January 2023

**Performance Improvement Plan – Template #1**

As per Adult Member Support Module 3:

**Steps in delivering a performance improvement plan:**

1. Read and follow all the steps as outlined on page 20 of Module 3
2. Fill out this template following your meeting with the Member, then email a copy to the Member and to on-compliance@girlguides.ca
3. Follow up to ensure actions are complete by deadline
4. Keep this record in your GGC volunteer file until it is resolved.
5. Once resolved send email to on-compliance@girlguides.ca to close the file and destroy your records.

**Performance Improvement Plan**

Member’s name: xxxxxx Date of Meeting: xxxxxx

 Date PIP sent to Member: xxxxxx

ACL Name: xxxxxx

Names of others present at this meeting: xxxxxx

Type of issue – please use Code of Conduct for reference (check all that apply):

[ ]  Behaviour that is contrary to our Code of Conduct

 Specify: Click here to enter text.

[ ]  Dangerous behaviour that puts our girls at risk

 Specify: Click here to enter text.

[ ]  Illegal behaviour

 Specify: Click here to enter text.

[ ]  Administration, e.g. incomplete forms

Specify: Click here to enter text.

[x]  Other

Specify: Parent and Fellow Guider Concerns

State what the issue is and why it is important you follow the proper process:

Unengaging program; Fellow Guider’s ideas not acknowledged or implemented. Parents voiced concerns 2x this year and separate parents voiced concerns 2-3 x last year that most meetings are spent planning and sitting and not doing active games and activities. Other concern voiced by parents was girls inputs are not valued or acknowledged enough. Other concern mentioned was Canada Cord work is done almost every meeting which is not fun nor engaging and is too much to do almost every meeting. Guider concerns that xxxxx is not receptive to new ideas and does not allow implementation of any that are put forth by others.

Adult member’s response (relevant information that surfaced during discussion):

 Unsure how to create a more engaging unit. Does not believe there are any issues within the unit.

Action steps to correct situation:

Xxxxx and I urged the unit to start utilizing Girls First. Not for every meeting but to start introducing it. I offered to assist Guiders in the unit with learning the Girls First Program and extended an offer to come to my home or I go to their home to show them and encouraged they accept.

I mentioned in my email follow up that perhaps Pathfinders can complete some Canada Cord program at home and stated they have 3 years to complete it. Xxxxx and I urged Guiders to scale back how often it is worked on at meetings.

We also spoke briefly about equality amongst Guiders. Whether a Guider has been in the organization for 1 year or 50, we are all equal and no one leader is more ‘powerful’ than another. “Newer” Guiders have so much to offer, new and fresh ideas and are so very valuable to our organization.

I stated I was hopeful that the workload can be shared between all Guiders who attend the unit, with program implementation and activities and also stated that I trust everyone will be treated equally and all ideas put forth will be implemented from any Guider who suggests them.

On the note of program implementation, Xxxx and I suggested allowing the girls to take the lead and stated that Pathfinder and Ranger age thrive when allowed to make their own decisions and participate by their own accord with program they have chosen. We suggested giving them choices for program and letting them choose, with one Pathfinder bringing in the supplies needed and running the whole meeting. Along this line, parent communication is needed. Email parents with what is happening and when, and who is responsible for what the next week.)

It was mentioned that perhaps there could be less writing during meetings by a Guider in attendance. I stated that is a great step towards a more exciting and engaging program and I made a statement that Guiding is not school. I also said we offer an extra curricular activity that should be fun at all times, and if something is missed, do it later. A regimented program is not a fun program.

How change will be measured:

 I will be popping into meetings sporadically to see if change has been implemented. I will also be following up with parents to see if feedback from the girl members has become more positive.

Adult member commits to do:

 Unknown, Guider was not sure what to do differently. I am hopeful the above suggestions will be implemented.

ACL commits to do:

 Keep in touch with the Guiders, attend meetings and follow up with parents.

Deadline to complete these actions and date for follow up discussion:

 Xxxxxxxx