18</td>
</tr>
<tr>
<td>Awards Lead</td>
<td>November/18</td>
</tr>
<tr>
<td>Blue-Print Editor</td>
<td>April/18</td>
</tr>
<tr>
<td>Camping Adviser</td>
<td>National</td>
</tr>
<tr>
<td>Cookie Adviser</td>
<td>November/18 National</td>
</tr>
<tr>
<td>Deputy Area Commissioner</td>
<td>September/18</td>
</tr>
<tr>
<td>Fund Development Administrator</td>
<td>September/18</td>
</tr>
<tr>
<td>Girl Engagement Coordinator</td>
<td>National</td>
</tr>
<tr>
<td>Girl Protection Lead</td>
<td>April/18</td>
</tr>
<tr>
<td>Graphic Designer</td>
<td>December/18</td>
</tr>
<tr>
<td>International Adviser</td>
<td>National</td>
</tr>
<tr>
<td>Link Liaison</td>
<td>April/18</td>
</tr>
<tr>
<td>Lones Lead</td>
<td>April/18</td>
</tr>
<tr>
<td>Member, Property Management</td>
<td>September/18</td>
</tr>
<tr>
<td>Member Services Coordinator</td>
<td>National</td>
</tr>
<tr>
<td>Membership Adviser</td>
<td>National</td>
</tr>
<tr>
<td>Nominating Search Committee Lead</td>
<td>September/18</td>
</tr>
<tr>
<td>Program Adviser</td>
<td>National</td>
</tr>
<tr>
<td>Position</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Public Relations (PR) &amp; Communications Adviser</td>
<td>National</td>
</tr>
<tr>
<td>Risk &amp; Compliance Coordinator</td>
<td>National</td>
</tr>
<tr>
<td>Safe Guide Adviser</td>
<td>National</td>
</tr>
<tr>
<td>Scholarship Chair</td>
<td>November/18</td>
</tr>
<tr>
<td>Training Adviser</td>
<td>National</td>
</tr>
<tr>
<td>Trefoil Guild Liaison</td>
<td>April/18</td>
</tr>
<tr>
<td>Web Coordinator</td>
<td>April/18</td>
</tr>
<tr>
<td>Youth Forum Coordinator</td>
<td>National</td>
</tr>
</tbody>
</table>
Administrative Manager

PURPOSE

1. Manage and direct administrative affairs of Alberta Council, including providing support for Provincial Commissioner, and preparation of annual administrative budget.

2. Supervise maintenance and operations of building, make recommendations for capital cost improvements and repairs, and provide oversight and preparation of annual building budget.

3. Supervise staff, office functions, and communications, ensuring all duties are performed according to the procedures and regulations of Alberta Council.

4. Manage the Human Resources of Alberta Council in a fair, prudent, and ethical manner, and serve as liaison with the national office in regard to all provincial and area level staff.

5. Supervise publications, form & document retention to comply with National guidelines.

ACCOUNTABILITY

Provincial Commissioner and CEO Girl Guides of Canada.

RESPONSIBILITIES AND DUTIES

A ALBERTA COUNCIL

1. Attend Council and Finance Committee meetings, and other meetings as required.

2. Make reports, recommendations, and requests regarding office functions, building requirements and staff.

3. Communicate as appropriate and carry out the decisions of Alberta Council.

4. Be a signatory on financial accounts maintained in the name of Alberta Council and on official tax receipts.

5. Prepare administrative and building budgets and assist with annual budget meeting preparations.

6. Assist as needed in the preparation of financial records for the annual audit.

7. Be aware of the business affairs and activities of Alberta Council and of current business practices, which pertain to and affect these activities.

8. Assist with other duties as required by Provincial Commissioner.


10. Assist Provincial Commissioner with property records upkeep and retention.

11. Track and make updates as required to Alberta Council Manual.

12. Perform required financial responsibilities such as monthly statement reviews and online requirements for National payments for membership and cookies.

13. Perform function as Privacy Officer in regard to Sterling Talent Solutions (STS) notifications and other confidential iMIS/member issues.


16. Maintain current knowledge of Alberta Council, its policies, procedures, and regulations as it pertains to the performance of their responsibilities.

17. Maintain current knowledge of Girl Guides of Canada-Guides du Canada, its policies, regulations and programs (see current Guiding Essentials) as it pertains to the performance of her/his responsibilities.

Appendix A – Position Descriptions
Administrative Manager

B PROVINCIAL OFFICE

1. Be responsible for the safety and security of Alberta Girl Guide House. See to the prompt repair of safety/security issues, and to the training and awareness of staff regarding these topics.

2. Provide operational oversight of office systems, procedures and workflow, and be familiar with the responsibilities and duties of each staff position.

3. Recommend / oversee changes to provincial level forms and maintain control list.

4. Oversee office support of National systems, such as providing parent support for online registration, National help desk emails, coordinating 1-800 number changes where needed, and the processing of refund applications and forwarding to national office.

5. Participate in training to stay current in responsibilities, enhance and expand understanding of issues related to this position and business practices.

6. Operate with a relevant up-to-date Procedures Manual that is available to all staff and which is reviewed every two years.

7. Liaison with IT team for the efficient operation of office computer and email networks.

8. Assist in proofing and oversight of all publications that represent Alberta Council, such as ANY-GuideNews, Blue-Print, website postings, and the Annual Report. Provide quality control and watch for compliance with National Style Guide and other best practices.

9. Provide oversight of administrative and building budgets, including reconciliation of expenses and authorizing payments within approved budget limits.

10. Negotiate and evaluate all vendor contracts, relating to building services and repairs for the Alberta Girl Guide House. Liaise with Insurance Broker, safety and systems representatives, and other business associates, and recommend changes/improvements as required.

11. Recommend capital cost projections for building and IT for budget planning.

C PERSONNEL

1. Operate within the Philosophies, Governance, and Bylaws of Girl Guides of Canada.

2. Operate within procedures which:
   a. clarify personnel policies for staff
   b. provide for effective handling of grievances
   c. prepare staff to take prompt action in cases of emergency or disaster.

3. Operate with a relevant up-to-date Personnel Policies and Practices Manual that is available to all staff and which is reviewed every two years.

4. Assess employees and candidates for employment on their own job relevant qualifications or job performances. Assist in development of performance review materials and be aware of related current practices and legalities.

5. Provide staff with information so they can fulfill the responsibilities of their job descriptions, though staff meetings and other consistent communications.

6. In consultation with the Provincial Commissioner or her designate:
   a. develop and review job descriptions for all employee positions,
   b. advertise for, interview, and hire new personnel,
   c. orient, train, and conduct probation reviews of new employees,
   d. conduct regular performance reviews of staff (see #4)
   e. terminate employment of unsatisfactory employees,
f. encourage / arrange training for staff members to participate in for skill enhancement and career development,
g. recommend changes to staff, staff duties, and changes to staff salaries.

7. Assist and advise staff in the performance of their jobs and establishment of work priorities and systems.

8. Maintain staff personnel files and ensure that such files are kept secure and confidential. Be aware of current legalities regarding the storage and use of personal information.

9. Liaison between staff, the national office, and the Provincial Commissioner / Council. Respond to the changing nature of my role, as well as other office functions and roles, in relation to the national office and the ongoing Country-wide Optimization. Serve as the provincial level liaison with the national office in regard to payroll and benefits, and as such, remain current in payroll and related legal requirements. Be aware of staff benefits (as administered through national office).

10. Maintain current knowledge of Employment Standards and regulations as they pertain to our own Council staff and as they pertain to my role as provincial staff liaison.

Due to the uniqueness of this position, it does not follow the standardized format for other provincial council job descriptions.

Approved by Council
(C.18.01.23)
Alberta Girls Parliament Lead

PURPOSE
To promote, organize and administer the Alberta Girls' Parliament (AGP) for the Rangers of Alberta, Northwest Territories and Yukon.

ACCOUNTABILITY
Alberta Council through the Alberta Council Program Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. To carry out the Purpose of the position and hold a session of AGP annually, under the following guidelines:
   a. Ensure participation of Rangers, Trex and Extra Ops members and Pathfinders aged 15 and over.
   b. Invite guests from 4-H, Canadian Girls in Training (CGIT), Junior Forest Wardens and female members of Scouts Canada to attend each Parliament.
   c. Ensure facilities and catering for each annual session.
   d. Select adult staff and contact them to draw up a tentative program, set a budget, in consultation with the Program Adviser (cost to girls, theme, etc.).
   e. Ensure that a staff member or resource person is available for each Parliament who has Parliamentary knowledge and is able to carry out the duties of the Parliamentarian.
   f. Meet with the Parliamentary committee (which consists of the staff and elected executive) to decide on resolutions to be debated, choice of speakers, confirm program, organize other activities and ceremonies, etc.
   g. Ensure smooth handling and presentation of meals within the timetable of ceremonies and debates.
   h. Ensure that invitations are sent to the appropriate people for the Parliamentary Opening and the Banquet.
   i. Ensure the appointment of a Lieutenant Governor for each session of Parliament. This person is to be available for the Opening and Closing and invited to attend the Banquet. The Lieutenant Governor should have two Pathfinders and a secretary (adult) to attend her and to take part in the Opening and Closing as required.
   j. Encourage the attendance of four pages (Girl Guides) for the Opening.
3. To ensure that all activities carried out are consistent with the policies of Girl Guides of Canada.
4. To check with the Alberta Legislative Assembly Speaker’s Office about the availability of the Commonwealth Parliamentary Association Bursary Award. The two nominees, who share this award, are to be selected by secret ballot by all participants and staff at the annual session.
5. To ensure the accounting of all funds.
6. To be responsible for the processing of all correspondence, thank you notes, reports, etc.

EXPECTATIONS AS A MEMBER OF PROGRAM COMMITTEE
1. To be a member of the Alberta Council Program committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To submit regular reports to the Alberta Council Program committee.
3. To submit an annual report and budget to the Alberta Council Program Adviser by the required date.
4. To attend Alberta Council meetings on invitation and to report as required.
5. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS

1. A commitment to and passion for GGC.
2. Good writing, communication, listening, and interpersonal skills with ability to communicate effectively at a distance.
3. Good organizational skills.

TERM

This is a committee activity. There is no term.

Approved by Council

(C.18.04.07)
ANY-GuideNews Editor

PURPOSE
To coordinate the production of an electronic newsletter, ANY-GuideNews, which informs members within Alberta Council of current events, policies and updated information.

ACCOUNTABILITY Alberta Council through the Alberta Council PR & Communications Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Maintain communication with Guiders within Alberta Council by the electronic newsletter.
3. Maintain liaison with other Alberta Council committees who provide input for the newsletter.
4. Increase awareness of Guiding in all communities in Alberta, Northwest Territories and Yukon.
5. Solicit, edit and layout submissions for ANY-GuideNews. Make ready for review by the PR & Communications Adviser, or designate, and the Administrative Manager. Collaborate with the Alberta Council office staff and Website Coordinator to verify links to registration forms and website pages.
6. Submit final draft to the Administrative Manager for publication.
7. Maintain current knowledge and be aware of current brand standards and styles for electronic newsletter design.

EXPECTATIONS AS A MEMBER OF PR & COMMUNICATIONS COMMITTEE
1. To be a member of the Alberta Council PR & Communications committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To attend Alberta Council meetings on invitation and to report as required.
3. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. Good writing, communication, listening, and interpersonal skills with ability to communicate effectively at a distance.
3. Good organizational skills.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)
Area Commissioner

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of their Guiding Area.

APPOINTMENT
Elected by Area Council and appointed by the PC for a term of three years commencing on July 1.

ACCOUNTABILITY
Provincial Commissioner and Area Council.

RESPONSIBILITIES TO AREA COUNCIL
1. Conduct regular meetings of the council preparing agendas for them.
2. Keep the council informed of developments, special events, etc. within Guiding.
3. Coordinate activities of the council, delegating responsibilities and encouraging participation.
4. Be responsible for council planning, both long and short term.
5. Be an ex-officio member of all area committees.
6. Accept responsibility as one of the authorized signing officers on the area accounts.
7. Ensure the proper maintenance of all council records - financial, personnel, minutes, and correspondence.
8. Ensure the efficient processing of correspondence, reports, personnel forms, etc.
9. Ensure satisfactory accounting of all council funds.
10. Submit the annual compliance document, annual reports and a reviewed/audited financial statement to Alberta Council.
11. Maintain an inventory of major pieces of equipment held in the area.
12. Establish and maintain good relationships with the community, particularly with religious, educational, service and youth organizations. Serve as spokesperson for Guiding in your area.
13. Recruit, interview, orient and recommend for appointment all area council personnel and provide the support they need to perform their duties.
14. Where a Council Office is in place, provide operational support for office staff.
15. Discipline and performance management for area adult members.
16. Ensure the area council is a society in good standing pursuant to the territorial Societies Act in each province / territory (as required).
17. Oversight of property management including facilities and leases, as applicable.

RESPONSIBILITIES TO DISTRICT COMMISSIONERS
1. Assist in the recruitment and orientation of District Commissioners.
2. Evaluate and appoint District Commissioners.
3. Be available to District Commissioners for consultation, support and encouragement.
4. Communicate regularly with District Commissioners, keeping them informed of activities and challenges in the area.
5. Organize new district councils as required.
6. Ensure continuity of administration of any district temporarily without a commissioner.
7. Ensure all district accounts are reviewed in accordance with national financial requirements.

RESPONSIBILITIES TO ALBERTA COUNCIL

1. To act in the best interests of Alberta Council as a whole rather than a particular area or personal interests.
2. Attend Alberta Council meetings, representing your Area and acting as liaison between the two.
3. Cooperate and participate in the work of the Alberta Council.
4. Report to Alberta Council, including the submission of annual reports, annual reviewed / audited financial statements and other documentation, such as the Annual Compliance Report, as required.

OTHER

1. Ensure all government regulations pertaining to area activities are adhered to.
2. Ensure that all activities within the area are compliant with Girl Guides of Canada risk management policies and procedures as published in the current issue of Safe Guide, Guiding Essentials and Governance Policies.
3. Participate in the TEAM (Training Enrichment for Adult Members) program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
4. Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws.
5. Be familiar with the Terms of Reference of your area council and other area support committees.

QUALIFICATIONS

1. A commitment to and passion for GGC;
2. Strong commitment to girl engagement and empowerment;
3. Ability to work with a team and to assume a leadership role, when requested;
4. Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
5. Ability to exercise critical, analytical, and decision-focused skills; and,
6. Good communication, listening, and interpersonal skills with ability to communicate effectively.

TERM

Three (3) years.

Approved by Council
(C. 18.09.08)
Archives Lead

PURPOSE
To promote and administer the affairs of Girl Guides of Canada according to the policy of the organization and within the terms of reference of Alberta Council with emphasis on the retention of Alberta Council Guiding acquisitions.

ACCOUNTABILITY Alberta Council

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles. To maintain current knowledge of the Guiding programs; Guiding Essentials - Standards at a Glance; and activities of the organization.
2. Collect, record and store artifacts, materials and documents regarding worldwide Girl Guide activities with emphasis on Alberta Council Guiding.
3. Emphasize the need to search for acquisitions from the past and present for reference in the future.
4. Accept, record, repair and store acquisitions, collections and donations of archival material and small artifacts of Girl Guides of Canada. Short-term loans can be accepted for special displays only.
5. Arrange and store collected material in properly labeled, archival containers in Alberta Council archives. Arrange, display, research and interpret artifacts for the on-going education, interest and enjoyment of members of the organization and members of the general public.
6. Coordinate the promotion and execution of unit / individual visits to the Archives.
7. Collect and store current issues of publications, annual reports, and Alberta Council minutes and arrange binding when appropriate.
8. Have information and materials available for researchers and interested individuals. Such material is to be used under the supervision of the Archives Lead, or designate.
9. Make available suitable materials for special occasions and displays.
10. Follow the arrangement plan for accessioning, recording and de-accessioning to comply with the policy of the Museums of Alberta and the Provincial Archives of Alberta.
11. Manage the Archives budget. Ensure accounting of all funds.
12. Maintain an up-to-date computer inventory system.
13. Provide support, on-going communication and guidance to area Archives committees.
14. Solicit, approve, and submit articles to Blue-Print and ANY-GuideNews, as required. Maintain the Archives webpage.
15. Make recommendations to Alberta Council, on behalf of the committee.
16. Process all correspondence, including communication with the Alberta Council office, Area Commissioners, national archives, other provincial archives leads, and potential archives committee members.
17. Maintain communication and/or membership with relevant outside organizations.
18. As Chair of the Archives Committee:
   • To submit regular reports to Alberta Council.
   • To submit an annual report and budget to the Provincial Commissioner, or designate, by the required date.
   • To attend Alberta Council meetings on invitation and to report as required.
   • Recruit, interview and provide orientation for committee members.
• Ensure the terms of reference for the committee are carried out.
• Co-ordinate the work of the committee members, delegating responsibilities as appropriate.
• Schedule and conduct regular committee meetings. In conjunction with the secretary, prepare the agenda and approve the minutes.
• Ensure committee members are kept informed of current developments within the organization and of external issues and trends related to the work of the committee.
• Maintain committee records, including minutes, financial and other reports, correspondence, personnel, legal and business documents.
• Provide support for committee members by recognizing them formally (long service pins and other awards) and informally and provide performance review feedback.
• Authorize travel support for committee members selected to attend provincially approved events.
• To participate in TEAM (Training and Enrichment of Adult Members).
• Participate in performance reviews with Provincial Commissioner or designate.

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. A passion for recording and commemorating Guiding history.
4. Good organizational and record keeping skills.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)
Awards Lead

PURPOSE
To promote and administer recognition and awards for Alberta Council, including Alberta, Northwest Territories and Yukon.

ACCOUNTABILITY
Alberta Council through the Alberta Council Membership Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Set a schedule of award application deadlines annually, advising the Alberta Council Membership Adviser and submitting the dates, via the Alberta Council Membership Adviser, for publication in Blue-Print and ANY-GuideNews.
3. Conduct Awards Committee meetings within a reasonable time after the deadline dates.
4. Send award application forms to the Provincial Commissioner, via the Alberta Council office, and advise the appropriate area awards committee of the decision.
5. Maintain the Alberta Council Awards Booklet and Awards webpage.
6. Manage the Awards budget. Ensure accounting of all funds.
7. Provide support, on-going communication and guidance to area membership advisers / awards committees.
8. Submit articles for the Blue-Print as required.
9. Keep current on national awards and the guidelines for the Alberta Council award as established by Alberta Council.
10. Maintain contact with the national awards committee.

EXPECTATIONS AS A MEMBER OF MEMBERSHIP COMMITTEE
1. To be a member of the Alberta Council Membership committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To submit regular reports to the Alberta Council Membership committee.
3. To submit an annual report and budget to the Alberta Council Membership Adviser by the required date.
4. To attend Alberta Council meetings on invitation and to report as required.
5. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. A passion for recognizing the efforts of Guiding members.
3. Good organizational skills.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.11.38)
Blue-Print Editor

PURPOSE
To coordinate the production of the Alberta Council newsletter, the Blue-Print.

ACCOUNTABILITY
Alberta Council through the Alberta Council PR & Communications Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Act as editor of the Blue-Print, which is published under the authority of the Alberta Council.
3. Use desktop publishing and graphic software to produce four issues of the Blue-Print annually.
4. Maintain liaison with other Alberta Council committees who provide input for the Blue-Print.
5. Review and publish, on an annual basis, publication standards and guidelines for submissions.
6. Solicit and edit submissions for the Blue-Print and provide copy to Graphic Designer for layout.
7. Submit final draft to the Administrative Manager for final review, and publication.
8. Ensure publication meets Brand Standards.
9. Coordinate with the Scholarship Chair for articles regarding upcoming scholarships (Spring issue) and the previous year’s recipients (Winter issue).
11. Communicate with the Alberta Council office, at or prior to the submission deadline, regarding distribution labels for the Blue-Print.
12. Communicate with the Alberta Council office, at or prior to the submission deadline, to confirm the printing schedule with the Printer as to ensure print deadlines are met.
13. Maintain current knowledge and be aware of current brand standards and styles for newsletter design.

EXPECTATIONS AS A MEMBER OF PR & COMMUNICATIONS COMMITTEE
1. To be a member of the Alberta Council PR & Communications committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To attend Alberta Council meetings on invitation and to report as required.
3. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. Proficient with Google docs or One Drive.
3. Knowledge of Adobe InDesign is an asset.
4. Good writing and communication skills.
5. Collaborative, organized and detail-oriented.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)
Cookie Adviser

PURPOSE
To coordinate, manage and evaluate the Classic and Mint Cookie campaigns for Alberta Council.

ACCOUNTABILITY
Alberta Council through the Alberta Council Treasurer

RESPONSIBILITIES
1. To meet all the responsibilities as defined in the National Position Description for Provincial Cookie Adviser, including but not limited to:
   • responding within 24 hours to customer inquiries, using quality customer service procedures.
2. Solicit, approve, and submit Cookie articles to Blue-Print, ANY-GuideNews and the Alberta Council website ensuring website content remains current and relevant.
3. Liaise with Area Cookie Orderers to advise on order deadlines, sales aid orders and delivery reporting. Support and promote two-way communication to promote key messaging and inclusion of cookies within the girl program.
4. Process all correspondence, including communication with the Alberta Council office, Area Cookie Orderers, the national office and other provincial cookie advisers.
5. Work closely with Alberta Council and committee advisers to promote cookie initiatives and facilitate committee/adviser cookie orders.
6. Work closely with Alberta Council office personnel regarding invoicing and account reconciliations.

EXPECTATIONS AS A MEMBER OF ALBERTA COUNCIL
1. To be available for the two cookie campaigns each year, working closely with the Area Cookie Orderers and the Alberta Council Treasurer to ensure cookies are ordered on time.
2. To be available via email and / or phone, during cookie delivery times, to support the area cookie campaigns.
3. To submit an annual report and budget to the Alberta Council Treasurer by the required date. To keep the Alberta Council Treasurer updated on cookie initiatives and deadlines.
4. To attend Alberta Council meetings on invitation and to report as required.
5. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. As per the National Position Description for Provincial Cookie Adviser:
   • knowledge of, and experience with, the sales of Girl Guide cookies
   • experience in sales or marketing, including ordering and selling of a product is an asset
   • ability to work with a team
   • ability to exercise critical, analytical, and decision focused skills
   • good organizational skills
   • good writing, communication, listening, and interpersonal skills with the ability to communicate effectively via various media sources (letter, email, in person)
   • experience in conflict resolution
   • ability to plan exciting, attractive and engaging activities and events to enable successful cookie campaigns.
2. Strong computer skills, especially with email, Word and spreadsheet software.
3. Ability to communicate effectively from a distance.

TERM

Three (3) years.

Approved by Council
(C.18.11.38)
Deputy Area Commissioner

PURPOSE
To support the Area Commissioner in the discharge of her responsibilities and to assume the position of Area Commissioner in the absence of the Area Commissioner and to carry out specifically assigned responsibilities.

ACCOUNTABILITY Area Commissioner / Area Council

RESPONSIBILITIES
1. May be a signing officer of the Area Council.
2. Assumes the role of Area Commissioner when requested or when required.
3. Is oriented to her role and responsibilities by the Area Commissioner and/or others as appropriate.
4. Serves on the area Finance Committee (if applicable).
5. May be assigned special tasks or other council projects or committee assignments as directed by the council / Area Commissioner.

EXPECTATIONS AS A MEMBER OF AREA COUNCIL
1. To act in the best interests of the council as a whole rather than a particular location or personal interests.
2. To contribute to the advancement of Guiding within the area council jurisdiction.
3. To participate fully as a member of the area council on all matters under discussion.
4. To maintain close communication with the Area Commissioner to inform them of issues of importance as they arise.
5. 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;
6. To work collaboratively with all council members to ensure best management and stewardship of Guiding within the provincial jurisdiction.
7. To participate in any area council review or assessment processes.

QUALIFICATIONS
1. A commitment to and passion for GGC;
2. Strong commitment to girl engagement and empowerment;
3. Ability to work with a team and to assume a leadership role, when requested;
4. Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
5. Ability to exercise critical, analytical, and decision-focused skills; and,
6. Good communication, listening, and interpersonal skills with ability to communicate effectively.
TERM

The Deputy Area Commissioner serves a term concurrent with the term of the Area Commissioner. She may be reappointed by a subsequent Area Commissioner for a maximum total service of three (3) consecutive years.

Approved by Council
(C. 18.09.08)
Fund Development Administrator

PURPOSE
The Fund Development Administrator supports the fund development activities of the Girl Guides of Canada, Alberta Council members in accordance with their policies, goals and objectives.

ACCOUNTABILITY
Alberta Council through the Provincial Commissioner. For day to day issues works with the Administrative Manager, Treasurer and Accounting Clerk as appropriate.

RESPONSIBILITIES
1. Prepare the Recreation and Physical Activity Operating grant, the review and the questionnaire.
2. Provide input as requested, on government reviews and/or consultations relating to funding for Girl Guides of Canada, Alberta Council.
3. Co-ordinate other fundraising projects as requested by Alberta Council.
4. Write articles for our newsletter, Blue-Print, as requested.
6. Assist Guiders under Alberta Council with preparation of grant applications and information about grants.
7. Co-ordinate and review all government grants that Guiders under Alberta Council apply for.
8. Research and prepare grant proposals and applications as required for Area and Alberta Council.
9. Co-ordinate the preparation and delivery of thank you gifts (cookies) as requested by Alberta Council.
10. Keep track of donations / grants received by category.
11. Prepare donation allocations and year-end accounting reports.
12. Prepare yearly Fund Development report and other reports as requested throughout the year.
13. Attend Alberta Council / Finance meetings as requested.
14. Write thank you letters and/or reports for donations/grants received, including updating recognition plaques at Alberta Girl Guide House and summary of donors for Annual Report as requested by Alberta Council.
15. Assist Alberta Council with projects as requested.
17. Read and understand the GGC-National Bylaws and Governance Policies; and GGC, Alberta Council Procedures, specifically as related to fund development to assist and provide guidance on application of those policies and guidelines to Girl Guides of Canada, Alberta Council.
18. Act as a knowledgeable resource person for issues pertaining to fundraising and charitable receipting for Girl Guides of Canada, Alberta Council.
19. Handle all matters pertaining to Fund Development for Girl Guides of Canada, Alberta Council as requested.

QUALIFICATIONS
1. Excellent relationship management skills, including working with multiple stakeholders’ previous experience with partnerships an asset.
2. Excellent understanding and appreciation of charitable volunteer run non-profit organizations and coordination skills, including the ability to recruit, orient, train and supervise volunteers.
3. Excellent oral and written communications skills, including ability to communicate with tact and diplomacy.

4. Service delivery orientation: an ability and willingness to provide a high quality of support and assistance to members and affiliates of the organization.

5. Experience in planning meetings.

6. Ability to work independently, accept supervisory direction and be a successful team player.

7. Excellent experience in resource development, particularly government grants, with a high degree of attention to detail.

8. Good basic accounting skills.

9. Membership in Girl Guides of Canada and experience within the organization preferred.

**TERM**

This is a contract position, renewed annually.

Approved by Council

(C.18.09.08)
Girl Protection Lead

PURPOSE
To provide information, support and training regarding child abuse and protection to members within Alberta Council.

ACCOUNTABILITY
Alberta Council through the Risk and Compliance Coordinator

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Provide information, support, and training programs around issues related to child abuse protection, child abuse, self-harm and mental health issues and bullying.
3. Act as a mentor for those reporting abuse and for those against whom an allegation of abuse has been reported.
4. Ensure that the Guiders of Alberta, Northwest Territories and Yukon are aware of, and implement, the National Girl Protection procedures.
5. Advise the Provincial Commissioner of all reports of abuse.
6. Keep all reports and disclosures confidential and in a locked file.
7. Provide articles for Blue-Print; ANY-GuideNews and the Alberta Council website and other publications as appropriate.
8. Provide topics and displays as appropriate.
9. Maintain communication and/or membership with relevant outside organizations.
10. To attend Alberta Council meetings, on invitation, and to report as required.
11. Ensure that all activities align with the GGC Strategic Plan.
12. Participate in Training and Enrichment for Adult Members (TEAM).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. Experience in, knowledge of, and a passion for girl protection issues.
3. Able to maintain confidentiality.
4. Strong communication, organization and comprehension skills.
5. An aptitude for thinking critically, analytically and procedurally.
6. Computer literacy including a high comfort with e-mail communication.
7. Ability to respond to team members in a timely manner.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)
Graphic Designer

PURPOSE
To design and layout the Blue-Print newsletter in Adobe InDesign and to collaborate with the Blue-Print Editor to produce the publication.

ACCOUNTABILITY
Alberta Council through the Blue-Print Editor and the Alberta Council PR & Communications Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Use desktop publishing and graphic software to produce four issues of the Blue-Print annually.
3. Maintain liaison with other Alberta Council committees who provide input for the Blue-Print.
4. Assist the Blue-Print Editor with the reviewing the publication standards and guidelines for submissions.
5. The Blue-Print Editor provides the initial edited copy. Collaborate with Blue-Print Editor on copy edits and production.
6. Submit final draft to the Blue-Print Editor for review before going to the Administrative Manager for publication.
7. Ensure publication meets Brand Standards.
8. Meet schedule dates for submissions, printing and distribution. Submit suggestions for themes for future issues to the Blue-Print Editor.
9. Maintain current knowledge and be aware of current industry / brand standards and styles for newsletter design.

EXPECTATIONS AS A MEMBER OF PR & COMMUNICATIONS COMMITTEE
1. To be a member of the Alberta Council PR & Communications committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To attend Alberta Council meetings on invitation and to report as required.
3. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. Proficient with Google.docs / One Drive and Adobe InDesign.
3. Good writing and communication skills.

TERM
This is a committee activity. There is no term.

An honorarium of $250 is paid per edition for preparation of a print ready copy of Blue-Print. Funds to come from the PR & Communications budget. (C.17.10.12)

Approved by Council (C.18.04.07)
Link Liaison

PURPOSE
To promote and support Link membership for women 18 to 30 years of age within Alberta Council.

ACCOUNTABILITY
Alberta Council through the Alberta Council Membership Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Encourage the involvement and active participation of guiding members 18 to 30 years of age through Link membership and activities.
3. Increase the awareness of Link and encourage and support Link activities.
4. Encourage Link members to apply for provincial, national, and international events.
5. Encourage Link members to participate in trainings.
6. Register members, promote the program, and liaise between the Link members and Alberta Council.
7. Prepare and distribute a Link e-newsletter a minimum of four times per year. Involve the Membership Adviser, PR & Communications Adviser and Administrative Manager as per Alberta Council publication guidelines. Collaborate with Alberta Council Office staff and Website Coordinator to verify links to registration forms and website pages.
8. Organize an Alberta Council sponsored Link event at least once every three years.
9. Process all correspondence, including communication with the Alberta Council office, Area Commissioners, national Link Adviser, and other provincial link advisers.
10. Ensure that activities carried out by Link in Alberta, the Northwest Territories and Yukon are consistent with the policies of Girl Guides of Canada.
11. Make recommendations to Alberta Council, on behalf of Link members.
12. Ensure accounting of all funds.
14. Maintain relationships with other members, staff, other committees / groups, and Alberta Council.
15. Maintain communication and / or membership with relevant outside organizations.
16. Authorize travel support for members selected to attend provincially approved events.
17. Maintain current knowledge of the guiding programs; Guiding Essentials - Standards at a Glance; and activities of the organization and ensure members are kept informed of current developments within the organization and of external issues and trends related to the work of the committee.

EXPECTATIONS AS A MEMBER OF MEMBERSHIP COMMITTEE
1. To be a member of the Alberta Council Membership Committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To submit regular reports to the Alberta Council Membership Committee.
3. To submit an annual report and budget to the Alberta Council Membership Adviser by the required date.
4. To attend Alberta Council meetings on invitation and to report as required.
5. To participate in TEAM (Training and Enrichment of Adult Members).
QUALIFICATIONS

1. A commitment to and passion for GGC.
2. Has a passion to increase and encourage the membership of Link within Alberta Council.

TERM

Three (3) years.

Approved by Council

(C.18.04.07)
Lones Lead

PURPOSE
To promote and administer Lone Guiding within Alberta Council, including Alberta, Northwest Territories and Yukon.

ACCOUNTABILITY
Alberta Council through the Alberta Council Program Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. To organize, register and supervise Lone units within Alberta Council. The Lones Lead will be designated as the District Commissioner of the Alberta Lones District.
3. To recruit, orient, and recommend appointment of Lone Guiders.
4. To register Lone Guiders and to be responsible for Lone Guiders’ records – issuing awards, where applicable.
5. To maintain a current roster of Lone Guiders and girls.
6. To promote awareness of Lone Guiding throughout Alberta Council.
7. To send out information to girls who request an application for Lones, process completed applications and assign girls to Units.
8. To maintain communication with Lone Guiders, encouraging them to attend trainings and providing advice and assistance on adapting the program for girls who are Lones.
9. To request and review periodic reports from Lone Guiders on camps, activities, finances, and badges.
10. To be responsible for processing of all correspondence, reports, etc. and to ensure accounting of all Lone funds.

EXPECTATIONS AS A MEMBER OF PROGRAM COMMITTEE
1. To be a member of the Alberta Council Program committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To submit an annual report and budget to the Alberta Council Program Adviser by the required date.
3. To attend Alberta Council meetings on invitation and to report as required.
4. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. Knowledge of programming for all branches.
3. Good writing, communication, listening, and interpersonal skills with ability to communicate effectively at a distance.
4. Good organizational skills.
5. Ability to plan exciting, attractive, and engaging activities and events for Lones.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)
Appendix A – Position Descriptions
Member, Property Management

PURPOSE
To provide direct input to the delivery of Guiding within the jurisdiction of Alberta Council.

ACCOUNTABILITY
Provincial Commissioner

RESPONSIBILITIES
1. To bring the perspective and opinion of the membership to deliberations of Alberta Council.
2. To contribute to the creation and publication of articles/newsletters and messaging on matters of interest, trends, and provincial happenings to which the elected member may be assigned.
3. May be assigned special responsibilities or other council projects or committee assignments as directed by Alberta Council / Provincial Commissioner.
4. Maintain current knowledge of all issues affecting all properties.
5. Report to the Provincial Commissioner and Alberta Council on all performance results, issues and challenges for the overall property initiatives.
6. Provide guidance on the sale of GGC Properties held in Alberta, Northwest Territories and Yukon.
7. To implement the National Property Management Strategy and provide Property Management guidance as it pertains for GGC properties held in Alberta, Northwest Territories and Yukon.
8. On-going consultation with Area / District Commissioners and Property Site Managers during property maintenance / improvements or services.
9. Receive and monitor property budgets; in partnership with individual District / Area Commissioners and Property Site Managers to resolve variances.
10. With the assistance of the Alberta Council office, maintain accurate files for each property.

EXPECTATIONS AS A MEMBER OF ALBERTA COUNCIL
1. To act in the best interests of the council as a whole rather than a particular location or personal interests.
2. To contribute to the advancement of Guiding within the Alberta Council jurisdiction.
3. To participate fully as a member of the Alberta Council on all matters under discussion.
4. To maintain close communication with the Provincial Commissioner to inform them of issues of importance as they arise.
5. 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.
6. To work collaboratively with all council members to ensure best management and stewardship of Guiding within the Alberta Council jurisdiction.
7. To participate on any Alberta Council review or assessment processes.
8. To identify any personal learning needs that will enhance performance as a member of the council.

QUALIFICATIONS
1. Experience with property management issues and processes including but not limited to property maintenance, provincial and territorial legislation, insurance, and rental/usage contracts.
2. A commitment to and passion for GGC.
3. Ability to work with a team and to assume a leadership role, when requested.
4. Ability to exercise critical, analytical, and decision focused skills.

5. Good communication, listening, and interpersonal skills with ability to communicate effectively via various media sources.

6. Availability to attend meetings, as scheduled, and through various means, including in-person, teleconference, skype, etc.

**TERM**

Three (3) years

Approved by Council

(C.18.09.08)
Nominating Search Lead

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of their Guiding Area.

APPOINTMENT
Immediate past Provincial Commissioner or replacement as approved by Alberta Council.

ACCOUNTABILITY
Provincial Commissioner

RESPONSIBILITIES
1. To be responsible for the effective succession of volunteer leadership roles.
2. To maintain adequate recording systems.
3. To submit quarterly reports by required date as appropriate.
4. To determine annually, in consultation with the Provincial Commissioner, positions to be filled.
5. To search for appropriate candidates by advertising in Blue-Print, ANY-GuideNews and broadcast email, as appropriate, soliciting and receiving applications from Members of Alberta Council.
6. To ensure applicants understand the duties and responsibilities of the role for which they are being considered and the process of election/selection.
7. To screen applicants, conduct interviews and complete reference checks of appropriate applicants as per the position selection process in the Alberta Council manual.
8. To implement the election or ratification process of the Provincial Commissioner, and Deputy Provincial Commissioner(s), working in consultation with the Director, Provincial Operations.
9. To prepare a slate of candidates in alphabetical order, including materials to introduce the candidates, to Alberta Council for voting purposes.

TERM
Three (3) years to coincide with the Provincial Commissioner.

Approved by Council
(C.18.09.08)
Scholarship Chair

PURPOSE
To promote and administer scholarships for Alberta Council including Alberta, Northwest Territories and Yukon.

ACCOUNTABILITY
Alberta Council through the Treasurer and the Provincial Commissioner

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Contact the Blue-Print Editor to include information on the Alberta Council Scholarships and the Joyce Foster Scholarship in the February issue of Blue-Print. The ad will also be included in the ANY-GuideNews after February 15.
3. Create bios of award winners for the December issue of Blue-Print.
4. Submit a committee report for the November council meeting. This report summarizes the committee activities for the current year.
5. Provide support, on-going communication and guidance committee members.

EXPECTATIONS AS A MEMBER OF SCHOLARSHIP COMMITTEE
1. To cooperate in the work of the committee.
2. To submit scoring matrixes by the required date.

QUALIFICATIONS
1. A commitment to and passion for GGC
2. A passion for recognizing the efforts of Guiding members
3. Good organizational skills

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.11.28)
Trefoil Guild Liaison

PURPOSE
To promote and support Trefoil Guild membership within Alberta Council.

ACCOUNTABILITY
Alberta Council through the Alberta Council Membership Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Encourage the growth of Trefoil Guilds within Alberta, Northwest Territories and Yukon.
3. Provide a link between Trefoil Guilds and Alberta Council.
4. Provide support, on-going communication, and guidance to area Trefoil Guilds.
5. Request up-to-date Trefoil Guild lists from the Alberta Council office.
6. Encourage Guilds to register their unit and members with their area.
7. Send Thinking Day greetings to Trefoil Guilds under Alberta Council, with a reminder of the date and location of the annual Trefoil Roundup.
8. Set an agenda for the Trefoil Roundup, prepare and submit minutes to the Alberta Council office and the national Trefoil Guild Adviser.
9. Process all correspondence, including communication with the Alberta Council office, Area Commissioners, the national Trefoil Guild, and other provincial Trefoil Guild Liaisons.
10. Ensure that activities carried out by Trefoil Guilds under Alberta Council are consistent with the Governance Policies of Girl Guides of Canada.
11. Make recommendations to Alberta Council.
12. Ensure accounting of all funds.
13. Submit articles to Blue-Print, ANY-GuideNews and the Alberta Council website as required.
14. Maintain relationships with other members, staff, other committees / groups and Alberta Council.
15. Maintain communication and / or membership with relevant outside organizations.
16. Authorize travel support for members to attend provincially approved events.

EXPECTATIONS AS A MEMBER OF MEMBERSHIP COMMITTEE
1. To be a member of the Alberta Council Membership committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To submit regular reports to the Alberta Council Membership committee.
3. To submit an annual report and budget to the Alberta Council Membership Adviser by the required date.
4. To attend Alberta Council meetings on invitation and to report as required.
5. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. Has a passion to increase and encourage the membership of Trefoil Guilds within Alberta Council.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)
Web Coordinator

PURPOSE
To manage and maintain the Alberta Council Girl Guide website.

ACCOUNTABILITY
Alberta Council through the Alberta Council PR & Communications Adviser

RESPONSIBILITIES
1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Manage and maintain the Alberta Council Girl Guide website so that it is effective to use, up to date and on brand.
3. Maintain current knowledge of the technology necessary to maintain the website (software and hardware requirements.)
4. Be aware of and follow copyright regulations.
6. Ensure that the website is designed so that all members can access files; taking into consideration the users with limited capabilities due to dial up access and file size limitations due to their hardware/software.
7. Answer or redirect email inquiries generated from the website.
8. Review the website for changes on a regular basis, checking all links to ensure they are still current, relevant and not displaying inappropriate content.
9. Review materials going on the web for accuracy, follow up the with submitter regarding concerns, remove personal addresses, phone numbers and replace with information provided by the areas, and other security related information.
10. Be in regular communication with all Alberta Council committees to obtain correct and current data for the web.
11. Load Blue-Print and other publications onto the site in a timely manner in printable and web format and link appropriate articles as necessary to other pages.
12. Provide support and assistance to Area Web Coordinators.
13. Facilitate consistency by linking to area sites that are relevant.
14. Ensure that all materials being loaded onto the Alberta Council website are not already loaded on National's website or another site that will be updating on a regular basis.
15. Maintain communication with the national web coordinators regarding changes, concerns, etc.

EXPECTATIONS AS A MEMBER OF PR & COMMUNICATIONS COMMITTEE
1. To be a member of the Alberta Council PR & Communications committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To attend Alberta Council meetings on invitation and to report as required.
3. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS
1. A commitment to and passion for GGC.
2. Website skills.

TERM
This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)
**B. Terms of Reference**

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Alberta Council

PURPOSE

To carry out the Vision and Mission of Girl Guides of Canada by promoting, encouraging and assisting the establishment and further development of Girl Guides of Canada (GGC) within Alberta, Northwest Territories and Yukon. To be the governing body for Guiding within Alberta, Northwest Territories and Yukon. (as per GGC Bylaws)

MEMBERSHIP

Provincial Commissioner is the leader and the chair of Alberta Council. She is accountable to the Board of Directors, through the Director of Provincial Operations, for the administration and implementation of Guiding within Alberta, Northwest Territories and Yukon. The term of the Provincial Commissioner is three years.

Deputy Provincial Commissioner(s) Appointed by the Provincial Commissioner following a ratifying vote by Alberta Council. The term is three years.

Provincial Treasurer
Girl Engagement Coordinator
Member Services Coordinator
Risk & Compliance Coordinator
Youth Forum Coordinator
Council Member (0-2) including:
   Member, Property Management
Area Commissioners
Administrative Manager (voice, no vote)
Secretary (no voice, no vote)

ACCOUNTABILITY National Board of Directors

QUORUM 50% plus one of the members of the council.

FUNCTIONS

1. Administers and oversees the affairs of GGC in Alberta, Northwest Territories and Yukon in accordance with the policies and strategic priorities of GGC.

2. Maintain communication with and provide support to the Board of Directors, National Office, provincial committees, and area councils and committees.

3. Maintain communication with other provincial councils.

4. Maintain contact with other organizations having relevant interests.

5. Meet a minimum of three times during the year.

6. Maintain the Alberta Council office.
RESPONSIBILITIES

1. Ensures the voice and influence of girl and adult Members is considered in Provincial issues and decision making.
2. Designs and implements provincial operational and action plans that support the strategic plan of GGC.
3. Ensures risk management policies and strategy are implemented and followed.
4. Ensure effective change management practices are implemented as required.
5. Ensure all Guiding properties within Alberta, Northwest Territories and Yukon are administered in accordance with legal requirements and GGC policy.
6. Recommend the acquisition or disposal of property and overseeing the management of all real property.
7. Hold an Annual General Meeting (AGM) in each calendar year as per GGC Bylaws.
8. Provide the National Board of Directors with an annual report, audited financial statements, annual compliance report and annual budget by the required dates.
9. Approve the annual budget plan ensuring support to the national strategic plan.
11. Generate funds for the use of Alberta Council and its programs and monitor expenditures.
12. Approve and monitor registration changes to members which are in addition to the national membership fee.
13. Establish area councils and Alberta Council committees.
14. Oversee and provide direction to committees, areas and districts in their administration and implementation of Guiding.
15. Based on the slate recommended by the Nominating Search Lead, delegate to the PC team the responsibility for determining Alberta Council appointments. Support the decision of the PC team for appointments.
16. Carry out specific assignments delegated by the National Board of Directors.
17. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
18. Review and update the council's terms of reference, at least every three years

DUTIES

1. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national office.

Approved by Council
(C.18.09.08)
Archives, Museum and Reference Library Committee

Purpose
To carry out the Vision and Mission of Girl Guides of Canada–Guides du Canada by promoting and administering the archives, museum and reference library collections for the Alberta Council.

Membership
Chair: archives museum and reference library adviser
committee members
Ex officio: Provincial Commissioner or designate

Appointment
Using an application process, nominated by the Provincial Commissioner in consultation with Executive Committee and appointed by the Chief Commissioner for a term of three (3) years and may be appointed for a further two (2) years following a successful performance review. In the event that no one applies/is selected for the position, the previous Adviser may be asked to fill the role on a yearly basis. The position would be advertised once a year until a successful applicant is appointed.

Quorum
Quorum will consist of 50 per cent of the members of the committee.

Functions
1. Study, develop and recommend proposals appropriate to the purpose of the committee while establishing and maintaining high standards.
2. Maintain communication and consultation with all Alberta Guiders.
3. Maintain liaison with other Alberta Council committees and appropriate other provinces’ committees.
4. Carry out specific assignments delegated by Alberta Council and/or Executive Committee.
5. Contact, as desired, other organizations engaged in relevant activities of the same level.
6. Meet a minimum of one time during the year, which includes one provincial general meeting.
7. Emphasize the need to search for acquisitions from the past and present for reference in the future.
8. Follow the Arrangement Plan for accessing and recording to comply with the Provincial Archives of Alberta.
9. Maintain communication and / or membership with relevant outside organizations.
Note: Functions 1 – 6 are standard

Responsibilities
1. Submit an annual budget to Finance Committee by the required date.
2. Develop and implement action plans and input into the National Operational Plan.
3. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
4. Submit regular reports to Alberta Council, as required.
5. Submit recommendations on behalf of the committee to Alberta Council.
6. Review and update the committee's terms of reference, as required.
7. Accept, record, repair and store acquisitions, collections, donations and loans of archival material, small artifacts and uniforms of Girl Guides of Canada. Short-term loans can be accepted for special displays only.
8. Have information and materials available for researchers and interested individuals. Material to be used under the supervision of the archives adviser or designate.

9. Develop and implement action plan to update the management of the collections.

10. Communicate the purpose and function of the archives, museum and reference library.

Note: Responsibilities 1 – 6 are standard

**Duties**

1. Establish sub-committees to perform specific functions.

2. Recommend changes to relevant sections of *Guiding Essentials* to national.


4. Collect, record, preserve, store, display research and interpret materials and documents regarding worldwide Girl Guide activities with emphasis on Alberta, the Northwest Territories and Yukon.

5. Arrange and store collected material in properly labeled, archival conditions in Alberta Council archives.

6. Collect and store current issues of publications, annual reports and Alberta Council minutes for future binding.

7. Maintain an up-to-date computer inventory system.

8. Be available to open the Rosalyn Schmidt Room to the public.

Note: Duties 1 – 3 are standard

Approved by Alberta Council

October 19th, 2013
Awards Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by promoting and administering the recognition and awards of Alberta Council members. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
Awards Lead is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner, the Deputy Provincial Commissioner(s) and the Membership Adviser. This is a committee activity. There is no term.

Area Awards Leads This is an activity there is no term.

Committee members: Recommended by the chair. There is no term for activities.

Ex officio: Provincial Commissioner, or designate
Membership Adviser

ACCOUNTABILITY Alberta Council

QUORUM 50% plus one of the members of the committee.

FUNCTIONS
1. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national, provincial and area committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
4. Provide assistance to, and communicate regularly with, area leads.
5. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
6. Contact, as desired, other organizations engaged in relevant activities of the same level.
7. Meet a minimum of one time during the year.
8. Promote and encourage the giving of awards both official and unofficial to members of Guiding
9. Approve Awards applications in a timely fashion

Note: Functions 1 – 6 are standard

RESPONSIBILITIES TO COUNCIL
1. Submit an annual budget to the Finance Committee by the required date.
2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
3. Submit regular reports to Alberta Council and the Operations Committee, as required.
4. Submit recommendations on behalf of the committee to Alberta Council.
5. Review and update the committee’s terms of reference, at least every three years.

Note: Responsibilities 1 – 5 are standard
DUTIES

1. Establish sub-committees to perform functions as required.
2. Recommend changes to relevant sections of *Guiding Essentials* and *Safe Guide* to national.
3. Recommend changes to the *Alberta Council Manual*.
4. Work closely with the Membership Committee to promote the giving of formal and informal recognition to Guiding members.
5. Develop strategies to inform members about national and provincial awards and to encourage members to nominate candidates for these awards.
6. Develop strategies to recognize and reward members with internal or external awards.
7. Prepare and revise material relating to awards for publication.

*Note: Duties 1 – 3 are standard*

Approved by Council
(C.18.11.38)
Camping Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by promoting and administering camping within Alberta Council. To ensure that high standards of health, safety and environmental practices are maintained and to provide provincial camps, as required. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP

Camping Adviser is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner, the Deputy Provincial Commissioner(s) and the Girl Engagement Coordinator. She is appointed for a term of three years.

Area Camping Advisers Nominated and appointed by the Area Commissioner. She is appointed for a term of three years.

Committee members: Recommended by the chair and approved by the Provincial Commissioner.
These positions are activities. There is no term for activities.

Committee activities may include:
- Deputy (as required)
- Secretary
- Treasurer
- Adventure Activities
- Events Coordinator
- Selections

Ex officio: Provincial Commissioner, or designate
Girl Engagement Coordinator

ACCOUNTABILITY
Alberta Council

QUORUM
50% plus one of the members of the committee.

FUNCTIONS

10. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
11. Maintain communication and consultation with appropriate national, provincial and area committees.
12. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
13. Provide assistance to, and communicate regularly with, area advisers.
14. Carry out specific assignments delegated by Alberta Council and / or the Operations Committee.
15. Contact, as desired, other organizations engaged in relevant activities of the same level.
16. Meet a minimum of four times during the year.
17. Respond to questions regarding OAL and Safe Guide.

Note: Functions 1 – 6 are standard

RESPONSIBILITIES TO COUNCIL

1. Submit an annual budget to the Finance Committee by the required date.
2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
3. Submit regular reports to Alberta Council and the Operations Committee, as required.
4. Submit recommendations on behalf of the committee to Alberta Council.
5. Review and update the committee's terms of reference, at least every three years.

Note: Responsibilities 1 – 5 are standard

DUTIES

1. Establish sub-committees to perform selection and to coordinate provincial events.
2. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national.
4. Orient, train and support Area Camping Advisers in establishing and maintaining high standards of camping within the province.
5. Provide camp training for Guiders in conjunction with Alberta Council trainers.
6. Interpret Guiding Essentials, Safe Guide (current edition) and the girl members’ camping program, as required.
7. Prepare and revise material relating to camping for publication.
8. Be aware of current camping trends and incorporate these into long range planning.
9. Organize and conduct Alberta Council camping events for girls and adults, with the approval of Alberta Council.
10. Promote and assist with out of province camping events and inter-provincial camping events within Alberta Council, with the approval of Alberta Council.
11. Maintain, use, replace and update any camping related provincially owned equipment, as required.

Note: Duties 1 – 3 are standard

Approved by Council
(C.18.04.07)
Finance Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by providing advice and acting as a resource to the Alberta Council Treasurer. To support Girl Guides of Canada, Alberta Council on best financial management and long-term viability. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
- Provincial Treasurer (Chair)
- Provincial Commissioner
- Deputy Provincial Commissioner(s)
- Girl Engagement Coordinator
- Member Services Coordinator
- Member, Property Management
- Risk and Compliance Coordinator
- Administrative Manager

ACCOUNTABILITY
This committee is an advisory committee. It does not have decision-making abilities but makes recommendations to Alberta Council.

QUORUM
n/a – Advisory Committee

FUNCTIONS
1. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national, provincial and area committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
4. Provide assistance to, and communicate regularly with, Alberta Council advisers and area treasurers.
5. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
6. Contact, as desired, other organizations engaged in relevant activities of the same level.
7. Meet a minimum of two times during the year for review of the draft financial statements and draft Alberta Council budget.

Note: Functions 1 – 6 are standard

RESPONSIBILITIES TO COUNCIL
1. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
2. Submit regular reports to Alberta Council and the Operations Committee, as required.
3. Submit recommendations on behalf of the committee to Alberta Council.
4. Review and update the committee’s terms of reference, at least every three years.
5. Ensure that Alberta Council’s financial operations are managed in a fiscally responsible manner

Note: Responsibilities 1 – 4 are standard

DUTIES
1. Establish sub-committees to perform functions as required.
3. Monitor the revenues and expenditures to ensure funds are available for the proper operation of Alberta Council.

4. Prepare the annual Alberta Council budget and present it to Alberta Council.

5. Make recommendations to invest surplus funds to maximize the financial return to Alberta Council.

6. Consider all questions of a financial nature which may be referred to by the Provincial Commissioner, Alberta Council, and other committees and submit recommendations based on Alberta Council financial standards.

7. Ensure that the level of insurance coverage is suitable to safeguard the assets of Alberta Council.

*Note: Duties 1 – 2 are standard*

Approved by Council

(C.18.04.07)
International Committee

PURPOSE

To carry out the Vision and Mission of Girl Guides of Canada by promoting and administering world Guiding within Alberta Council through education, travel and global awareness. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP

International Adviser is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner, the Deputy Provincial Commissioner(s) and the Girl Engagement Coordinator. She is appointed for a term of three years.

Area International Advisers Nominated and appointed by the Area Commissioner. She is appointed for a term of three years.

Committee members: Recommended by the chair and approved by the Provincial Commissioner. These positions are activities. There is no term for activities.

Committee activities may include:

- Deputy (as required)
- Secretary
- Treasurer
- Selections Coordinator
- WAGGGS Coordinator

Ex officio: Provincial Commissioner, or designate
Girl Engagement Coordinator

ACCOUNTABILITY Alberta Council

QUORUM 50% plus one of the members of the committee.

FUNCTIONS

1. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national, provincial and area committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
4. Provide assistance to, and communicate regularly with, area advisers.
5. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
6. Contact, as desired, other organizations engaged in relevant activities of the same level.
7. Meet a minimum of three times during the year.

Note: Functions 1 – 6 are standard

RESPONSIBILITIES TO COUNCIL

1. Submit an annual budget to the Finance Committee by the required date.
2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
3. Submit regular reports to Alberta Council and the Operations Committee, as required.
4. Submit recommendations on behalf of the committee to Alberta Council.
5. Review and update the committee’s terms of reference, at least every three years.
6. Promote all aspects of international guiding.

*Note: Responsibilities 1 – 5 are standard*

**DUTIES**

1. Establish sub-committees to perform selections.
2. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national.
4. Promote provincially and nationally sponsored international events.
5. Support independent group trip planning and approve trips for travel outside of Canada.
6. Promote nationally sponsored domestic trips.
7. Promote the Canadian World Friendship Fund (CWFF).
8. Provide information and support to the international assessors.
9. Recommend changes to relevant parts of travel support procedures.
10. Prepare and revise material relating to world Guiding for publication.
11. Arrange hospitality for international visitors when required.

*Note: Duties 1 – 3 are standard*

Approved by Council
(C.18.04.07)
Membership Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by the recruitment, retention and recognition of Alberta Council members. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
Membership Adviser is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner, the Deputy Provincial Commissioner(s) and the Member Services Coordinator. She is appointed for a term of three years.

Area Membership Advisers Nominated and appointed by the Area Commissioner. She is appointed for a term of three years.

Committee members: Recommended by the chair and approved by the Provincial Commissioner. These positions are activities. There is no term for activities.

Committee activities may include:
Deputy (as required)
Secretary
Treasurer
Awards Lead
Link Liaison
Trefoil Guild Liaison

Ex officio: Provincial Commissioner, or designate
Member Services Coordinator

ACCOUNTABILITY Alberta Council

QUORUM 50% plus one of the members of the committee.

FUNCTIONS
1. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national, provincial and area committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
4. Provide assistance to, and communicate regularly with, area advisers.
5. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
6. Contact, as desired, other organizations engaged in relevant activities of the same level.
7. Meet a minimum of one time during the year.
8. Promote the use of national membership resources such as iMIS, the Adult Member and Volunteer Support Services, membership development resources and membership support resources.
9. In liaison with the Training committee, encourage and facilitate training in the skills and issues related to membership support and membership development.

Note: Functions 1 – 6 are standard

RESPONSIBILITIES TO COUNCIL
1. Submit an annual budget to the Finance Committee by the required date.
2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
3. Submit regular reports to Alberta Council and the Operations Committee, as required.
4. Submit recommendations on behalf of the committee to Alberta Council.
5. Review and update the committee’s terms of reference, at least every three years.

Note: Responsibilities 1 – 5 are standard

DUTIES

1. Establish sub-committees to perform functions as required.
2. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national.
4. Work closely with the PR & Communications and Training committees to develop strategies to increase membership.
5. Develop strategies to use iMIS to its fullest advantage to recruit and retain members.
6. Develop strategies to diversify and encourage women and girls of different cultures, religions, and social status to become members.
7. Promote and encourage membership growth in Link.
8. Promote and encourage membership growth in Trefoil Guilds
9. Develop strategies to inform members about national and provincial awards and to encourage members to nominate candidates for these awards.
10. Develop strategies to recognize and reward members with formal awards.
11. Prepare and revise material relating to membership for publication.

Note: Duties 1 – 3 are standard

Approved by Council
(C.18.04.07)
Appendix B – Terms of Reference
Operations Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by consulting and bringing together the Alberta Council committees for the benefit of Guiding within Alberta Council, and to carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
- Deputy Provincial Commissioner (Chair)
- Girl Engagement Coordinator (supporting Camping, International and Program Advisers)
- Member Services Coordinator (supporting Membership, Training and PR & Communications Advisers)
- Member, Property Management
- Risk and Compliance Coordinator (supporting Girl Protection and Safe Guide Adviser(s))
- Treasurer (supporting Cookie Adviser)
- Youth Forum Coordinator

ACCOUNTABILITY
This committee is an advisory committee. It does not have decision-making abilities but makes recommendations to Alberta Council.

QUORUM
n/a – Advisory Committee.

FUNCTIONS
1. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national and provincial committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
4. Provide assistance to and communicate regularly with Alberta Council advisers.
5. Carry out specific assignments delegated by Alberta Council.
6. Contact, as desired, other organizations engaged in relevant activities of the same level.
7. Meet a minimum of three times during the year (same weekends as Alberta Council meetings).

Responsibilities to Council
1. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
2. Submit regular reports to Alberta Council, as required.
3. Submit recommendations on behalf of the committee to Alberta Council.
4. Review and update the committee’s terms of reference, at least every three years.
5. Ensure that Alberta Council’s financial operations are managed in a fiscally responsible manner.

DUTIES
1. Establish sub-committees to perform functions as required.
2. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national.
4. Work closely with the Alberta Council committees and keep them informed of any internal changes relevant to their committees.
5. Recommend potential and appropriate opportunities to Alberta Council.

*Note: Duties 1 – 3 are standard*

Approved by Council
(C.18.04.07)
Program Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by stimulating and promoting the Guiding program throughout Alberta Council. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
Program Adviser is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner, the Deputy Provincial Commissioner(s) and the Girl Engagement Coordinator. She is appointed for a term of three years.

Area Membership Advisers Nominated and appointed by the Area Commissioner. She is appointed for a term of three years.

Committee members: Recommended by the chair and approved by the Provincial Commissioner. These positions are activities. There is no term for activities.

Committee activities may include:
- Deputy (as required)
- Secretary
- Treasurer
- Alberta Girls Parliament Lead
- Girl and Youth Events Coordinator
- Lones Lead

Ex officio: Provincial Commissioner, or designate
Girl Engagement Coordinator

ACCOUNTABILITY Alberta Council

QUORUM 50% plus one of the members of the committee.

FUNCTIONS
1. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national, provincial and area committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
4. Provide assistance to, and communicate regularly with, area advisers.
5. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
6. Contact, as desired, other organizations engaged in relevant activities of the same level.
7. Meet a minimum of two times during the year.
8. Study, develop and recommend program proposals to national.
9. Develop and promote Alberta Council resources and challenges to assist Guiders in successful program delivery.

Note: Functions 1 – 6 are standard

RESPONSIBILITIES TO COUNCIL
1. Submit an annual budget to the Finance Committee by the required date.
2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
3. Submit regular reports to Alberta Council and the Operations Committee, as required.
4. Submit recommendations on behalf of the committee to Alberta Council.
5. Review and update the committee’s terms of reference, at least every three years.

Note: Responsibilities 1 – 5 are standard

DUTIES
1. Establish sub-committees to perform functions as required.
2. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national.
4. Interpret program content as needed.
5. Study and ascertain provincial opinions on proposed changes received from national.
6. Compile, evaluate and forward suggestions from Alberta Council to national.
7. Initial and undertake independent research within the scope of the purpose of the committee.
8. Inform Alberta Council members of program suggestions, proposals, additions and deletions as required.
9. Explore, investigate and promote new ways of enhancing, enriching and presenting the girls’ program. This includes:
   a. STEAM (science, technology, arts and math)
   b. Environmental awareness
   c. Healthy lifestyles.
11. Sponsor Alberta Council events, as required.

Note: Duties 1 – 3 are standard

Approved by Council
(C.18.04.07)
PR & Communications Committee

PURPOSE
Carry out the Vision and Mission of Girl Guides of Canada by promoting and administering a positive image of the organization in relation to other organizations and the public. To foster a sense of pride in the organization among our membership. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
PR & Communications Adviser is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner, the Deputy Provincial Commissioner(s) and the Member Services Coordinator. She is appointed for a term of three years.

Area PR Advisers Nominated and appointed by the Area Commissioner. She is appointed for a term of three years.

Committee members: Recommended by the chair and approved by the Provincial Commissioner. These positions are activities. There is no term for activities.

Committee activities may include:
- Deputy (as required)
- Secretary
- ANY-GuideNews Editor
- Blue-Print Editor
- Website Coordinator

Ex officio:
- Provincial Commissioner, or designate
- Member Services Coordinator

ACCOUNTABILITY Alberta Council

QUORUM 50% plus one of the members of the committee.

FUNCTIONS
1. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national, provincial and area committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
4. Provide assistance to, and communicate regularly with, area advisers.
5. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
6. Contact, as desired, other organizations engaged in relevant activities of the same level.
7. Meet a minimum of two times during the year.
8. Develop, implement, monitor, and evaluate:
   a) Long range public relations strategies for increasing public awareness of the organization and its mission and principles.
   b) Methods for promoting, within the membership, a sense of pride in the organization and awareness of its image.
9. Maintain ongoing communication and liaise with area PR advisers:
   a) To provide orientation, guidance, and support;
b) To encourage and assist with media relations;

c) To promote special events/weeks and provide tools to help areas promote these.

10. Produce, promote, and evaluate public relations resources.

11. Promote good relations with other organizations and the public.

Note: Functions 1 – 5 are standard

RESPONSIBILITIES TO COUNCIL

1. Submit an annual budget to the Finance Committee by the required date.

2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).

3. Submit regular reports to Alberta Council and the Operations Committee, as required.

4. Submit recommendations on behalf of the committee to Alberta Council.

5. Review and update the committee's terms of reference, at least every three years.

Note: Responsibilities 1 – 5 are standard

DUTIES

1. Establish sub-committees to perform functions as required.

2. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national.


4. Keep area PR advisers, Alberta Council committees and radio and other appropriate media, informed of Guiding events of national or provincial importance and provide them with promotional literature and news releases.

5. Promote the use of the National GGC Brand Standards.

6. Oversee the design and publication of the Blue-Print. Submit articles regularly to the Blue-Print Editor.

7. Oversee the design and publication of ANY-GuideNews.

8. Oversee the design, maintenance and administration of the Alberta Council website and promote its use.

9. Work closely with other Alberta Council committees.

Note: Duties 1 – 3 are standard

Approved by Council

(C.18.04.07)
Scholarship Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by stimulating and promoting the Guiding program throughout Alberta Council. To promote and administer the Alberta Council and Joyce Foster scholarships.

MEMBERSHIP
Scholarship Chair is the committee chair. She is appointed by the Provincial Commissioner.

Committee Members: Recommended by the chair and approved by the Provincial Commissioner. Members must be from 4 different areas. These positions are activities. There is no term for activities.

Ex officio: Provincial Commissioner, or designate

ACCOUNTABILITY Alberta Council through the Treasurer and the Provincial Commissioner

FUNCTIONS
1. Review and score all completed scholarship applications.
2. Submit scoring matrix to the Alberta Council office by required date.

RESPONSIBILITIES TO COUNCIL
1. Submit a committee report for the November council meeting. This report summarizes the committee activities for the current year.
2. Review and update the committee’s terms of reference, at least every three years.

DUTIES
1. Promote and administer applications for Alberta Council and Joyce Foster Scholarships.

Approved by Council
(C.18.11.38)
Training Committee

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by promoting and administering, organizing, developing and supervising adult training within Alberta Council. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
Training Adviser* is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner, the Deputy Provincial Commissioner(s) and the Member Services Coordinator. She is appointed for a term of three years.

Area Training Advisers Nominated and appointed by the Area Commissioner. She is appointed for a term of three years. (one of which is on the Training Executive Committee)

Committee members: Recommended by the chair and approved by the Provincial Commissioner. These positions are activities. There is no term for activities.

Committee activities may include:
- Deputy (as required)*
- Secretary*
- Treasurer*
- Trainer Communications Administrator*
- Training Program Support Adviser*
- Trainer Records Administrator*
- Training Outreach Adviser*
- Trainer Development Adviser*
- Training Activities Adviser*

* Denotes Training Executive Committee

Ex officio:
- Provincial Commissioner, or designate
- Member Services Coordinator

ACCOUNTABILITY Alberta Council

QUORUM 50% plus one of the members of the committee.

FUNCTIONS
3. Study, develop and recommend proposals appropriate to the purpose of the committee while ensuring best management and stewardship of Guiding within Alberta Council.
4. Maintain communication and consultation with appropriate national, provincial and area committees.
5. Maintain liaison with other Alberta Council committees and other appropriate provinces’ committees.
6. Provide assistance to, and communicate regularly with, Area Advisers.
7. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
8. Contact, as desired, other organizations engaged in relevant activities of the same level.
9. Meet a minimum of five times during the year, including two full committee and three executive committee meetings. One full training committee meeting should take place at an event where all trainers may attend.

Note: Functions 1 – 6 are standard

RESPONSIBILITIES TO COUNCIL
1. Submit an annual budget to the Finance Committee by the required date.
2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
3. Submit regular reports to Alberta Council and the Operations Committee, as required.
4. Submit recommendations on behalf of the committee to Alberta Council.
5. Review and update the committee’s terms of reference, at least every three years.

*Note: Responsibilities 1 – 5 are standard*

**DUTIES**

1. Establish sub-committees to perform selection and to coordinate provincial events.
2. Recommend changes to relevant sections of Guiding Essentials and Safe Guide to national.
5. Provide support for area training advisers.
6. Promote and ensure the provision of a high standard of adult leadership training within Alberta Council using Training and Enrichment for Adult Members (TEAM).
7. Provide and promote a high standard of training for trainers within Alberta Council.
8. Provide and promote a program for Guiders preparing to be trainers using Training and Enrichment for Adult Members (TEAM).
9. Review trainer appointments against national criteria for appointment, re-appointment or cancellation.
10. Ensure that iMIS records of trainers are correct in regards to appointments and resignations.

*Note: Duties 1 – 3 are standard*

Approved by Council  
(C.18.04.07)
Youth Forum

PURPOSE
To carry out the Vision and Mission of Girl Guides of Canada by participating and providing input to Alberta Council. To retain youth members by developing their skills, preparing them for their future in a safe and engaging environment. To carry out the work of Alberta Council, as directed by the council and the National Strategic Plan.

MEMBERSHIP
Youth Forum Coordinator is the committee chair. She is nominated and selected following a process involving the Nominating Search Lead, the Provincial Commissioner and the Deputy Provincial Commissioner(s). She is appointed for a term of three years.

Adult Committee Member Nominated and selected following a process involving the Youth Forum Coordinator, one or two Youth Forum members and a Deputy Provincial Commissioner. This is a committee activity. There is no term.

Youth Forum Members (max 10): The Youth Forum Member is elected following a process involving the Youth Forum Coordinator, Adult Committee Member and one or two Youth Forum members. The Youth Forum Member is appointed for one year and may be reappointed annually for a maximum of three years or up to when the member turns 18 years.

Ex officio: Provincial Commissioner, or designate

ACCOUNTABILITY Alberta Council

QUORUM 50% plus one of the members of the committee.

FUNCTIONS
1. Study, develop and recommend proposals appropriate to the purpose of the forum while ensuring best management and stewardship of Guiding within Alberta Council.
2. Maintain communication and consultation with appropriate national and provincial committees.
3. Maintain liaison with other Alberta Council committees and other appropriate provincial forums.
4. Carry out specific assignments delegated by Alberta Council and/or the Operations Committee.
5. Meet a minimum of six times during the year.
7. Provide advice, insight, and opinions to Alberta Council (and National Council, when appropriate) to ensure the girl voice is captured with regards to current and future directions in programming, advocacy, organizational initiatives and other issues which may impact girl membership (growth and retention).
8. Provide advice to Alberta Council on most effective ways and tools to communicate to girl members on specific strategic topics.
9. Maintain knowledge of GGC initiatives at the National and Provincial levels.
10. Strategize and promote Ranger-related activities and find new opportunities to share with senior girl members (both within Girl Guides and external opportunities).
RESPONSIBILITIES TO COUNCIL

1. Submit an annual budget to the Finance Committee by the required date.
2. Maintain an adequate recording system (minutes, records, correspondence, finances, etc.).
3. Submit regular reports to Alberta Council and the Operations Committee, as required.
4. Submit recommendations on behalf of the committee to Alberta Council.
5. Review and update the forum’s terms of reference, at least every three years.

Note: Responsibilities 1 – 5 are standard

DUTIES

1. Establish sub-committees to perform functions as required.
3. Committed to monthly teleconferences with Forum members, taking leadership roles by chairing meetings, projects, initiatives and other assignments.
4. Inform Alberta Council members of program suggestions, proposals, additions and deletions as required.
5. Take on projects, research, cold call and connect with Alberta Council members, youth members and vendors.
6. Accountable to projects as assigned and deliver them on time. Willing to assist team members with their assignments and work together accordingly. Able to meet tight deadlines.
7. Shadow an Alberta Council member to promote succession planning and learn about other Alberta Council Guiding positions.

EXPECTATION OF YOUTH FORUM MEMBERS

1. Stay apprised of current national and global trends and issues affecting girls and youth in Alberta, Northwest Territories, Yukon and Canada and share with the Alberta Council Youth Forum and Council as appropriate.
2. Be aware of initiatives and projects being implemented nationally by GGC and WAGGGS and promote them to Rangers and other Girl Guides.
3. Passionate about Girl Guides and wants to help recruit and retain members and improve the overall experience of Guiding for everyone and the community.
4. Positive role model and ambassador for Girl Guides of Canada.
5. Keen to develop leadership skills and gain confidence working independently and in a team environment.
6. Driven and engaged to serve entire term (up to 3 years) on the Alberta Council Youth Forum.
7. Available to communicate regularly with Forum members via email, WhatsApp, and other social media apps, and attend in-person meetings 2-3 times every year and the annual Alberta Council AGM.
8. Willing to dedicate extra time to special projects in addition to monthly conference calls.
9. Participate in the recruitment, application and interview process of the Alberta Council Youth Forum and Youth Forum Coordinator selection process.
10. Member and Parents willing to sign and adhere to AB-Council-46 Alberta Council Youth Forum Expectations. (C.18.09.10)

Approved by Council
(C.18.04.07)
## C. General Procedures

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Adult Participants

Questions often arise when adults or girl members with developmental challenges and needs, wish to join or continue in Guiding as adult members.

The following information is designed as a guide to help navigate these questions and help each individual in the ways they desire and are best suited for.

Many of these individuals will be able to hold the position of adult participant. This is a designation not often used, but it is discussed in Guiding Essentials.

**Adult Participant**

An adult participant is an adult member who due to cognitive or developmental disabilities is not able to act in a leadership capacity and participates in a unit under the supervision of other adult members. She must not have a supervisory role nor be counted as part of the girl supervision ratio. Adult participants are exempt from completing Safe Guide training.

When someone is an adult participant, they appear on the roster as such, not as an adult (which infers “leader”). This distinction was made so that there would be no assumption about any kind of supervisory/leadership role. Adult participant is a category under Leader in iMIS. These people are screened as adult members.

In regard to the adult screening process and adult participant members:

First, regardless of their role, every adult member over the age of majority needs a Police Record Check (PRC). This step is required under National policy for these adult participants.

The next usual component of the screening process is having the member sign an A.1 (Membership Application). Depending on the member’s ability to understand what they’re signing, it may be more appropriate to have a guardian (someone with power of attorney to make decisions on behalf of the person) sign it on their behalf. This would depend on the specific circumstances for each individual.

For girls who are transitioning into adult members, other components of the adult screening process include a welcome discussion with their district leader, and, reading and reviewing Orientation to Guiding (OTG), which is usually updated yearly.

This “welcome discussion” can certainly be modified to be appropriate to the transitioning girl. The National office has indicated that on an individual basis, an exemption could be applied for regarding the reading of OTG if comprehending the contents would be an unrealistic expectation for the young woman.

An individual who is in our database as an Adult Participant is exempted from Safe Guide training and these individuals don’t appear on Safe Guide Compliance reports.

As these applicants are usually transitioning girl members, they wouldn’t require an interview or references. Should someone apply who was not already an active girl member, we would look at that application on a case by case basis.

If you have an individual for whom some of these exemptions might be appropriate, but you are unsure and have questions, please write a summary containing:

- who your applicant is,
- where she is Guiding,
- what status you would like her to have,
- what her perceived abilities are,
- who is submitting this report
- who her District and Area Commissioners are

Send this to the Provincial Commissioner, (any-pc@girlguides.ca) and she will confirm that the individual should be entered as an Adult Participant.
## Agenda, Minutes, Communications Dispersal

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| **SAFE GUIDE FRAME**                     |   |
| **First FRiday (of the month)**          |   |
| **Assessor Moments to Endure**           |   |
| **Assessors**                            |   |
| **Any-assessor@girlguides.ca**           |   |
| **Provincial Commissioner**              |   |
| **Deputy Provincial Commissioner(s)**    |   |
| **Risk & Compliance Coordinator**        |   |
| **Administrative Manager for Office files** |   |

| **TRAINING COMMITTEE MINUTES**           |   |
| **Training Committee Members**          |   |
|   o Area Training Advisers              |   |
| **Provincial Commissioner**             |   |
| **Deputy Provincial Commissioner(s)**   |   |
| **Member Services Coordinator**         |   |
| **Administrative Manager for Office files** |   |

| **TREFOIL GUILD GLEANINGS**              |   |
| **Purple cover**                         |   |
| **Double sided/stapled if mailed**      |   |
| **Trefoil Guild Members (mail where necessary)** |   |
| **Provincial Commissioner**             |   |
| **Deputy Provincial Commissioner(s)**   |   |
| **Area Commissioners**                  |   |
| **PR & Communications Adviser**         |   |
| **Web Coordinator**                     |   |
| **Administrative Manager for Office files** |   |
Archives and Museum Acquisition Mandate and Operating Guidelines

Purpose
The main purpose of the archive and museum is to acquire, preserve, store, research, interpret and exhibit artifacts, documents and other records illustrating the history of Girl Guides in Alberta, Northwest Territories and Yukon. A subsidiary purpose is to illustrate in special instances the history of Guiding on a world-wide basis.

This purpose is achieved by making the acquisitions available and visible to interested parties for research and education.

Responsibilities of the Archives Lead
The Archives Lead oversees the curatorial activities of the archive and museum and should have training in or a working knowledge of archive and museum processes and procedures. The responsibilities include:

- Review of items proposed for acquisition and making decisions regarding their acceptance or rejection
- Signing authority and document control for acceptance of gifts and donations to the archive and museum
- Control of the accessioning, cataloguing, retention, conservation, storage and display of items in the collection
- Review and decision-making regarding items proposed for de-accessioning or disposal
- Signing authority and document control for loans of items to or from outside museums
- Develop and implement programs to support the Guiding Heritage Program.

Collection Scope
The collection has three main elements.

1. An accessioned archival collection composed of:
   - Paper records such as documents, books, manuals, minutes, magazines, posters, scrapbooks and newspaper clippings
   - Photographs and slides
   - Audio-visual materials such tapes, CD’s and digital recordings.

2. An accessioned museum collection composed of:
   - Uniforms, insignia, badges and crests
   - Three-dimensional artifacts.

3. Non-accessioned collections of heritage uniforms to support the Guiding Heritage Program and provide items for fashion shows and special events.

Acquisition, Documentation and Accessioning of Artifacts
All items offered to the archive and museum shall be recorded hand written in a fixed leaf ledger (colloquially known as the “blue book”). Once an item is accessioned, the accession number shall be written into the ledger. If an item is not accessioned, its fate and the rationale for its fate shall be recorded (e.g. “duplicate disposed of”, “replaces artifact number ……..”).

The donor of the item(s) shall be asked to complete AB-Council-13 Archives Donation Form, one copy of which is returned to the donor and one copy retained for Girl Guide records. NOTE: It is not unknown for the archive and museum to receive items in a “dump and run” scenario from an unknown donor thus making adherence to this policy problematic.

Once an item is accessioned, it shall be entered into the electronic catalogues (see manual) including:
• Details entered into the appropriate electronic ledger (e.g. uniforms, 3-D artifacts, documents etc.)
• Preparation of a digital photograph where appropriate (or scanned if the item is a photograph)
• Preparation of a descriptor sheet where appropriate (e.g. 3-D artifacts, uniforms)

Criteria to be considered when deciding whether or not to accept or accession an item include the following:

• Historical value
• Size of the item in relation to space available
• Condition of the item and any requirement for conservation or repair
• If the item is a duplicate, could it replace on existing item (e.g. may be in better condition)
• Likely value for display, education or research (one copy for display and one for archive purposes may be an option)
• Cost involved in keeping/storing the item.

Great care shall be taken to ensure that all electronic records are adequately backed up.

Ownership of Items
Material donated to the archive and museum becomes and remains the property of Girl Guides of Canada, Alberta Council.

Items may be accessioned, stored, displayed, used, de-accessioned or disposed of at the discretion of the Archives Lead. De-accessions and disposals must be documented.

Donations bearing restrictions will not be accepted.

Bequests may be accepted and must be recorded as such and acknowledged in writing.

Loans
Items may be accepted on loan for short-term display purposes only. Permanent or long-term loans will not be accepted.

Items may be loaned to recognized museums only.

Loaned items must be accompanied by documentation describing the items on loan in detail, the purpose of the loan and its timescale.

Basics of Handling and Storing Archival materials and Museum Artifacts

Preamble
There are many excellent references on the standard practices for safe handling of archive materials and museum artifacts published both in hard copy and on-line including:

• Alberta Museums Association Standard Practices Handbook
• Canadian Conservation Institute Notes
• Basic Principles of Artifact Storage.

These publications are comprehensive guides. Small archives and museums may or may not be able to fully meet all the criteria described in them. The Alberta Council archive and museum strives to meet them as far as is possible bearing in mind limitations such as environment, human resources and budget. In particular, the rooms occupied are situated within an office building in which temperature and lighting are not controlled to museum or archive standards.

All documents are stored in acid free folders inside acid free document boxes. (NOTE: There are a small number of exceptions where collections were received in suitable boxes and have been kept together for simplicity).
Document boxes are clearly labeled with the topic number and the accession numbers of the documents in the box.

Documents are stored with steel staples and paper clips removed and replaced by brass or plastic.

Books (including scrapbooks) are stored in acid free boxes.

**Audio-Visual Material**

Audio-visual materials come in a variety of formats and may require special consideration for storage.

Audio-visual formats change rapidly with time and opportunity should be taken to transfer important material to a more up-to-date format so that access is not precluded for research or display.

**Three-Dimensional Artifacts**

Three-dimensional artifacts are handled carefully, using white gloves to avoid finger marking.

The policy is to display as many of the artifacts as practical and to include interpretive text whenever possible.

Items not on display are either wrapped in acid free tissue or placed in a polythene bag with labels included clearly indicating the individual accession number. Groups of wrapped/bagged items are stored in labeled boxes.

Consideration should be given to storing large, fragile or irregularly-shaped artifacts in custom-made “Coroplast” boxes.

**Uniforms and Clothing**

There are several sub-collections sections within the main collection. In particular, the Permanent Collection (see manual) is intended to contain one example of uniforms and uniform pieces. It is expected that purchases (as opposed to donations) may be necessary to keep this collection current.

Displayed uniforms are hung on clothes hangers and stands with interpretive texts attached.

Uniforms and clothing items in storage are either wrapped in acid-free tissue or placed in polythene bags with labels to indicate the individual contents. Storage is in a suite of labeled drawers according to branch (e.g. Brownies, Guides, Rangers etc.) or in labeled file boxes as overflow storage.

Uniforms and spares used for special events (such as challenges, fashion shows) are stored either on clothes hangers or in polythene bags inside labeled file boxes.

**Badges, Pins and Crests**

Badges are stored in acid-free envelopes with a general policy of having three examples of each badge. The envelopes are stored in labeled acid-free shoe-boxes.

Pins are stored in acid-free “egg boxes” nested inside labeled acid-free shoe-boxes. The general policy is to retain three copies of each pin.

Crests are stored in polythene pocket sheets inside ring binders.

**Photographs and Slides**

Photographs in albums are removed from the albums and the albums are disposed of. This reduces the shelf space required and avoids having photographs in contact with “sticky-back” adhesives that degrade the photographs.

Small and medium-sized photographs (i.e. less than letter format size) are scanned and the originals are stored in acid-free envelopes in labeled acid-free shoe-boxes boxes.
Framed photographs are removed from their frames and dealt with as photographs whenever this can be done without damage to the photograph. The frames are disposed of unless of use for display purposes.

Large photographs and those in frames are accessioned as three-dimensional artifacts and are stored as such.

Slides are scanned. The originals are stored in special slide boxes or in acid-free “egg-boxes” nested inside acid-free shoe-boxes. All boxes are clearly labeled.
iMIS Flags for Serious Member Concerns

There is a provision in iMIS to record concerns about serious issues regarding a Member. Serious concerns include, but are not limited to:

- missing money
- any type of abuse towards girls, Guiders, parents or the public
- failure to turn over the financial records for the annual/semi-annual financial review
- bounced cheques that Alberta Council is unable to collect on,

The purpose of the "Flag" is to identify previous concerns/issues that are of a serious nature that are to be considered before a member/non-member should be considered for registration, moving jurisdictions, award applications, Safe Guide File assessing etc, especially when the individual is relocating to a different community/jurisdiction.

Situations where a Guider does not get along with people or does not take trainings is not a reason for putting a flag in iMIS. For these situations, the appropriate Commissioner are to address the situation using Adult Member Support Module 3, Performance and Conduct Management which is located on Member Zone.

The Provincial Commissioner reviews and approves all flags before being entered in iMIS. Only the Administrative Manager may add flags to an iMIS profile and only with the approval of the Provincial Commissioner.

The process for placing a flag on an iMIS record is as follows:

- The Area Commissioner and/or the Provincial Commissioner is made aware of a situation that is determined to be serious enough to warrant the placing of the "Flag".

- Following the investigation process, the Area or Provincial Commissioner completes the AB-Council-32 Provincial iMIS Flags Cover Page form (available through the Alberta Council Office). This form is attached to the outside of a sealed letter size envelope that includes all applicable documents, notes, emails etc pertaining to the file and is stored securely at the Alberta Council Office.
  - Access to this envelope is limited to the Provincial Commissioner and Administrative Manager; however, information contained may be shared with the applicable Area Commissioner if deemed necessary by the Provincial Commissioner.
  - No Provincial iMIS flags are to be held at the Area or District level.

- Once the Provincial Commissioner has approved the flag, the Administrative Manager accesses the individual's iMIS record and inserts a note under the "Provincial File" tab, enters "9" for Alberta Council and the date the flag is placed. No further information is entered into the iMIS profile other than potentially noting who to contact for more information.

- The words "Provincial File" will now be visible on the Emergency Contact page, which is the page in iMIS that is visible when an iMIS number is opened. This page is viewable by iMIS users across the country who have ‘input status’.

- It is the responsibility of iMIS homes to ensure that records with a provincial file are identified to the applicable Commissioner when profile updates relating to registration, moving jurisdictions, award applications, Safe Guide File assessing etc are being requested.
  - When a provincial file is identified relating to Safe Guide assessing, the Alberta Council Office (iMIS Clerk), will bring the matter to the attention of the Administrative Manager and Provincial Commissioner to determine if file can proceed.

- Once identified, the Commissioner in consultation with the Provincial Commissioner determine eligibility for updates based on the reason for the Flag.
Nominating Search Process for Area & District Councils

Election of Area Commissioner
This procedure will begin early enough to allow the incoming Area Commissioner to attend the final Alberta Council meeting of that Guiding year, with the outgoing commissioner. Note: an early election is very beneficial to the area and the new commissioner - it allows the two commissioners to work together for a few months developing a smoother transition. It is recommended that new Area Commissioners be ratified no later than the end of April so that shadowing of the current Area Commissioner can occur before the July 1 changeover.

1. Election
   a. The application process commences on the first of February.
   b. The Provincial Commissioner, or designate, calls for applications for the next Area Commissioner by advertising through the area newsletter and / or a broadcast email that includes an application form and position description to all adult members in the area. After the deadline, the Provincial Commissioner, or designate, conducts the interviews with the PC Team and checks the references of the applicants.
   c. The PC Team determines the slate based on qualifications, application, interview and references. The application and a summary of the interview and references for each applicant is supplied to each voting area council member prior to the election / ratification vote.
   d. Ratification Ballot: If only one person is on the slate, a ratification ballot is held. If favourable (50% + 1 of voting members), this tells the applicant she has the confidence, support and co-operation of the council.
   e. The ballots are collected by the Provincial Commissioner, or designate, and the area council is then informed of the outcome of the election / ratification vote.
   f. If there are no applications received by the deadline date, the Provincial Commissioner, or designate, starts the search process. The Provincial Commissioner may speak with the outgoing area commissioner to determine if there are members who should be approached to apply.
   g. If there are no applications and the search process is unsuccessful, then the Provincial Commissioner, or designate, will chair the area council meetings and oversee the area until an area commissioner is appointed. Note: the designate may be the former deputy area commissioner, a member of the area council or a qualified member within the area

2. Appointment of Area Commissioner
New Area Commissioners are appointed by the Provincial Commissioner, usually at the September Alberta Council meeting. The Provincial Commissioner will obtain and present the Area Commissioner's insignia.

Election and Appointment of Deputy Area Commissioner(s) (for areas that want a Deputy)

1. Following the election / ratification of a new Area Commissioner, the application process commences for Deputy Area Commissioner(s) (number determined by area council).
2. The Area Nominations Chair calls for applications for the Deputy Area Commissioner(s). If an Area Nominations Chair is not in place, the area has the option of appointing a Nominations Chair or having the Deputy Provincial Commissioner act as the Nominations Chair.
3. The Deputy Area Commissioner position is advertised either through the area newsletter and / or a broadcast email that includes an application form and position description to all adult members in the area. After the deadline, the Nominations Chair conducts interviews with the Provincial Commissioner, or designate, and incoming Area Commissioner and checks the references of the applicants.
4. The Provincial Commissioner, or designate, and incoming Area Commissioner determine the slate based on qualifications, application, interview and references. The application and summary of the interview and references for each applicant is supplied to each voting area council member prior to the election / ratification vote. Ratification Ballot: If only one person is on the slate, a ratification ballot is held. If favourable (50% + 1 of voting members), this tells the applicant she has the confidence, support and co-operation of the council.

5. The ballots are collected by the Area Nominations Chair and the area council is then informed of the outcome of the election.

6. If there are no applications for deputy area commissioner(s) by the deadline date, the Area Nominations Chair starts the search process.

Orientation
New Area Commissioners, and their deputies, will receive orientation.

Elected Area and District Council Positions
Per Guiding Essentials, only Commissioner and Treasurer Positions are elected.

1. District Commissioners

Area Nominations Chair, Area Commissioner or designate, calls for nominations for the next District Commissioner by advertising through the district newsletter and / or a broadcast email that includes an application form and position description to all adult members in the district. The Area Nominations Chair, Area Commissioner or designate conducts reference checks and interviews and presents candidates to the voting district council members for election or ratification. The application and a summary of the interview and references for each applicant is supplied to each voting council member prior to the election / ratification vote. Ratification Ballot: If only one person is on the slate, a ratification ballot is held. If favourable (50% + 1 of voting members), this tells the applicant she has the confidence, support and co-operation of the council. The ballots are collected by the Area Nominations Chair, Area Commissioner or designate and the council is then informed of the outcome.

If there are no applications by the deadline date, the Area Nominations Chair, Area Commissioner or designate starts the search process.

2. Election and Appointment of Deputy District Commissioner(s) (for districts that want a Deputy)

Area Nominations Chair, Area Commissioner or designate, calls for nominations for the Deputy District Commissioner(s) by advertising through the district newsletter and / or a broadcast email that includes an application form and position description to all adult members in the district. The Area Nominations Chair, Area Commissioner or designate conducts reference checks and interviews with the incoming District Commissioner and presents candidates to the voting district council members for election or ratification. The application and a summary of the interview and references for each applicant is supplied to each voting council member prior to the election / ratification vote. Ratification Ballot: If only one person is on the slate, a ratification ballot is held. If favourable (50% + 1 of voting members), this tells the applicant she has the confidence, support and co-operation of the council. The ballots are collected by the Area Nominations Chair, Area Commissioner or designate and the council is then informed of the outcome.

If there are no applications by the deadline date, the Area Nominations Chair, Area Commissioner or designate starts the search process.

3. Treasurers

Area treasurers are appointed annually at the AGM for a term of one-year and may serve up to 5 consecutive terms.

District treasurers are appointed with a start date of either January 1 or July 1 to align with financial review cycles or immediately, when required, for a term of one-year and may serve up to 5 consecutive terms.
Area Nominations Chair, Area Commissioner or designate, calls for nominations for the next treasurer. The Area Nominations Chair, Area Commissioner or designate conducts reference checks and interviews. Candidates are presented to the voting council members for election or ratification. The application and a summary of the interview and references for each applicant is supplied to each voting council member prior to the election / ratification vote. Ratification Ballot: If only one person is on the slate, a ratification ballot is held. If favourable (50% + 1 of voting members), this tells the applicant she has the confidence, support and co-operation of the council. The ballots are collected by the Area Nominations Chair, Area Commissioner or designate and the council is then informed of the outcome.

If there are no applications by the deadline date, the Area Nominations Chair, Area Commissioner or designate starts the search process.

4. Appointed Area Council Positions

Per Guiding Essentials, area council positions, other than commissioner and treasurer positions are appointed by the commissioner. All area council adviser positions must be approved by Alberta Council to be considered a voting position on council.

5. Appointment Process

The Area Nominations Chair, Area Commissioner or designate, calls for applications by advertising to all adult members. The Area Nominations Chair, Area Commissioner or designate conducts reference checks and interviews. The Area Commissioner reviews applicant information and appoints the successful applicant.

If there are no applications by the deadline date, the Area Nominations Chair, Area Commissioner or designate starts the search process.

6. Interviews

As a best practice, all interviews should be conducted by the Area Nominations Chair with the Area Commissioner or by the Area Commissioner with another member of the Area Council.
Office Responsibilities

**Administrative Manager**
- Attend & prepare for council & finance meetings & other meetings as required
- Make reports, recommendations, requests to AB Council on office functions, building requirements, & staff
- Signatory on financial accounts & official tax receipts maintained in the name of AB Council
- Financial: monthly statement reviews, Ntnl requirements for online payment of membership & cookies. Prepare, oversee, authorize payments, & reconcile administrative & building budgets, assist with the preparation of financial records for the annual audit
- Provide assistance to PC as required, including retention & upkeep of property records
- Collect reports, minutes, issue briefs for electronic files; maintain motion book; annually bind minutes & reports
- Track & make updates as required to Alberta Council manual
- Function as Privacy Officer on BackCheck & confidential IMIS/member issues
- Assist with AGM agenda & motions preparations
- Responsible for safety of AB Girl Guide House including repair of safety/security issues & training staff on safety
- Oversee office support for Ntnl systems: registration, help desk emails, 1-800 number changes, refund processing
- Operate with relevant Procedures Manual & review every two years
- Oversee, & quality control AB Council publications: web postings, ANY-GuideNews, Blue-Print, Annual Report, etc.
- IT: liaise with IT team for office computer & email networks, recommend capital cost projections for building & IT
- Negotiate & evaluate building services & repairs for AB Girl Guide House; liaise with insurance, safety companies, etc.
- HR: develop & review job descriptions, advertise, interview, train employees, conduct performance reviews, terminate employment as required, encourage staff PD, recommend staff changes to AB Council, knowledge of Employment standards, liaise with Ntnl on payroll & benefits, assist Ntnl in country-wide HR optimization, maintain staff files.

**Accounting Clerk**
- Invoice, receive, reconcile accounts receivables, follow-up on late receivables, process accounts payables
- Weekly: Reconcile expense reports, bank statements, merchant machine transactions
- Prepare bank deposits & copy cheques, reconcile bank statements
- Process payments & issue receipts for all monies received, post transactions to general ledger
- Answer phone & email inquiries from AB Council, areas, district treasurers, re: financial guidelines & practices
- Assist & train provincial & area staff on day-to-day duties to ensure compliance with financial guidelines
- Process approved donation cheques & issue receipts, process & code work orders
- Event/Meetings in IMIS: set-up modules, enter registration applications, process receipts & payments, monitor & reconcile registration & payments, provide weekly updates to event coordinators as required, event IMIS reports
- Serve as alternate provincial payroll & benefits liaison & maintain payroll legal knowledge
- Post, verify, submit, reconcile, process area & provincial GST rebates & GST documents
- Monthly: review & replenish petty cash account, reconcile merchant machine statement, all balance sheet accounts, prep monthly financial statements, distribute to committees for review following treasurer approval, revise financial statement as instructed, issue accountable advances as per form, report, distribute forms to PC & committee advisers
- Prep & distribute invoices for membership count, reconcile Ntnl payments & distribution, cookie bills & payment
Appendix C - General Procedures

- Prep for annual budget meeting: provide consolidation sheets & assist Admin Manager where required
- Accounting software: arrange updates, maintain knowledge & skills, & enter budget figures
- Assist in developing provincial forms as required, develop work procedures docs, maintain files in filing system
- Liaise with & provide materials to auditors, & attend audit, PC team of Finance Committee meetings as requested
- Prep end-of-year transactions, close previous year, yearly reconciliation of inventory.

**Safe Guide & Office Clerk**
- Support Safe Guide Assessors: monitor & respond assessors email, receive & track date-sensitive submissions, check member requirements in IMIS, forward submissions to Assessors, send & track travel binders once SG8 issued
- Open & close office daily, monitor & respond to office clerk email, inspect building 2-3 times weekly, report issues to Admin Manager & make recommendations, provide light maintenance & cleaning when required
- Assist Admin Manager in contacting repair services, advise provincial & Edmonton-area staff as required, supervise workers, keep copies of maintenance records, maintain up-to-date building asset list
- AB Girl Guide House: light setup of furniture & equipment, forward monthly booking calendar to members listed as alarm system contacts, orient AB Girl Guide House bookings, track damage deposits & payments
- Assign e-learning pin numbers to members upon request, maintain log & inform accounting clerk on area to be billed
- Order building, stationery, & computer supplies for AB Council Office, provide copies of orders & costs to admin manager, liaise with janitorial service.

**Member Records Administrator**
- Liaise with Ntl on technical issues, IMIS policies & procedures
- Communicate with AB IMIS homes, respond to inquiries, & provide training support to all AB Council staff as requested by Admin Manager or Ntl
- Prepare IMIS reports for analysis, distribution to AB IMIS homes, ACs, committee advisers, PC, all levels of Guiding
- Provide Quality Control reports to PC or designate to facilitate follow-up with ACs & IMIS homes
- Process BackCheck info for all areas that fall under provincial IMIS home including: sending PMBR/PRC invites, PRC renewal emails, troubleshooting/communication on failures of BackCheck process, communicate with Admin Manager (Privacy) when PRCs “not clear”, work with Accounting Clerk to ensure BackCheck billing is accurate
- Distribute cancellation letters/correspond to members regarding PRC or Safe Guide status
- Provide Accounting Clerk with annual membership list for billing members with “9” as IMIS home
- Send Safe Guide Compliance reports to applicable area commissioners under our jurisdiction
- Track & coordinate subsidies with provincial areas who are our IMIS home
- Assist PC with calculating year pin requirements
- Maintain email distribution lists, monitor & respond to email (presently ‘dataclerk’).
- Update IMIS records for all provincial & AB Council changes, including restructuring levels of Guiding as necessary
- Provide assistance & support to Ntl for registration: correspondence, online registration support calls, & emails.

**Council & Committee Support Assistant**
- Assist with printing materials, labels, name tags, & info from IMIS for AB Council, committees, programs, & events
- Monitor info & reception emails
• Coordinate food, accommodations, rooms, travel arrangements & equipment for AB Council & committees
• Track info submitted by areas: subsidy reports, council reports, area minutes & budgets
• Schedule Adobe Connect & phone line for teleconferences & trainings
• Update provincial forms with Admin Manager & oversee updates on website
  - work with Office Support Clerk on form retention records & physical member files
• Membership Committee & Link Liaison support: renewal letters, order & mail membership & pins
• AGM Banquet arrangements: accommodation, catering, invitations, response tracking
• Arrange & track invitation responses for annual HLM luncheons
• Process award applications
• Assist PC in prep of annual letters to volunteer for Volunteer Week & Thinking Day mail-out
• Open/direct AB Council office mail, maintain postage meter balance, make shipping arrangements, mail-outs to council
• Receive & prep scholarship applications: tracking, communication & copies for committee, letters to applicants

**Office Support Clerk**

• Monitor support & orders emails
• Assist with online registration support calls & emails
• Assist as IMIS entry backup: changes for Girl Members, Safe Guide support, & following up on IMIS returned mail
• Order & distribute nametags
• Assist with event registration as needed
• Assist with form retention storage, mailouts, contract filing, 3-phase Welcome printing & mailouts
• Serve as Alberta Council’s Raffle Chairperson (only for Council, other levels apply for own licenses)
Procedure for Alberta Council Scholarship Applications

This procedure applies to both the Alberta Council Scholarships and the Joyce Foster Scholarship.

1. The Scholarship Chair will contact the Blue-Print Editor to include information on the Alberta Council Scholarships in the February issue of Blue-Print. The ad will also be included in the ANY-GuideNews after February 15.

2. The article should direct interested members to the Alberta Council Scholarship and Joyce Foster Scholarship application forms and cover (information) sheets from the Alberta Council website or from the Alberta Council office (Council & Committee Support Assistant).

3. The Council & Committee Support Assistant will forward the current versions of the application forms and cover sheets to the Web Coordinator by February 15.

4. Deadline for receipt of completed applications to the Alberta Council office is the second Friday in May (no extensions). Applications must be submitted on the current application form.

5. All applicants must be registered as a member of Guiding in Alberta, Northwest Territories or Yukon, hold full-time status and enrolled in the fall term, to be eligible to receive the scholarship. If acceptance is not received for their program in the fall term or they do not retain their GGC membership, they will not be eligible to receive the scholarship. If acceptance is not received for the fall term, but is received for the January term, they will not be eligible to receive the scholarship; applicants are welcome to reapply the next year.

   a. Applicants for the Joyce Foster Scholarship must be pursuing studies in education or in a field relating to sustainability.

6. The Council & Committee Support Assistant will retain the original application forms intact. If the Scholarship Chair deems it necessary (based on whether the members of her committee are actively working with girl members in their areas), on one copy of the application form and on the reference letters, the assistant will remove all identifying information (name, address, Units worked with, school or workplace, names of references, etc., but not the field of study). Where possible, the name of the applicant should be searched and replaced with “Applicant.”

7. The Council & Committee Support Assistant will assign a number to each application for purposes of identification in the order they were received.

8. The Council & Committee Support Assistant will confirm with the Scholarship Committee members as to their preferred method (paper or email) of receiving the applications. Once received, the applications, cover letters and reference letters will be forwarded, as required, to each member of the Scholarship Committee, distinguishing the Alberta Council Scholarship applications from the Joyce Foster Scholarship applications.

9. For the Alberta Council Scholarships:

   a. The Alberta Council Treasurer will confirm the number of $1,000 scholarship budgeted. (Normally 10 per year)

   b. The Scholarship Committee members will score the applications as per the score sheet.

10. For the Joyce Foster Scholarship, the Scholarship Committee will score the applications as per the rubric provided.

11. The completed score sheets will be electronically submitted to the Council & Committee Support Assistant, who will input them into a master spreadsheet.
12. The Council & Committee Support Assistant will provide the Provincial Commissioner with a list of the successful applicants for approval.

13. The Council & Committee Support Assistant, on behalf of the Provincial Commissioner, will send out templated master letters via email and paper copy congratulating the successful applicants, with an electronic copy to the Area Commissioner. Included with this letter will be the follow-up requirements that must be completed by the applicant (proof of admittance to the post-secondary institution, photograph, SIN and signed consent for name and photo publication in Blue-Print.) An electronic copy of these letters will be kept on file in the office for future reference.

14. The Council & Committee Support Assistant, on behalf of the Provincial Commissioner, will send out templated master letters to the alternates, advising them that they are alternates and, should one of the successful applicants fail to meet the requirements, they will receive a scholarship providing they can meet the requirements.

14. The Council & Committee Support Assistant, on behalf of Provincial Commissioner, will send out templated master letters to the unsuccessful candidates thanking them for their application and encouraging them to reapply the following year.

15. Should one of the successful applicants fail to be accepted into her program / institution or meet her requirements, a scholarship would become available to the applicant with the next highest score. A letter will be sent advising that they are a successful candidate, provided the follow-up requirements are met.

16. Upon receipt of the follow-up requirements, the Council & Committee Support Assistant will verify membership status and that current year membership fees have been paid. Upon confirmation that the scholarship winner is currently registered (and paid) in iMIS and the application is complete, the Administrative Manager will notify the Accounting Clerk to issue the scholarship cheque. Note, individual cheques, along with the templated master letter, can be released as soon as the follow-up requirements are met. It is not necessary to wait until all recipients have sent in their requirements to release the cheques.

   a. For the Margaret Utgoff Scholarship, the recipients will be encouraged to write a thank-you to the benefactor. The benefactor’s name and mailing address will be supplied to the recipient in the initial congratulations letter sent from the Provincial Commissioner.

17. The Council & Committee Support Assistant will send names of scholarship recipients to the Scholarship Chair who will write an article for the December edition of Blue-Print. Also to be sent are the school name and a copy of the original application. The article will include the purpose of the AB Council Scholarship, the names and photos of the scholarship recipients, and a brief blurb about each one. The Council & Committee Support Assistant will confirm the image release before sending the photo (high resolution where possible) and school name to the Blue-Print Editor.
Procedures for Reporting an Accident Occurring During an Organized Guiding Activity

In the event of an accident during an organized Guiding activity, refer to Safe Guide and the National Insurance Program for more details.

As per the National Insurance Booklet, all incidents must be reported promptly and immediately after the incident. Incidents include illnesses, injuries discipline problems, conflicts, frightening situations or any unusual or unexpected occurrences during a GGC-sanctioned activity. If an incident occurs during said activity, the Responsible Guider must complete an Incident Report Form (INS.01). Refer to Safe Guide and the national website. All Incident reports should be sent to incidents@girlguides.ca and to the Provincial Commissioner (any-pc@girlguides.ca).

Where incidents occur which involve more than one individual, include the number of girls and / or adults who were involved in the Incident Report.
### Reports, Letters, iMIS Quality Control Distribution

<table>
<thead>
<tr>
<th>Report or Letter</th>
<th>Generated Date</th>
<th>Recipient</th>
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</thead>
<tbody>
<tr>
<td><strong>Safe Guide</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SG Compliance Letters</td>
<td>First Tuesday of the month</td>
<td>Member Complete list to Area Training Advisers, iMIS homes with cc to ACs + Chris Haydon</td>
</tr>
<tr>
<td>(Member will be moved to MAL on specific date if not completed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of all Guiders that need SG training</td>
<td></td>
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</tr>
<tr>
<td>SG Compliance Memo (email)</td>
<td>First Tuesday of the month</td>
<td>Member Complete list to Area Training Advisers, iMIS homes with cc to ACs + Chris Haydon</td>
</tr>
<tr>
<td>(Member has been moved to MAL)</td>
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<tr>
<td><strong>Adult Members</strong></td>
<td></td>
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</tr>
<tr>
<td>Potential Member Process Letters</td>
<td>First Wednesday of the month</td>
<td>Member Complete list of PMBrs sent to Area Membership Advisers, with cc to Provincial Membership Adviser</td>
</tr>
<tr>
<td>• Welcome Email</td>
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<tr>
<td>• 3-Month PMBR Reminder Email</td>
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<tr>
<td>• Cancellation Letter (mailed)</td>
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<tr>
<td>Potential Member Welcome letter &amp; crest (signed by PC and Membership Adviser)</td>
<td>15th &amp; 30th of the month</td>
<td>Member (mailed)</td>
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<tr>
<td>Potential Membership Report</td>
<td></td>
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<tr>
<td>September-March (weekly on Fridays)</td>
<td>Area Membership Adviser and iMIS homes cc Provincial Membership Adviser</td>
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<tr>
<td>April-June (every two weeks on Friday)</td>
<td>Area Membership Adviser and iMIS homes cc Provincial Membership Adviser</td>
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<tr>
<td>July-August (monthly)</td>
<td>Area Membership Adviser and iMIS homes cc Provincial Membership Adviser</td>
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<tr>
<td><strong>Adult INQ Report</strong></td>
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<tr>
<td>(lists those who submit an inquiry through the National website)</td>
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<td></td>
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<tr>
<td>August-November (Weekly Tuesdays &amp; Fridays)</td>
<td>Area Membership Adviser and iMIS homes cc Provincial Membership Adviser &amp; PC</td>
<td></td>
</tr>
<tr>
<td>December-July (weekly on Fridays)</td>
<td>Area Membership Adviser and iMIS homes cc Provincial Membership Adviser &amp; PC</td>
<td></td>
</tr>
<tr>
<td><strong>Bridging Member Letter</strong></td>
<td>Annually in March (TBC)</td>
<td>Member (mailed)</td>
</tr>
<tr>
<td>Report or Letter</td>
<td>Generated Date</td>
<td>Recipient</td>
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<tr>
<td><strong>PRCs</strong></td>
<td></td>
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</tr>
<tr>
<td>PRC CANCELLATION report</td>
<td>First week of the month</td>
<td>To AREA MEMBERSHIP ADVISERS, cc to AC and iMIS homes, Provincial Membership Adviser</td>
</tr>
<tr>
<td>PRC Renewals-3-month reminder (Email to member generated at national level – Informz)</td>
<td>First Wednesday of the month</td>
<td>Member; Area Membership Adviser and iMIS homes cc to AC and Provincial Membership Adviser</td>
</tr>
<tr>
<td>PRC Renewals-2-month reminder (email and a mailed postcard)</td>
<td>First Wednesday of the month</td>
<td>Member; Area Membership Adviser and iMIS homes cc to AC and Provincial Membership Adviser</td>
</tr>
<tr>
<td>PRC Renewals-1-month reminder (email)</td>
<td>First Wednesday of the month</td>
<td>Member; Area Membership Adviser and iMIS homes cc to AC and Provincial Membership Adviser</td>
</tr>
<tr>
<td>PRC Renewals-Non-Members (Email to member generated at national level – Informz)</td>
<td>First Wednesday of the month</td>
<td>Area Membership Adviser and iMIS homes cc to AC and Provincial Membership Adviser</td>
</tr>
<tr>
<td><strong>Unit Information</strong></td>
<td></td>
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</tr>
<tr>
<td>Unit Waitlist Report</td>
<td>May-October (every two weeks on Friday)</td>
<td>ACs</td>
</tr>
<tr>
<td>Girl INQ Report (lists those who submit an inquiry through the National website)</td>
<td>October-April (as requested)</td>
<td>ACs/AMAs/PMA</td>
</tr>
<tr>
<td>Unit Capacity Report/Unit Meeting Locator (in preparation for online registration)</td>
<td>2nd week in March</td>
<td>ACs</td>
</tr>
<tr>
<td>Unit Meeting Report (location and start date)</td>
<td>1st week in August</td>
<td>ACs</td>
</tr>
</tbody>
</table>
### Quality Control Reports
(sent by DPCB)

<table>
<thead>
<tr>
<th>Description</th>
<th>ACs</th>
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</thead>
<tbody>
<tr>
<td>Active Units with no Contact Guider</td>
<td></td>
</tr>
<tr>
<td>Active Units with more than 1 Contact Guider</td>
<td></td>
</tr>
<tr>
<td>Active Entities with more than 1 Contact Commissioner</td>
<td></td>
</tr>
<tr>
<td>Active Units with no open Leader Activity</td>
<td></td>
</tr>
<tr>
<td>Active Ranger Units with no Rangers</td>
<td></td>
</tr>
<tr>
<td>Units with missing information</td>
<td></td>
</tr>
<tr>
<td>Active Units with maximum number of girls set to 0</td>
<td></td>
</tr>
<tr>
<td>Active Units with no SG trained Guider</td>
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**Other**

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<td>Other iMIS Reports</td>
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<td>Subsidy Requests (Excel spreadsheet)</td>
<td>Oct 15 &amp; Feb 15</td>
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<tr>
<td>Membership Invoicing report – All Members (rosters, broken into DS)</td>
<td>November 1st &amp; March 15th</td>
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**Notes:**

1. **PRC Expired Members** are cancelled by the National Office on the 1st day AFTER the expiry month. The mailed notice from the national level however may not reach member for 3 weeks, so early AC/DC contact is important.
2. **Safe Guide Compliance** – Members are suspended from all unit and/or other activity and become an Area Member at Large (MAL) by the National Office on the 1st day of the month in which they hit the 6-month non-compliance date. I.E. if their start date is listed as being October 17th, their activities are suspended, and they become MAL on April 1st.
Social Media Guidelines

While the use of social medias such as Twitter, Facebook, blogs, etc., can be a powerful tool for non-profit organizations to market their mission and events as well as to engage their members and advocates, it is also important to be aware of the legal implications of employing such media. Girl Guides of Canada, Alberta Council is committed to an online presence that is characterized by sound judgment, appropriate risk management, and respect. This document is intended to serve as a framework for adult members throughout the Areas under Alberta Council in determining the appropriate usage and prudent management of our social media and online presence.

Alberta Council believes social media can be a powerful tool to share messages, to engage current and potential members, and to recognize current members. The purpose of our presence online is focused on increasing our engagement in the community and offering a low risk entry point for potential members to learn about our organization. Alberta Council recognizes that social media is a two-way communication and requires an on-going voice for the council. The voice of the council must be consistent and on-brand, reflecting who we really are. The user must exhibit the values of Guiding, and build trust and relationships in an integrated approach of planned messages, dialogue, credible stories, interviews, sharing links, and confirmations. In order to attract attention, the voice of the council builds community by:

- finding influencers and engaging them in our brand and messages,
- building conviction that we are professional, credible and trustworthy,
- allowing the community to get to know us,
- having conversations and building relationships,
- involving the community,
- collecting feedback and advice

This is all done with the purpose of having our community show interest in our organization and becoming advocates for us as members.

In order to facilitate the use of social media for Alberta Council, we have set out the following guidelines:

Acceptable Use

Content Publishing All content published must be free of defamation, discrimination, copyright or trademark infringement and must respect the privacy and rights of all those who may potentially be implicated by or exposed to its message.

Photo Publishing All photos of members published must be done so with an image release (IR.1) in iMIS at the time of publishing. All photos of non-members at Guiding events must be published with the express and written permission of the legal guardian in the case of a minor and of the person in the case of an adult that has reached the provincial / territorial age of majority at the time of publishing.

Event Advertising Alberta Council cautions Guiders who want to share information about upcoming events in the community. We do not want to put the girl members at risk by identifying them or the location where they will be when posting personal blogs and on networking sites, including comments, chats, images, video, podcasts, or any other form of sharing information or opinions. Posting events after the girls have departed seems to be an acceptable alternative in order to let the community know how we participate in events.

Legal Issues For the purpose of this document, the legal issues considered are those with which a law suit, complaint or violation of laws or rights could arise in relation to the use of social media or our online presence. Such issues could include:
• Defamation: False claims regarding a person, business or product.
• Privacy: Publication of private facts and confidential information.
• Interference with business relations and partnerships.
• Contract and liability: Assuming a duty or obligation, whether intentionally or unintentionally.
• Brand or Trademark: Creating confusion or relationship to an existing brand or trademark.
• Copyright: Using / sharing content that was fraudulently obtained or improperly attributed.
• Sexual / Psychological Harassment: Unwanted postings targeting an individual or group.
• Discrimination: Racial, gender, age, language, culture, religion, socio-economic, disability, etc.
• SPAM: Failure to maintain mailing list privacy, improper subscription / un-subscription management.
• Consumer Affairs: Failure to adhere to truthful advertising laws and standards.

Recommendations / Cautions
Alberta Council recommends Guiders consider the following, and weigh the consequences:

• To maintain anonymity and personal security, Alberta Council recommends members maintain high security settings for what personal information is made available on public profiles.
• Alberta Council does not recommend accepting contact requests from unknown persons.
• Posting or disseminating content that:
  o could bring Girl Guides of Canada, Alberta Council reputation into disrepute
  o breaches the confidentiality of our membership
  o is libelous, defamatory, harassing, bullying or that violates criminal laws on hate propaganda or obscenity
  o breaches any other Girl Guides of Canada policy.
• Posting:
  o publically any announcements, documents, discussions, or other information shared at internal meetings
  o internal emails, notes, memos and other interpersonal communications
  o internal documents not specifically marked for external distribution
  o pre-publication drafts of documents ultimately intended for public distribution
  o planning documents, production documents, or software code
  o Organizational charts, contacts, policies, and other legal documents.

The following may be freely distributed:

• information published on Girl Guides of Canada, Alberta Council and national websites
• information published by the press or other media outlets about Girl Guides of Canada
• materials or items created with the intent of being distributed through social media channels in order to promote Girl Guides of Canada, its role and its services
• publically available financial and business information pertaining to Girl Guides of Canada
• Best-practice knowledge and general professional insight that does not expose internal operational procedures or imply or disclose any proprietary or otherwise protected information.

Members are responsible for their actions and the actions of others using their account. Anything posted that can potentially tarnish Girl Guides of Canada’s image will ultimately be their responsibility. Alberta Council does encourage Guiders to participate in the online social media space, but urge members to do so properly, exercising sound judgment and common sense.

**Strategy:** The objectives of engaging in Social Media is to:
• establish a social media presence to increase awareness of our online presence
• gain increased TV / radio / print media recognition to have media contact us more for quotes in stories
• inform community about what we do and who we are to increase traffic to our websites
• be a low risk entry point for potential members to generate and participate in a two-way dialogue

Social media is a communications tool and a recruitment tool. GGC’s online voice is positive, professional yet friendly, and uses language suitable to the audience. Our content is intentional, credible, and “on purpose”.

Alberta Council would like to target our online community on the following social media sites. Engage Pathfinders and Rangers on Facebook. Connect with Link members, Guiders, and adult members on Twitter and YouTube. Find our partners, potential volunteers, and donors on LinkedIn.

Members can use tools like Klout, Hootsuite, and NetVibes to manage and evaluate our online presence.

**Message Plan:** Because social media is a two-way communication with the community, for the purposes outlined above, it is best to send out messages with intent and planning.

Twitter - scheduled messages:

• Week 1 and 3 — (off week of ANY-GuideNews) message an upcoming event or opportunity.
• Week 2 — recognize members who have earned awards
• Week 4 — message an element of Volunteer Canada’s Code of Volunteer Involvement
• Mid-week — solicit feedback / stories on weekly message from community; engage in conversations.
Appendix C - General Procedures

When Police Record Checks are “Not Clear” - For iMIS Homes and Area Commissioners

**Process for Sterling Talent Solutions Canada Corp (formally known as BackCheck)**

On the Sterling Talent Solutions Canada Corp (STS) reports there are two “segments” under PRC – the first one says *Canadian Criminal Record Check* and the other says *Local Police Information*. It is possible, and even likely, for one to be clear and *not* the other. The *Local Police Information* (LPI) check is a reference to recent calls regarding an individual that have not resulted in formal charges yet - in other words, this individual has had a “negative interaction” with the police lately for some reason. The *Criminal Record Check* is the area where people’s past record is examined. This is often the one that is not clear, but the LPI is clear. A “not clear” report in either section will be handled by the same process, as follows:

- When the iMIS home receives a “not clear” STS, that staff member alerts the Administrative Manager at the Alberta Council office, giving the name of the individual whose report was “not clear.”
- The Administrative Manager is the only person who has the ability to log into the STS system and get a detailed report that lists the actual items showing on the police record. She will access a report that lists the offence(s) that is causing the check to come up as not clear.
- This report is then given in confidence to the Provincial Commissioner, who compares the offences to Girl Guides of Canada policy as per the Screening Module. *Guiding Essentials* also contains these guidelines.
- The Provincial Commissioner notifies the Area Commissioner whether the membership application can proceed or not (details of the offence will not be given). If the membership application can proceed, the Provincial Commissioner will provide a brief letter indicating approval of the application proceeding, in terms of the STS findings being allowable under Girl Guides of Canada policy. These notifications and letters will be done by telephone and the mail service, as sending emails with a person’s name and their offence(s) is not appropriate for privacy protection (we all use email, but we have to remember it is not secure).
- The Area Commissioner will then in turn, notify the iMIS home whether or not they can proceed with the application. If the application is approved to go forward, a copy of the letter from the Provincial Commissioner will be provided to the iMIS home to keep with the application and will be placed in the member’s permanent file.
- If the application is not approved to go forward, the Area Commissioner will then notify the potential member as soon as possible and inform them that their application for membership will not be able to proceed. The Area Commissioner is the appropriate person to make this call - it should not be delegated.
- If the application is going forward, a copy of the approval letter from the Provincial Commissioner will also be kept at the Alberta Council office in a secure location, along with the report of the actual offenses as reported by STS. (as per direction from the National Office, March 2015). If the application is not going forward, the report of the actual offences and a copy of the A.1 or a memo of explanation will still be kept at the Alberta Council office.

There is one other phrase that you might see on a STS report, and that is “unable to complete.” This does not necessarily mean that they have a police record. It does mean that the name of the applicant (PMBR) has matched either the birthdate or the name of someone in the RCMP database, and only fingerprints can confirm whether the record actually belongs to the applicant or someone else. In this case:

- The iMIS home notifies the Area Commissioner of the result and gives her the contact information of the applicant.
The applicant should be notified by the Area Commissioner that she will need to go to her local Police or RCMP detachment to complete the check there and they will be fingerprinted (done digitally these days, so clean and fast) as part of that process. This notification can be done by phone or by letter. Do not email this notification (privacy issue).

The applicant should also be given a letter to take with her to verify that she is applying to be a Girl Guide volunteer, and she will therefore be charged a lesser fee.

The applicant needs to understand through her conversation with the Area Commissioner that once the police / RCMP send her the results of their check, she will need to choose whether to share it with the Girl Guide office or Commissioner, or not, as the RCMP will not advise anyone but the applicants themselves of results from these types of checks.

If you have any questions regarding this information, contact the Administrative Manager at the Alberta Council office.

**Police Service & RCMP Checks which are Negative**

In cases where we are using a service other than STS for a PRC, the applicant (PMBR or non-member) would go directly to obtain their police record check from a police service or the RCMP.

The applicant would be given the document by the law enforcement agency that says “unclear,” or whatever terminology that service uses to indicate a negative outcome.

The applicant usually has to additionally request from the police or RCMP another document that lists the details (this isn’t the same for all services, but most have the applicant sign a second consent or declaration, besides the general PRC application).

The applicant can then choose to share that document(s) with her GGC Area Commissioner. The applicant might share it with the District Commissioner or some other Guider, but she certainly doesn’t have to, and they have no authority to approve it – the Area Commissioner needs to do that.

The only reason the Provincial Commissioner would need to see this report is if the Area Commissioner requests assistance, or, if it is done through BackCheck, which follows a different process as previously explained.

The Area Commissioner then signs a copy of the document(s), stating that she is allowing / not allowing this application to proceed, based on GGC policy in the Screening Module. This signed copy of the PRC and the document that lists the charges is retained and will be filed with the applicant’s permanent file, which will eventually end up at the Alberta Council office with the other adult files.

The Area Commissioner then notifies the iMIS home, and the District Commissioner if needed, that the PMBR’s / non-member’s application can proceed.
## D. Forms

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<td>Interprovincial Events - Application Form</td>
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