

Area Training Adviser

New Brunswick/Prince Edward Island

Position Description

Updated June 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To coordinate and promote training activities within their Area.

ACCOUNTABILITY

Area Council and Provincial Training Adviser

RESPONSIBILITIES

- Liaise between Area Council and Provincial Training Adviser.
- Promote Area and Provincial Training Events.
- Assist in the coordination of Area / District Trainings.
- Maintain knowledge on current GGC Training requirements and prerequisites.
- Promote and encourage Area members to participate adult development learning opportunities that will improve their experience as volunteers and enhance the program.
- Review Area member training records and assess the needs of the Area members on a continuous basis and advise Provincial Training Adviser of adult development learning needs in the Area.
- Submitting training recognition updates to iMIS.
- Respond to communications in a timely manner.
- Participate in conference calls and Area Advisory Network Conferences.
- Provide the Provincial Training Adviser with an annual report.
- Attend Area Council meetings and provide on going updates for Training activities.
- Ensure that planned activities are aligned with the GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.
- Comply with the “Fundamental Principles for All Committees” document

TERM

Three (3) Years

