

Area Camp Chair

Nova Scotia

Position Description

Updated June 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

Lead and support the Area Camp Properties Management Committee in all activities relating to the operations of the Camp Properties.

ACCOUNTABILITY

Area Council, Camp Committee.

RESPONSIBILITIES

- Plan and chair committee meetings and conference calls for the Area Camp Properties Management Committee.
- Provide advice, consultation, and support to Area Camp Properties Management Committee members, as required.
- On a timely basis, keep Area Camp Properties Management Committee advised of all issues and concerns that arise.
- Ensure the duties of the Area Camp Property Oversight Specialist are performed in a timely manner.
- Receive regular reports from, and keep current on, the work of Camp Maintenance personnel.
- Ensure properties are maintained, repaired, and renovated according to Government Regulations and Girl Guides of Canada Bylaws and Policies.
- Ensure remedial actions, as identified, are addressed.
- Ensure Camp 5 Year Business Plan and Budget are maintained and submit to the Provincial Finance and Audit Committee annually.
- Attend Provincial Camp Properties Management meetings, submit reports accordingly, and bring forward suggestions and proposals.
- Inform Provincial Commissioner for any property related emergency situations.
- Ensure an inventory of all equipment, belonging to GGC, is maintained on file at the Guide Office.
- Create and submit articles, on a regular basis, for inclusion on the Camp Properties page of the Provincial website and comply with Brand / media copyright laws.
- Ensure Camp financial record keeping follows GGC Policies.
- Submit an Annual Report and reviewed Financial Statement to the Area Council(s) and the Nova Scotia Provincial Council as required.
- Provide orientation to members for the Area Camp Properties Management Committee.
- Ensure that planned activities are aligned with GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.
- Comply with the Fundamental Principles for all Committees.

TERM

Three (3) Years

