

Newfoundland and Labrador Council
PROVINCIAL PROGRAM COMMITTEE
Job Description

EXPECTATIONS

Provincial Program Committee advises on the delivery and implementation of program skills for girl and adult Members. The Provincial Program Committee works as a team in direct collaboration with the Provincial Program Lead on communications and issues related to the delivery and implementation of program activities and other initiatives.

RESPONSIBILITIES

- Solicit feedback from District and Area levels and work with Provincial Program Lead to make program initiatives successful.
- Work within the Committee and with Program Lead to publicize program opportunities for girl and adult Members.
- Mentor, inform and offer practical support to the District and Area levels in its endeavor to promote program activities consistent with policies of GGC.
- Promote and provide information on activities such as national service projects, program activities, and program trainings.
- Directly communicate with Committee as required.
- Maintain current knowledge of the Guiding Programs, Guiding Essentials, Safe Guide and activities of the organization. Ensure District and Area Commissioners are kept informed of current issues regarding program.
- Participate and/or support all programs at all levels of Guiding.
- Participate in teleconferences and attend meetings as required.
- Make recommendations to Provincial Program Lead on behalf of District and Area members.
- Be familiar with Provincial Office procedures pertinent to the operation of the Program Committee.
- Assist with coordinating long range planning to discuss with Provincial Program Lead.
- Assist with coordinating Unit, District or Area program events as needed.
- Work within Districts and Areas to familiarize with locations available for program events.
- Support Committee members.
- Be in direct contact with assigned Units, Districts, District and Area Commissioners.

PERFORMANCE EXPECTATIONS

- Committee members are required to provide notification of absence to the Provincial Program Lead as soon as the inability to attend meetings is known.
- Read all relevant material in advance of each meeting and consider the implications of these findings on all levels and locations of GGC.
- Identify potential external trends that may have an impact on GGC's plans and activities.
- Publicly support and promote GGC activities.
- Make informed recommendations in the best interest of GGC.
- Support Program Committee to communicate with one voice.
- Promote and support National and Provincial fund-raising initiatives.
- Be familiar with the current strategic plan of GGC.
- Review the amount of programming offered through the engagement of girls using age related tools.

REQUIREMENTS FOR POSITION

- Experience in, knowledge of, and a passion for program and activities.
- Completion of Safe Guide.
- Knowledge of all levels of program.
- Ability to work both independently and with a team.
- Strong oral, written and comprehensive skills.
- Computer skills... Windows (common Microsoft applications).
- Ability to communicate effectively.
- Responding to District, Area Members and others in a timely and responsible manner.
- Good organizational skills.
- Ability to organize and chair meetings and solicit views, opinions and advise.
- The Committee meets annually at the Committees' Conference.

TERM OF POSITION

The term of office will be for three years.

REPORT TO

Provincial Program Lead