

DIRECTOR, PROVINCIAL OPERATIONS ROLES AND RESPONSIBILITIES

MISSION

Girl Guides of Canada-Guides du Canada (GGC) is a catalyst for girls empowering girls.

PURPOSE

To oversee the implementation and delivery of Guiding within provincial jurisdictions and to co-chair the Operations Committee.

ACCOUNTABILITY

Vice-Chair

RESPONSIBILITIES

The Director of Provincial Operations will:

1. Mentor and provides guidance, advice, and counsel to Provincial Commissioners in the discharge of their responsibilities for provincial operations as the senior leaders of provincial council jurisdictions;
2. Sit on Council of Provincial Commissioners (CPC) in order to understand and facilitate a linkage between governance and operational issues
3. Ensure each Provincial Commissioner/Council has established an action plan to deliver on its accountabilities for strategies to meet the priorities of the GGC Strategic Plan;
4. Ensures full integration of operations as per the strategic plan, in collaboration with the Chief Operating Officer (COO) (staff);
5. Co-chair the Operations Committee with the Chief Operating Officer (COO) (staff);
6. Develop annual performance objectives based on GGC's Strategic Plan and the accountabilities for Provincial Commissioners, in consultation with the Board Chair and Vice-Chair and the Provincial Commissioners; establishes individual performance objectives with each Provincial Commissioner; and on an annual basis, reviews the Provincial Commissioner's performance against established objectives;
7. Participate in the succession planning, recruitment, and election process for Provincial Commissioners and the election or selection process for Deputy Provincial Commissioners;
8. Support and mentor Provincial Commissioners on matters of membership compliance with governance policies and operational procedures, including Safe Guide, Adult Member Support Procedures, Girl Protection, Guiding Essentials, etc., in consultation with in-house legal counsel as required.
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10. Facilitate professional development for Provincial Commissioners;
11. Facilitate with the co-chair, professional development for the Operations Committee; and
12. Develop and deliver on annual performance objectives for the Director of Provincial Operations as approved by the Chief Commissioner.

REQUIREMENTS FOR POSITION

The Director of Provincial Operations will:

- Be a Member with leadership experience at the provincial council level
- Have additional leadership experience in community or professional activities as an asset

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- Have extensive knowledge of GGC culture and operations
- Have operational management skills
- Have experience in strategic visioning, innovation, risk mitigation and critical issues management, and financial oversight
- Have knowledge of and experience using current editions of Guiding Essentials, Safe Guide, Adult Member Support Procedures and other Guiding resource documents and publications

The Director of Provincial Operations will demonstrate:

- Understanding and appreciation of issues in the context of nationwide Guiding
- Understanding and support for GGC's governance model of *member led-staff managed*
- Commitment to the Vision, Mission, Values, Principles, and strategic priorities of the organization
- Excellent leadership and team building aptitude, with strong interpersonal and communication skills
- Commitment to the nationwide context of Guiding
- Proven ability in facilitation and chairing, with an ability to navigate difficult issues
- Ability to multi-task
- Successful communication and interpersonal skills
- Human resources management and conflict resolution

APPOINTMENT PROCESS:

Operations Committee will be consulted on full slate of possible candidates; decision authority is Vice-Chair:

1. Advertisement for applications.
2. Applicants screened by Nominating Committee.
3. Candidates presented to Vice-Chair for confirmation of suitability.
4. Nominating Committee requests confidential feedback/input from Operations Committee to inform Vice-Chair decision-making.
5. Vice-Chair decision and appointment.

TERM OF OFFICE

Three (3) years