

District Representative

Position Description

June 2025

MISSION

To be a catalyst for girls empowering girls

PURPOSE

District Representatives are the liaisons between District Commissioners and Provincial Council. They hold a voting position on the Provincial Council as representatives for Districts in the zone where they live. The District Representatives foster a culture of inclusivity, communication, and collaboration to help GGC thrive in their zone and Provincial Council.

RESPONSIBILITIES

- Serves as a member of the Provincial Council, representing the districts in their respective zone
- Assists with recruitment for District Council positions.
- Provides support to District leadership as needed.
- Keep the Districts in their zone informed of Provincial developments, activities, special events.
- Assists with managing escalations related to performance and other issues.
- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all.
- Supports initiatives that increase awareness, understanding, and acceptance of diverse members within the organization.
- Completes other duties as assigned by the Provincial Council.

QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada and its mission.
- Ability to work both independently and as part of a team.
- Skills in gathering input and representation
- Ability to prioritize the best interests of the membership and GGC as a whole, separating personal interests from the discussion.
- Strong critical thinking, analytical, and decision-making skills.
- 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 district interests.
- Contribute to the growth and success of Guiding within the Districts and Provincial Council.
- Participate fully in all Provincial Council discussions and activities.
- Keep open communication with the Provincial Council and Executive Committee
- 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.
- Collaborate with other Council members to ensure effective management of Guiding in the province.

TIME COMMITMENT

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

TERM

Three (3) year term, with option of renewal