

# Area Camp Chair

## New Brunswick/Prince Edward Island

### Position Description

Updated June 2021

---

#### **MISSION**

To be a catalyst for girls empowering girls

#### **PURPOSE**

Lead and support the Area Camp Properties Management Committee in all activities relating to the operations of the Camp Properties.

#### **ACCOUNTABILITY**

Area Council, Camp Committee.

#### **RESPONSIBILITIES**

- Plan and chair committee meetings and conference calls for the Area Camp Properties Management Committee.
- Provide advice, consultation and support to Area Camp Properties Management Committee members, as required.
- On a timely basis, keep Area Camp Properties Management Committee advised of all issues and concerns that arise.
- Ensure the duties of the Area Camp Property Oversight Specialist are performed in a timely manner.
- Receive regular reports from, and keep current on, the work of Camp Maintenance personnel.
- Ensure properties are maintained, repaired, and renovated according to Government Regulations and Girl Guides of Canada ByLaws and Policies.
- Ensure remedial actions, as identified, are addressed.
- Ensure Camp 5 Year Business Plan and Budget are maintained and submit to the Provincial Finance and Audit Committee annually.
- Attend Provincial Camp Properties Management meetings, submit reports accordingly, and bring forward suggestions and proposals.
- Inform Provincial Commissioner for any property related emergency situations.
- Ensure an inventory of all equipment, belonging to GGC, is maintained on file at the Guide Office.
- Create and submit articles, on a regular basis, for inclusion on the Camp Properties page of the Provincial website and comply with Brand / media copyright laws.
- Ensure Camp financial record keeping follows GGC Policies.
- Submit an Annual Report and reviewed Financial Statement to the Area Council(s) and the Nova Scotia Provincial Council as required.
- Provide orientation to members for the Area Camp Properties Management Committee.
- Ensure that planned activities are aligned with GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.
- Comply with the Fundamental Principles for all Committees.

#### **TERM**

Three (3) Years

