

Role of Contact Guider:

There are many responsibilities in the Unit Guider's position description and you are not expected to handle everything on your own. You support shared leadership and decision making with other Guiders and girl members.

As **Contact Guider** you have the primary role in ongoing communication on behalf of the unit with parents/guardians, other Guiders in the unit, your Administrative Community, your Unit Administrator and the public to ensure the smooth operation of the unit. In Ontario, information is sent by email as the primary contact method between provincial operations, local Administrative Communities and units.

Best Practices

- Communicate effectively in a friendly manner with girl members, their parents/guardians and the public.
- Ensure regular communication with parents/guardians.
 - In August contact parents of registered girls with important information about unit meetings, including unit start dates.
 - Welcome new girl members into the unit at any time during the Guiding season and provide their parent/guardians with important information about unit meetings.
 - Build in regular communication with families by starting the year off with a parents' meeting and then having regular newsletters, phone calls and/or e-mails throughout the year.
 - Ensure camping and other important opportunities are communicated to girl members and their parents/guardians.
- Maintain contact with other Guiders in the unit and the Administrative Community Leader (ACL) and Unit Administrator (UA).
- Monitor your email regularly.
- Provide an accessible email address to families and Girl Guides of Canada - Ontario Council.
- Respond promptly to information requests from Parents, ACL, UA and other departments.