

Awards Liaison

Position Description

February 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Awards Liaison promotes awareness of National and Provincial Girl Guides of Canada Awards relevant to all Members.

ACCOUNTABILITY

Provincial Council through the Deputy Provincial Commissioner

RESPONSIBILITIES

Leadership & Collaboration

- Serves as Chair of the Provincial Awards Committee (where applicable).
- Recruits, orients, and mentors members of the Awards Committee.
- Fosters a cooperative, collaborative, and supportive environment.
- Liaises with, consults, and fosters resource exchanges with other Provincial Advisers.
- Ensures regular meetings of the Award Committee and maintains records of all meetings.
- Prepares and monitors the committee's budget, as applicable.
- Identifies personal learning needs to enhance performance as the Chair.

Award Support

- Explores, investigates, and promotes new and creative ways of promoting, awarding and presenting GGC Awards formally and informally.
- Plans and organizes Award events for girls, youth and Guiders, as requested by the Provincial Council.
- Reviews and evaluates Provincial Award nominations from the membership.
- Reviews and evaluates Provincial Scholarship applications from the membership, as applicable.
- Liaises with Areas/Districts/Communities to support Award nominations for girls, youth and Guiders.
- Ensures Award nominations are accessible to girls, youth, and Guiders by embracing cultural awareness, diversity, inclusivity, and supporting members with special needs.

QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Ability to work both independently and as part of a team.
- Strong teamwork skills and experience chairing meetings.
- Critical thinking, analytical, and decision-making abilities.
- Strong organizational skills.



- Excellent writing, communication, listening, and interpersonal skills, with the ability to communicate effectively through various media.
- Familiarity with Office Suite or a willingness to learn.

EXPECTATIONS

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, programs, and program platform.
- Provide written updates as requested by the Provincial Council.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
 - 2-5 hours/week (variable based on number of awards and time of year; spring is busier).

TERM:

- Minimum of one (1) year commitment (renewable on an annual basis)

