

Elected Member- Properties, Provincial Council

Position Description

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To work with Area and Provincial Commissioners to oversee properties, according to National Standards.

- To provide a safe, clean, equipped property to deliver the camping program to Members of Girl Guides of Canada.
- To work in partnership with Provincial Council, Area/District Commissioners and Property Site Managers to achieve the benchmarks for their property.
- To ensure all legislative requirements as they relate to the property are complied with.
- To ensure that all ways of work defined by Girl Guides of Canada, Newfoundland and Labrador Council are adhered to as they relate to the operation of the properties.

ACCOUNTABILITY

Provincial Council

RESPONSIBILITIES

- Participate, at the direction of the Provincial Commissioner, in short- and long-term planning that supports Provincial Council goals and plans.
- Maintain current knowledge of all issues affecting all properties.
- Receive and monitor budgets; in partnership with each individual District/Area Commissioner and Property Site Manager to resolve variances.
- Collaborate and coordinate any improvement or services with Area/District Commissioners and Property Site Managers.
- Report to the Provincial Commissioner and Provincial Council on all performance results, issues and challenges for the overall property initiatives.
- Maintain annual contact with relevant insurance company.
- On-going consultation with Area/District Commissioner and Property Site Manager during property improvements or services.
- Fundraising: Review FR-1 forms and submit to appropriate level for approval for all properties, prior to start of any fundraising initiatives. Any fundraising exceeding \$1,000 goes to Provincial Office for approval.



- Submit an annual report of usage and improvement for each individual property.
- Submit an annual financial report on each property for National Compliance report.
- Keep current on National Property Improvement Guidelines

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

- A commitment to and passion for GGC;
- Ability to work with a team and to assume a leadership role, when requested;
- 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;
- Good communication, listening, and interpersonal skills with ability to communicate effectively via various media sources; and,
- Availability to attend meetings, as scheduled, and through various means, including in-person, teleconference, skype, etc.

TERM

Three (3) years