

District Commissioner

Position Description

February 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The District Commissioner supports positive and effective experiences for all members within their District. This role leads and collaborates, providing communication, problem solving and performance management, while ensuring alignment with the organization's strategic priorities. The District Commissioner fosters a culture of inclusivity, mentorship, and collaboration to help GGC thrive in their District, Area and Provincial Council. This role may be effectively carried out through a partnership between two individuals, serving as co-District Commissioners.

ACCOUNTABILITY

Provincial Council, where applicable through the Area Commissioner.

RESPONSIBILITIES

Leadership & Collaboration

- Recommends and approves appropriate unit placements for new Guiders in a timely manner.
- Supports the Guider renewal process by approving position change requests for the next Guiding year.
- Provides support to District leadership as needed.
- Supports efforts to meet membership acquisition and cookie fundraising goals with staff partnerships.
- Ensures all relevant District Committees are established, populated, and effectively supported, where applicable.
- Works as a non-voting member of all District Committees, where applicable

District Management & Support

- Ensures regular meetings of the District Council are held regularly with proper records kept.
- Provides oversight of the District budget in conjunction with the District Treasurer, Area Commissioner or Provincial Treasurer (when no Area Commissioner), ensuring it is managed responsibly and within budget.
 - Submits all reports and required documentation to the Provincial Council by established deadlines.
- Coordinates orientation and training for District Council and Unit Guiders, ensuring they understand and meet the expectations of their roles.
- Coordinates performance management and training for District Council and Unit Guiders to ensure consistent and high-quality experiences for girls and youth.
- Assists with the maintenance of existing relationships with Unit meeting locations and seeks new opportunities to ensure there are meeting spaces for current and new units.



- Actively participate in the planning and forecasting of the District projections for membership targets, opening, merging, splitting, and closing units as required, working with the Member & Unit Support team.

Handling Risks & Issues

- Oversees managing escalations related to performance and other issues.
- Completes follow-up and resolution of Incident Reports, Girl Protection Reports, and investigations as required.
- Completes follow-up with Guiders who are nearing due for Police Records Check completion.

Engaging with Members & the Community

- Coordinates activities of the District, such as Guiding gatherings, girl and youth-focused events, and award ceremonies, delegating responsibility and encouraging participation.
- Ensures attendance at trade shows, exhibitions, and other community promotional opportunities, working with the Member Growth staff team.
- Ensures the submission of GGC Award nominations for the District Council.

Fostering a Girl-Centered, Inclusive, & High-Performance Culture

- Ensures Guiding is accessible to all by increasing awareness, understanding, and acceptance of members with special needs and embracing cultural diversity and inclusivity.
- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all members.
- Helps create awareness and understanding of cultural diversity and inclusivity within Guiding.

Other Responsibilities

- Completes other duties as assigned by the Provincial Council and/or Area Commissioner.

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 critical thinking, analytical, and decision-making skills.
- Experience leading and facilitating meetings, encouraging input from others, and managing challenging conversations.
- Excellent organizational skills to manage tasks and priorities effectively.
- Good writing, communication, and listening skills with the ability to communicate clearly through various media.
- Familiarity with Office Suite or willingness to learn and adapt to new technology.

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, and programs.
- Act in the best interests of the entire Provincial Council, not personal or regional interests.
- Contribute to the growth and success of Guiding within the District, Area and/or Provincial Council.
- Keep open communication with the Area Commissioner, District Commissioner Representative, and/or Provincial Council about important issues.
- Prepare for and actively participate in all meetings by reviewing materials, seeking clarification as needed, and making decisions that align with GGC's best interests.



- Time Commitment:
 - 5-10 hours/week (variable based on size of district and time of year; spring and fall are busiest).

TERM:

- Three (3) year term, with option of renewal

