

# Trefoil Guild Liaison

## Position Description

Updated May 29, 2020

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### MISSION

To be a catalyst for girls empowering girls

### PURPOSE

To collaborate with and support Trefoil Guild adult members involved in the Trefoil Guild by liaising with Trefoil Guild members across Ontario and Nunavut, and designated support staff.

### ACCOUNTABILITY

Provincial Council, through Deputy Provincial Commissioner

### RESPONSIBILITIES

- Participates, at the direction of the Deputy Provincial Commissioner, in short and long term planning and objective setting for activities that support the overall Ontario Council goals and plans;
- Maintains current knowledge of issues affecting Trefoil Guild members; establishes feedback mechanisms to understand and evaluate the related needs of Ontario Guiders;
- Establishes a budget within Ontario Council guidelines; in partnership with support staff, monitors budget and resolves variances throughout the cycle;
- Collaborates and coordinates activities with other Advisers where applicable;
- Reports to Deputy Provincial Commissioner, Council and Trefoil Guild members on performance results, issues and specific initiatives;
- Effectively promotes the Trefoil Guild as it relates to Guiding both internally and externally using internal communications, website and speaking on behalf of the province (with Deputy Provincial Commissioner approval) regarding the Trefoil Guild;
- Searches for and selects qualified members for committees within the Trefoil Guild membership and for other provincial initiatives as requested;
- Works with other Advisers to encourage and strengthen Trefoil Guild membership;
- Works with other Advisers to promote relationships between Trefoil Guilds and other Guiding groups (e.g. Units, Administrative Communities);
- Facilitates sharing amongst Trefoil Guilds;
- Develops and maintains a team atmosphere between Trefoil Guilds and support staff.

### QUALIFICATIONS

- A Commitment to and passion to GGC;
- Strong commitment to girls at the centre of the Vision and Mission of GGC;
- Ability to work with a team and to assume a leadership role, when requested;
- Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
- Ability to exercise critical, analytical, and decision-focused skills;
- Ability to solicit, collate and consolidate opinions and feedback;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources.



**TERM**

Three (3) Years

