



## **MISSION**

Girl Guides of Canada-Guides du Canada (GGC) enables girls to be confident, resourceful, and courageous, and to make a difference in the world.

## **PURPOSE**

To identify and mitigate exposure to risks that threaten the Provincial Council's ability to accomplish the Mission of Girl Guides of Canada-Guides du Canada in accordance with the risk management practices of GGC's Risk Management Strategy.

## **ACCOUNTABILITY**

Provincial Council

## **RESPONSIBILITIES:**

- A member of the Provincial Council,
- Identify areas of risk exposure for business processes, properties, human resources and member management,
- Ensure adherence to GGC processes for reporting on risk issues, including appropriate documentation,
- Establish plans to address identified risks and exposures with Council and Council Committees,
- Inform Council of current issues, trends, and concerns in the areas in risk management and compliance,
- Educate Council and Council Committees on issues of risk, how to develop a plan to mitigate risk, including accountability for compliance with the established risk mitigation plan,
- Ensure risk mitigation resources are current and easily accessible to provincial membership,
- Assist the Provincial Council in the collection, narration, and completion of the annual Provincial Compliance documentation,
- May provide additional advice, to the Provincial Council/Provincial Commissioner, on matters of interpretation and compliance with Safe Guide, insurance, contracts, membership management, staffing, etc.,
- Develop and arrange publication of information on risk management through provincial methods of membership communication (newsletter, social media, website, etc.),
- Prepares and manages the budget for provincial risk and compliance operations,
- Provides oversight and direction to the Provincial Safe Guide Adviser,
- Other related duties as assigned.

## **QUALIFICATIONS:**

- Previous experience in assessing and mitigating situations of risk,
- Experience in critically analyzing liability documents,
- Experience in developing solution focused options for issues of risk and liability,
- Ability to exercise critical, analytical, and decision focused skills,
- Strong leadership skills,
- Strong communication, listening, and interpersonal skills with ability to communicate effectively via multiple media sources,
- Knowledge of GGC policy and procedures is an asset.

## **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,
- To participate on any Provincial Council review or assessment processes,
- To identify any personal learning needs that will enhance performance as a member of the Council.

**TERM OF OFFICE**

Three (3) years