

## Awards Lead

### **PURPOSE**

To promote and administer recognition and awards for Alberta Council, including Alberta, Northwest Territories and Yukon.

### **ACCUNTABILITY**

Alberta Council through the Alberta Council Membership Adviser

### **RESPONSIBILITIES**

1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Set a schedule of award application deadlines annually, advising the Alberta Council Membership Adviser and submitting the dates, via the Alberta Council Membership Adviser, for publication in Blue-Print and GuidePost.
3. Conduct Awards Committee meetings within a reasonable time after the deadline dates.
4. Send award application forms to the Provincial Commissioner, via the Alberta Council office, and advise the appropriate area awards committee of the decision.
5. Maintain the Alberta Council Awards Booklet and Awards webpage.
6. Manage the Awards budget. Ensure accounting of all funds.
7. Provide support, on-going communication and guidance to area membership advisers / awards committees.
8. Submit articles for the Blue-Print as required.
9. Keep current on national awards and the guidelines for the Alberta Council awards as established by Alberta Council.
10. Maintain contact with the national awards committee.

### **EXPECTATIONS AS A MEMBER OF MEMBERSHIP COMMITTEE**

1. To be a member of the Alberta Council Membership committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To submit regular reports to the Alberta Council Membership committee.
3. To submit an annual report and budget to the Alberta Council Membership Adviser by the required date.
4. To attend Alberta Council meetings on invitation and to report as required.
5. To participate in TEAM (Training and Enrichment of Adult Members).

### **QUALIFICATIONS**

1. A commitment to and passion for GGC.
2. A passion for recognizing the efforts of Guiding members.
3. Good organizational skills.

### **TERM**

This is a committee activity. There is no term.

Approved by Council  
(C.18.11.38)