

Awards Lead

Purpose

To promote and administer the affairs of Girl Guides of Canada-Guides du Canada (GGC) according to the policy of GGC and within the terms of reference of the awards team. This is an organizational support position on Area Council with voice but no vote.

Accountability

Calgary Area Council through the Membership Adviser

Orientation

Provided by the Area Commissioner and/or the previous awards chair.

General Responsibilities

1. To set a schedule of award application deadlines, advising council and submitting the dates for publication in the area calendar.
2. To ensure that the award applications are processed at the regularly held meetings of the committee.
3. To forward applications for awards, as required, for the Area Commissioner's approval and signature.
4. To forward applications for awards as required to the Alberta Awards Committee.
5. To assist the Area Commissioner with the presentation of awards at the Volunteer Awards Celebration.
6. To ensure that all is in order for presentation of awards at the Volunteer Awards Celebration.
7. To ensure that the committee updates the *Calgary Area Volunteer Awards booklet* as needed.
8. To ensure that information is submitted to GuidePost as needed.
9. To search out and promote awards outside of Guiding for which our members could be nominated.
10. To coordinate the applications for Honorary Life Memberships.

Standard Responsibilities of an Organizational Support Member of Area Council

1. To ensure that activities carried out by the committee are consistent with the policy of Girl Guides of Canada-Guides du Canada.
2. To maintain current knowledge of GGC and of relevant outside organizations.
3. To participate in Training and Enrichment for Adult Members (TEAM).
4. To prepare a monthly report as required and an annual report each year to be forwarded to the Area Commissioner.
5. To be familiar with the terms of reference of the Awards Team and update as necessary.
6. To select committee members, provide orientation, register members and keep information up-to-date in iMIS.
7. To conduct regular meetings of the committee, preparing the agenda and approving the minutes.

