

# Trefoil Adviser, Provincial Council

## Position Description

Update August 2021

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### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To collaborate with and support adult Members involved in the Trefoil Guild by liaising with Trefoil Guild members across New Brunswick and Prince Edward Island and the Member Services Representative.

### **ACCOUNTABILITY**

Member Services Representative

### **RESPONSIBILITIES**

The Provincial Trefoil Guild Liaison:

1. Supports and keeps Trefoil Guild members engaged in the GGC Mission and Vision by:
  - Promoting Trefoil Guild activities, initiatives, publications and events.
  - Providing information to Trefoil Guild members regarding the province-wide initiatives of GGC and advising of opportunities available to Trefoil Guild members to continue to contribute to GGC.
2. Works in close collaboration with the Provincial Member Services Rep. to:
  - Research, advise, and inform regarding Trefoil Guild engagement strategies, issues and related activities.
  - Advise, contribute and compile content from Trefoil Guilds and as per province-wide initiatives, for the semi-annual Trefoil Guild News newsletter.
  - Monitor, update and maintain Trefoil Guild communications and promotional media.

### **QUALIFICATIONS**

- Commitment to GGC's Mission and Vision
- Commitment to maintaining the positive image of GGC
- Experience as a Trefoil Guild member
- Ability to effectively engage and support Trefoil Guild members
- Good communication skills and ability to build and maintain strong relations within GGC
- Ability to work independently and as part of a team
- Strong interpersonal, leadership and facilitation skills
- Strong communication skills – oral, written, email and teleconference
- Good time management skills – ability to prioritize, be creative and take initiative
- Proven ability to respond in a timely manner to the Department and others, as required
- Previous experience as a committee chair would be an asset

### **TERM**

Three (3) years

