



Newfoundland and Labrador Council
PROVINCIAL TRAINING COMMITTEE
Job Description

EXPECTATIONS

Provincial Training Committee advises on the delivery and implementation of training skills for girl and adult members. The Provincial Training Committee works as a provincial team in direct collaboration with the Provincial Training Chair on communications and issues related to the delivery and implementation of training, Safe Guide activities and other initiatives.

RESPONSIBILITIES

- Solicit feedback from district and area levels and work with Provincial Training Chair to make training initiatives successful.
- Work within the Committee and Training Chair to publicize training opportunities for girl and adult members.
- Mentors, informs and offers practical support to the district and area levels in its endeavor to promote training and safe guide activities consistent with policies of GGC.
- Promote special activities such as training events, conference, activities or events that relate to training.
- Directly communicate with Committee as required.
- Liaise with the Safe Guide Committee.
- Promote and provide information on training events and initiatives for members.
- 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 training.
- Participate and/or support all trainings at all levels of Guiding.
- Participate in teleconferences and attend meetings as required.
- Make recommendations to Provincial Training Chair on behalf of district and area members.
- Be familiar with Provincial Office procedures pertinent to the operation of the Training Committee.
- Assist in Coordinating long range planning to discuss with Provincial Training Chair.
- Assist in coordinating unit, district or area trainings as needed.
- Work within districts and areas to familiarize with locations available for trainings.
- Support Committee members.
- Be in direct contact to assigned units, districts, District and Area Commissioners.

PERFORMANCE EXPECTATIONS

- Committee members are required to provide notification of absence to the Provincial Training Chair 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 Training 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 training activities.
- Completion of Safe Guide.
- Familiarity with the Assessors role and responsibilities is an asset.
- Knowledge of the TEAM 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 Training Committee meets annually at the Committees' Conference.

TERM OF POSITION

The term of office will be for one year with the possibility of an extension for two more years.

REPORT TO

Provincial Training Chair