



## **NOMINATING SEARCH COMMITTEE CHAIR ONTARIO COUNCIL POSITION DESCRIPTION**

January 15, 2018 FINAL

1 of 2

### **MISSION**

Girl Guides of Canada—Guides du Canada (GGC) enables girls to be confident, resourceful and courageous, and to make a difference in the world.

### **PURPOSE**

To chair and be an active member of the provincial Nominating Search Committee, whose purpose is to recruit, screen and facilitate the selection process for members of Ontario Council.

### **ACCOUNTABILITY**

Provincial Council, through the Provincial Commissioner

### **RESPONSIBILITIES**

- As Chair of the Provincial Nominating Search Committee:
  - Recruits, orients and mentors members of the Committee;
  - Fosters a co-operative, collaborative, and supportive environment with members of the Committee;
  - Is an active participant in all work and aspects of the Committee;
  - Ensures that the Committee meets on a regular basis and a record of all meetings is maintained; and
  - Identifies any personal learning needs that will enhance her performance as the Chair of the Committee.
- Advises the Provincial Commissioner on all information, issues, challenges and successes related to the work of the Committee within the jurisdiction of Ontario Council;
- Ensures that the annual search for new Council members is carried out in a professional and timely manner so new members can begin their terms at the provincial Annual General Meeting in the spring of each year;
- Works with the National volunteer charged with oversight of the National process for recruitment and selection of a Provincial Commissioner; and
- Ensures that the work of the Nominating Search Committee is carried out independently of Ontario Council, the Provincial Commissioner, and on a confidential basis.



**NOMINATING SEARCH COMMITTEE  
CHAIR  
ONTARIO COUNCIL  
POSITION DESCRIPTION**

January 15, 2018 FINAL

**2 of 2**

**QUALIFICATIONS**

- A commitment to and passion for GGC;
- Knowledge of, and experience with, résumé review, interviewing and candidate determination;
- Have a good understanding of the work of Ontario Council;
- Ability to work with a team and to chair meetings;
- Ability to exercise critical, analytical, and decision focused skills;
- Good organizational skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources; and
- Availability to attend meetings, as scheduled, and through various means, including in-person, teleconference, Skype, etc.

**TERM OF OFFICE**

Three (3) years