

Link Liaison

PURPOSE

To promote and support Link membership for women 18 to 30 years of age within Alberta Council.

ACCOUNTABILITY

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. Encourage the involvement and active participation of guiding members 18 to 30 years of age through Link membership and activities.
3. Increase the awareness of Link and encourage and support Link activities.
4. Encourage Link members to apply for provincial, national, and international events.
5. Encourage Link members to participate in trainings.
6. Promote the program and liaise between the Link members and Alberta Council.
7. Prepare and distribute a Link e-newsletter a minimum of four times per year. Involve the Membership Adviser, PR & Communications Adviser and Provincial Operations Team Lead as per Alberta Council publication guidelines. Collaborate with Alberta Council Office staff to verify links to registration forms and website pages.
8. Organize an Alberta Council sponsored Link event at least once every three years.
9. Process all correspondence, including communication with the Alberta Council office, Area Commissioners, national Link Adviser, and other provincial link advisers.
10. Ensure that activities carried out by Link in Alberta, the Northwest Territories and Yukon are consistent with the policies of Girl Guides of Canada.
11. Make recommendations to Alberta Council, on behalf of Link members.
12. Ensure accounting of all funds.
13. Solicit, approve, and submit Link articles to Blue-Print, GuidePost, and the Alberta Girl Guide website, maintaining current website posting.
14. Maintain relationships with other members, staff, other committees / groups, and Alberta Council.
15. Maintain communication and / or membership with relevant outside organizations.
16. Authorize travel support for members selected to attend provincially approved events.
17. Maintain current knowledge of the guiding programs; Guiding Essentials - Standards at a Glance; and activities of the organization and ensure members are kept informed of

current developments within the organization and of external issues and trends related to the work of the 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).