

Trefoil Liaison

Position Description

January 17, 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Trefoil Liaison fosters engagement and connection among Trefoil Guild members by promoting the spirit of Guiding, facilitating communication, and supporting Guild activities. This role champions the contributions of Trefoil Guild members, ensuring they are informed, engaged, and empowered to support Guiding initiatives. This role serves as a bridge between Trefoil members and Provincial Council, advocating for their needs and ideas while promoting Trefoil Guild membership and activities.

ACCOUNTABILITY

Provincial Council through the Adult Experience Coordinator

RESPONSIBILITIES

Leadership & Communication

- Ensures the spirit of Guiding remains strong and vibrant among Trefoil Guild members.
- Coordinates communication to and from Trefoil Guilds within the province.
- Actively participates in Trefoil Liaison meetings as scheduled.
- Represents the Provincial Council at the National Trefoil Guild Gathering.
- Maintains regular communication with Trefoil Guild members, keeping them informed about relevant events and information.
- Ensures Guiding is accessible to girls, youth, and Guiders by increasing awareness, understanding, and acceptance of members with special needs, embracing cultural awareness, diversity, and inclusivity in all programming.

Trefoil Guild Engagement & Development

- Promotes recruitment opportunities for Trefoil Guild membership and supports the formation of new Guilds.
- Advises potential Guilds and Lone Guild members on registration procedures.
- Champions the engagement of Trefoil Guild members in supporting Unit Guiders and girl and youth-facing programming.
- Encourages Guild members to follow proper administrative and financial policies, directing them to GGC resources as needed.
- Facilitates the development of consistent publication of a Provincial Trefoil Guild newsletter (where applicable) and the monthly Trefoil Guild Guidepost submission.

Administrative Responsibilities



- Collects and compiles information on Trefoil Guild activities for submission to the National Trefoil Guild Liaison.
- Maintains a budget for scholarship opportunities (where applicable).
- Ensures Trefoil Guilds with GGC Unified Banking accounts adhere to financial reporting procedures.
- Assists Trefoil Guild Leads with membership year pin distribution processes (where applicable).
- Ensures the Provincial Council Trefoil Guild Facebook group is administered effectively (where applicable).

Other Responsibilities

- Completes other duties as assigned by the Provincial Council.

QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Enthusiasm for increasing and encouraging Trefoil Guild membership.
- Current knowledge and understanding of the Trefoil Guild program and its objectives.
- Strong organizational skills to manage multiple priorities effectively.
- Excellent writing, communication, listening, and interpersonal skills, with the ability to engage effectively across various media.
- Familiarity with Office Suite or a willingness to learn.

EXPECTATIONS

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Provide written updates as requested by the Provincial Council.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
 - 2-5 hours/week (variable based on Provincial Council size).

TERM:

- Minimum of one (1) year commitment (renewable on an annual basis)

