

Please make sure you carefully review the Position Description, Terms of Reference (where applicable) and the General Expectations for Alberta Council Positions before you make the decision to apply.

Application Form for the following positions:

- Committee Adviser
- Position on an Alberta Council Committee
- Position on Alberta Council

Position Applying for: _____

Personal Information

Name: _____

iMIS # (if applicable): _____

Contact information

Daytime Phone #:		Evening Phone #:	
Email:			

When is the best time to contact you: Day Evening Anytime

Volunteer Experience (if applicable, attach a current iMIS profile – available from iMIS home)

Please provide details regarding any relevant experience gained from outside of GGC, as well as experience not shown on your iMIS profile.

Please include the name of the organization, dates, the position, and a brief description of your responsibilities.

VOLUNTEER POSITION	ORGANIZATION	RESPONSIBILITIES	DATES

Skills/Experience

List your skills/experience as related to the position: (e.g. leadership/management, communication, financial, public relations, risk management, property management, etc.).

Give a brief description of how you obtained this experience.

Education, certification, and continuous professional development

Please summarize your education, certification, and continuous professional development. (e.g. seminars, workshops, certificates, courses, formal education, etc.)

Additional Information: (Awards etc.)

Please provide a list of awards earned outside of Guiding.

Application Questions

1. What personal attributes (skills/interests) would make you a strong candidate for this role? In what areas would you need support? _____
2. Why are you applying for this position? _____

General Expectations for Alberta Council Positions

- Access and respond to communications, including emails, within 48 hours of receipt.
- Attend Alberta Council meetings on invitation and report to Alberta Council and the Alberta Council coordinator, as required.
- Meet deadlines. Advise Alberta Council Coordinator or PC Team, as appropriate, when unable to meet deadlines.
- Stay current with the Alberta Council Manual and other policies. Update internal processes as required.
- Prepare an annual workplan that aligns with the national and Alberta Council strategic plans.
- Advisers:
 - Communicate on a regular basis with area advisers and the appropriate Alberta Council Coordinator.
 - Hold committee meetings a minimum of two times a year.
 - Mentor committee members as required.
 - Solicit, approve, and submit articles to Blue-Print, ANY_GuideNews and the Alberta Council website, maintaining current website postings.
 - Attend team meetings following Alberta Council meetings.
 - Manage and oversee the annual budget, ensuring event coordinators (where applicable) are aware of the budget and remain within budget.

If interviewed for this position, two references, not related to you, may be contacted. One of these references should be within Guiding and all references should have knowledge of your qualifications and your capacity to perform the role. Please list these references below.

Reference Name	Contact Information	In what capacity known? For how long?
	Email:	
	Home:	
	Work:	
	Email:	
	Home:	
	Work:	

I have read the applicable Position Description, Committee Terms of Reference (where applicable) and the General Expectations for Alberta Council Positions (above) and I can meet the expectations of this position.

Signature of Applicant: _____ iMIS Number: _____
 If iMIS number is included, a signature is not required if this form is submitted by e-mail.

E-mail your completed application or direct questions to: any-nominations@girlguides.ca

[Please indicate *Application for ROLE* in the subject line]