**Link Liaison (Formerly Link Adviser)**

(This position description is still in draft form – for information purposes only – January 2017)

**Purpose**  
Promote and administer the affairs of Girl Guides of Canada–Guides du Canada according to the policy of the organization and within the terms of reference of Alberta Council specifically for women 18 to 30 years of age.

**Orientation**  
Provided by the Provincial Commissioner, or designate, and / or the previous Link adviser.

**Appointment**  
Using an application process, nominated by the Provincial Commissioner in consultation with the Executive Committee and appointed by the chief commissioner for a term of three years and may be appointed for a further two years following a satisfactory performance review.

**Responsibilities**

1. Maintain communication, process all correspondence, and prepare and submit reports, including an annual report, to Alberta Council by the required dates.

2. Ensure accounting of all funds.

3. Prepare and submit an annual budget to Finance Committee by the required date.

4. Input action plans data into the national operational plan in conjunction with the budgeting process.

5. Make recommendations to Alberta Council, on behalf of Link members.

6. Attend Alberta Council meetings, if requested, reporting as required and co-operating in the work of the council.

7. 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.


9. Process all correspondence, including communication with provincial office, Area Commissioners, national Link adviser, and other provincial Link advisers.

10. Maintain relationships with other members, staff, other committees / groups, and Alberta Council.
11. Maintain communication and / or membership with relevant outside organizations.

12. Authorize travel support for members selected to attend provincially approved events.

13. Participate in performance reviews with Provincial Commissioner, or designate.

14. Participate in *Training and Enrichment for Adult Members (TEAM)*.

15. Register members, promote the program, and liaise between the Link members and Alberta Council.

16. Encourage the involvement and active participation of guiding members 18 to 30 years of age through Link membership and activities.

17. Increase the awareness of Link and encourage and support Link activities.

18. Encourage Link members to participate in trainings.

19. Encourage Link members to apply for provincial, national, and international events.

20. Prepare and distribute a Link e-newsletter a minimum of four times per year.

21. Organize a provincial Link event at least once every three years.

22. Ensure that activities carried out by Link in Alberta, the Northwest Territories and Yukon are consistent with the policies of Girl Guides of Canada–Guides du Canada.

Note: Responsibilities 1 – 14 are standard

Approved by Alberta Council
October 19, 2013