

# Nominating & Search Committee Chair

## Position Description

January 17, 2025

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### **VISION**

A better world, by girls

### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

The Chair of the Provincial Nominating & Search Committee provides leadership to the Committee, guiding the recruitment and selection processes for Provincial Council members. This role ensures that recruitment efforts align with GGC's talent strategy, adhere to professional standards, and maintain confidentiality and impartiality in decision-making.

### **ACCOUNTABILITY**

Provincial Council through the Provincial Commissioner

### **RESPONSIBILITIES**

#### **Leadership & Collaboration**

- Serves as Chair of the Provincial Council Nominating & Search Committee.
- Recruits, orients, and mentors members of the Committee.
- Fosters a cooperative, collaborative, and supportive environment.
- Identifies learning needs to enhance performance as Chair and for the Nominating & Search Committee.
- Advises the Provincial Commissioner on issues, challenges, and successes related to the Committee's work.
- Ensures the committee meets regularly and maintains records of all meetings.
- Monitors and supports the effective functioning of the committee throughout the recruitment process.
- Facilitates discussions and fosters consensus-based decision-making in a collaborative environment.

#### **Recruitment & Selection**

- Plans and advertises for the recruitment of qualified candidates for the Provincial Council.
- Leads the annual search process to ensure new Council members are in place.
- Collaborates with the committee to interview candidates, check references, and develop a slate of qualified candidates.
- Partners with the Director of Provincial Operations for the recruitment and selection of Provincial Commissioners and Deputy Provincial Commissioners, in alignment with GGC's talent strategy.

#### **Ethics & Integrity**

- Ensures committee members avoid situations where there could be a perception of bias and conflict of interest, seeking advice from the Director of Provincial Operations when necessary.



- Ensures the work of the Nominating & Search Committee is carried out independently, confidentially, and free of undue influence from Provincial Council or the Provincial Commissioner.
- Uses the Provincial Nominating & Search Committee resource document for position descriptions and recruitment timelines.

### **Other Responsibilities**

- Completes other duties as assigned by the Provincial Council.

### **QUALIFICATIONS**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Knowledge of, and experience with candidate recruitment, resume review, screening and interviewing, and candidate evaluation.
- A thorough understanding of the respective Provincial Council, its structure, and the role it fills.
- Experience with recruitment and selection processes, including an understanding of diversity and inclusion practices in candidate evaluation.
- Ability to chair meetings, facilitate discussions, and make decisions in a fair, unbiased manner.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent writing, communication, listening, and interpersonal skills with the ability to communicate effectively across various media.
- Familiarity with Office Suite or willingness to learn.
- Ability to identify potential conflicts of interest to handle sensitive information with discretion and integrity.

### **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.
- Ensures Guiding is accessible to girls, youth and Guiders by increasing awareness, understanding, and acceptance of members with special needs, embracing cultural awareness, diversity and inclusivity in all areas of recruitment and selection.
- Time Commitment:
  - 3-5 hours/week (variable depending on Council positions available and number of qualified candidates)

### **TERM:**

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

