

# Risk & Compliance Adviser, Provincial Council

## Position Description

Updated August 2021

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### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To identify and mitigate exposure to risks that threaten the Provincial Council's ability to accomplish the Mission of GGC in accordance with the risk management practices of GGC's Risk Management Strategy.

### **ACCOUNTABILITY**

Provincial Council

### **RESPONSIBILITIES**

- A member of the Provincial Council;
- Identify areas of risk exposure for business processes, properties, human resources and Member management;
- Ensure adherence to GGC processes for reporting on risk issues, including appropriate documentation;
- Establish plans to address identified risks and exposures with Council and Council Committees;
- Inform Council of current issues, trends, and concerns in the areas in risk management and compliance;
- Educate Council and Council Committees on issues of risk, how to develop a plan to mitigate risk, including accountability for compliance with the established risk mitigation plan;
- Ensure risk mitigation resources are current and easily accessible to provincial membership;
- Assist the Provincial Council in the collection, narration, and completion of the annual Provincial Compliance documentation;
- May provide additional advice, to the Provincial Council/Provincial Commissioner, on matters of interpretation and compliance with Safe Guide, insurance, contracts, membership management, staffing, etc.;
- Develop and arrange publication of information on risk management through provincial methods of membership communication (newsletter, social media, website, etc.);
- Prepare and manage the budget for provincial risk and compliance operations;
- Provide oversight and direction to the Provincial Safe Guide Adviser; and
- Perform other related duties as assigned.

### **EXPECTATIONS AS A MEMBER OF PROVINCIAL COUNCIL**

- To act in the best interests of the Council as a whole rather than a particular location or personal interests;
- To contribute to the advancement of Guiding within the Provincial Council jurisdiction;



- To participate fully as a member of the Provincial Council on all matters under discussion;
- To maintain close communication with the Provincial Commissioner and Executive Committee to inform them of issues of importance as they arise;
- To prepare for and participate in all meetings by reading all pre-meeting documents, seeking clarification on an issue as needed, making decisions in the best interest of GGC, and respecting the Council's decision making processes and majority decision;
- To work collaboratively with all council members to ensure best management and stewardship of Guiding within the provincial jurisdiction; and,
- To participate on any Provincial Council review or assessment processes.

### **QUALIFICATIONS**

- Previous experience in assessing and mitigating situations of risk;
- Experience in critically analyzing liability documents;
- Experience in developing solution focused options for issues of risk and liability;
- Ability to exercise critical, analytical, and decision focused skills;
- Strong leadership skills;
- Strong communication, listening, and interpersonal skills with ability to communicate effectively via multiple media sources; and,
- Knowledge of GGC policy and procedures is an asset.

### **TERM**

Three (3) years

