

Area Awards Adviser Job Description

1. PURPOSE

- To promote and provide appropriate recognition and awards for youth and Guiders within the area.

2. QUALIFICATIONS

- A member of Guiding who understands and values the Vision and Mission of Girl Guides of Canada–Guides du Canada and has current knowledge of Guiding.
- Enthusiastic, organized and has strong communication skills.

3. MEMBERSHIP

- Nominated by a member of the area, chosen by selection and appointed by the area commissioner for a term of three years.
- Serves as chairwoman of the area awards committee.
- Attends area council meetings.

4. RESPONSIBILITIES

- Promotes and encourages adult awards and recognition, both formal and informal, for service to Guiding.
- Promotes area, provincial and national bursaries, grants and scholarships available for adult and youth members. Advises members to use the provincial awards website for information about BC opportunities and the national website for national opportunities. Advises members how to access information about area opportunities.
- Provides assistance with the application process.
- Circulates and receives applications for area bursaries, grants and scholarships (if applicable). Establishes a committee to review and select recipients.
- Consults with district advisers/commissioners and area commissioner regarding Guiders who may be eligible for recognition or awards.
- Requests a list of members with 45 years or greater service (from area iMIS adviser) who may be due for long service membership pins and/or certificates.
- Receives and reviews applications for awards and recognition which require area, provincial or national approval. Considers whether the application is complete. If it is incomplete she returns it to the submitter for further information. If the award is appropriate and requires area approval

she processes the application. If the award requires provincial or national approval, she forwards it to the provincial awards committee.

- Consults with area council to plan adult/youth awards recognition presentation. Prepare presentation letters for awards including membership service.
- **For area approved awards, forwards A.4 to area iMIS adviser after presentation. For awards requiring provincial or national approval, forwards A.4 to the provincial membership records administrator at the provincial office.**
- Forms an area awards committee as necessary.
- Keeps a record of all awards, bursaries, grants and scholarships awarded annually and reports to area council.
- Additional responsibilities as decided by the area council.