

Deputy Area Commissioner – Calgary Area

Purpose

To support the Area Commissioner in the discharge of her responsibilities, to assume the position in her absence and to carry out additional specifically assigned responsibilities.

Accountability

Area Commissioner / Area Council

Orientation

Provided by out-going Deputy, continuing Deputies (if applicable) and current Area Commissioner.

Term

The Deputy Area Commissioner serves a term concurrent with the term of the Area Commissioner. She may be reappointed by a subsequent Area Commissioner for a maximum total service of three (3) consecutive years.

Responsibilities to Area Commissioner and Area Council

1. Attend regular meetings of the council, assist in agenda preparation.
2. Be aware of developments, special events, etc. within Guiding.
3. Assist with the coordination of council activities, delegating responsibilities and encouraging participation.
4. Accept responsibility as one of the authorized signing officers on the area accounts.
5. Be aware, and assist when required, with the processing of correspondence, reports, etc.
6. Actively participate and be satisfied with accounting of all council funds.
7. Assist with the financial and operational oversight of Area properties.
8. Assist with the completion of required annual compliance document and annual reports.
9. Complete annual asset management of all Area equipment and properties.
10. Assist and support the committee(s) and AC with recruitment: interviews, orientations and recommendations for area council personnel and assist with the support they need to perform their duties.
11. Assist with the performance management for Area adult members when required.
12. Support and share roles and work closely with Area Commissioner team.

Responsibilities to Area Advisers and District Commissioners

1. Be aware of the duties and responsibilities of area committees, approve budgets and expenses.
2. Assist in the recruitment and orientation of District Commissioners and Committee Advisers.
3. Be available to District Commissioners and Committee Advisers for consultation, support and encouragement.
4. Support the AC as she actively keeps Commissioners & Advisers informed of activities and challenges in the area.
5. Support the continuity of administration of any district or committee temporarily without a commissioner or adviser.



Additional Responsibilities

1. Help to ensure all government regulations pertaining to Area activities are adhered to (e.g. Societies Act, AGLC).
2. Help to ensure that all activities within the Area are compliant with Girl Guides of Canada risk management policies/procedures as published in the current issue of Safe Guide, Guiding Essentials and Governance Policies.
3. When possible, participate and attend trainings, workshops and/or conferences provided by Girl Guides.
4. Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws.
5. Be familiar with the Terms of Reference for Calgary Area council and Area committees.
6. To be prepared to assume the role of the Area Commissioner, should the AC not be able to fulfill duties/term.

Qualifications

1. A commitment to and passion for GGC.
2. Strong commitment to girl engagement and empowerment.
3. Strong and effective team player with ability to assume a leadership role.
4. Ability to separate personal interests from the discussion and to respond in the best interests of the membership.
5. Exercise critical, analytical, and decision-focused skills.
6. Strong communication, listening and interpersonal skills.