

# Area Commissioner

## New Brunswick/Prince Edward Island

### Position Description

Updated June 2021

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **PURPOSE**

To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of their Guiding Area. The Area Commissioner is the leader of her Area and Chair of her Area Council. She provides leadership and, in her role on the Provincial Council, has input into decisions that support the implementation of policies and programs at the Provincial level of the organization

#### **ACCOUNTABILITY**

Provincial Commissioner and Area Council

#### **RESPONSIBILITIES**

To Provincial Council:

- To act in the best interests of the Provincial Council as a whole rather than a particular area or personal interests;
- Attend Provincial Council meetings, representing your Area and acting as liaison between the two.
- Cooperate and participate in the work of the Provincial Council;
- Report to Provincial Council, including the submission of all area council minutes, annual reports, annual reviewed / audited financial statements and other documentation, such as the Annual Compliance Report, as required;
- Ensure all government regulations pertaining to area activities are adhered to;
- Ensure that all activities within the area are compliant with Girl Guides of Canada risk management policies and procedures as published in the current issue of Safe Guide, Guiding Essentials and Governance Policies;
- To keep the Provincial Commissioner aware of Area concerns;
- Participate in the TEAM (Training Enrichment for Adult Members) program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations;
- Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws; and,
- Be familiar with the Terms of Reference of your area council and other area support committees.

To Area Council:

- Conduct regular meetings of the council including supervising/preparing/approving agenda and minutes for each meeting;
- Coordinate activities of the council, delegating responsibilities and encouraging participation;
- Keep the council informed of developments, activities special events, etc. within the Area and Guiding as a whole;
- Be responsible for council planning, both long and short term;
- Ensure satisfactory accounting of all council funds and preparation of yearly Area budget;
- Accept responsibility as one of the authorized signing officers on all area accounts;



- Ensure all district accounts are reviewed in accordance with national financial requirements;
- Ensure the proper maintenance of all council records - financial, personnel, minutes, and correspondence;
- Ensure the efficient processing of correspondence, reports, personnel forms, etc.;
- Submit the annual compliance document, annual reports and a reviewed/audited financial statement to Provincial Council;
- To ensure all deadlines set by the Provincial Council and Area are met;
- Recruit, interview and recommend for appointment all area council personnel, including her successor, in consultation with the Provincial Commissioner;
- Be available to District Commissioners and all Area council to provide orientation, consultation, support and encouragement they need to perform their duties;
- Oversee performance management of adult members with the Area;
- Organize new district councils as required;
- Ensure continuity of administration of any district temporarily without a commissioner;
- Where staff is employed, provide operational support and administer sound policies, both personal and financial;
- Be an ex-officio member of all area committees;
- Establish and maintain good relationships with the community, particularly with religious, educational, service and youth organizations. Serve as spokesperson for Guiding in your area;
- Maintain an inventory of major pieces of equipment held in the area; and,
- Oversight of property management including facilities and leases, as applicable.

## **QUALIFICATIONS**

- A commitment to and passion for GGC;
- Ability to work with a team, to assume a leadership role and to chair meetings;
- Strong commitment to girl engagement and empowerment;
- Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
- Ability to exercise critical, analytical, and decision-focused skills; and,
- Good communication, listening, and interpersonal skills with ability to communicate effectively.

## **TERM**

Three (3) Years

## **NAMING DEPUTIES**

Please Note: Before naming a Deputy Commissioner, please consult with the Provincial Commissioner. This is not a matter of permission just a discussion of pros and cons.

