



Contract Process for Girl Guides of Canada, Alberta Council

Effective **July 1, 2015** the following process is in place for all contracts within the jurisdiction of Alberta Council.

Contracts are to be forwarded via email to the following addresses dependent on your location:

North Areas – The email address contracts.north@albertagirlguides.com will serve Aurora Adventures Area, Edmonton Area, Michener Area, Peace River Area, Tamarac Area and Woodsmoke Area.

South Areas – The email address contracts.south@albertagirlguides.com will serve Calgary Area, Chinook Area, Cypress Hills Area, Parkland Area and Prairie Rose Area.

If the contract requires an original signature on an **original document** (and please verify that this is necessary) then please mail to the Alberta Council Office, **attn: Contracts**, and it will be dealt with from there. The address is available on our website.

- **Please allow a minimum of two weeks for the contracts to be signed and returned to you.** We appreciate having as much time as possible to review your contract so sending in earlier than two weeks is great!
- When sending your contract please be sure to **put your name, unit #, district and area in your subject line** such as: Contract for Susie Spark, 1st Vermillion Sparks, The Best District, Even Better Area. This will allow us to organize our files easily and access your file quickly.
- All contracts submitted must be **completely filled out** or they will be returned.
- When contracts are signed, they will be returned to the requestor with a cc to the Area Commissioner.
- As the contract signers will be varying their times of doing it, you are unable to correspond directly with them for the purpose of contracts. You must go through the above noted email addresses.
- Please be aware that it is **NOT** an option for you to sign your own contract because you want to get it done or you left it too late. Guiders who sign their own contracts are putting themselves and our organization at risk. This will result in performance management discussions.
- Some contracts require National approval and those include International Tour/Travel Contracts. These contracts should be forwarded directly to the contracts.north@albertagirlguides.com email for review and to be forwarded on to national by the Provincial Commissioner or her designate.
- Any questions can be sent to your respective contract email or you can consult with your Area Commissioner.

This page contains information from *Guiding Essentials* which will help with your understanding of contracts.

Contracts (Borrowing and Indebtedness)

When it is necessary to enter into a contract for professional or commercial services (for example, rental of camp equipment, boats, canoes, cars, professional guides or instructors, architects, contractors, office equipment, etc.), the contract must be approved by the Board of Directors or the Provincial Council as delegated in the Policy on Levels of Indebtedness Relating to Non-Real Property. Units may not enter into any lease or loan contract.

Contracts (Short-Term for the Use of Third Party Facilities)

As an organization, GGC deals with many short-term contracts. These contracts are generally for things like:

- The use of meeting space
- Cookie selling at malls
- Third party activities such as horseback riding
- Contracts for the rental of GGC property to a third party.

To manage these contracts, the Provincial Commissioners have been designated as Contract Signers. They can sign on behalf of GGC. The PC can also delegate the signing of short-term contracts to a small number of others. To manage the potential liability for these contracts if they are not properly reviewed and understood before being signed, GGC requires Contract Signers to be:

- Trained to look for specific types of clauses that can potentially cause issues.
- Listed in iMIS under 'Positions' as a Contract Signer, so that they are aware of whose signature may appear on a contract.

The Provincial Commissioner is responsible for ensuring the Contract Signers are trained. She must review her roster of Contract Signers and update it annually.

Within GGC, the term 'short-term' refers to contracts of less than one year. Contract Signers can sign these types of contracts.

Examples of facilities that use short-term contracts are:

- schools
- malls
- camps
- churches
- community centres
- third party service providers for activities

Electronic Contracts

The designated contract signer may receive an electronic contract that does not require a signature, just a name. These contracts are handled as follows:

In these electronic agreements there is usually a 'tick box' that must be ticked to agree to comply with the conditions for use of the space. These conditions must be sent to the Guiders of the unit using the space.

- a) If the conditions are provided as a PDF, save the file to forward to Unit Guiders. If it is in HTML, copy the information and save as Word document to forward.
- b) In a cover email explain that Guiders must review and follow the conditions.