

# Deputy Provincial Commissioner

## Position Description

Jan 2021

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### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To support the Provincial Commissioner in the discharge of her responsibilities and to assume the position of Provincial Commissioner in the absence of the Provincial Commissioner and to carry out specifically assigned responsibilities.

### **ACCOUNTABILITY**

Provincial Commissioner/Provincial Council

### **RESPONSIBILITIES**

The Deputy Provincial Commissioner (DPC):

1. May be a signing officer of the Provincial Council;
2. Assumes the role of Provincial Commissioner when requested or when required pursuant to governance policy 01-29-01;
3. Is oriented to her role and responsibilities by the Provincial Commissioner;
4. Serves on the Executive Committee (if applicable); and,
5. May be assigned special tasks or other Council projects or committee assignments as directed by the Council/Provincial Commissioner.

### **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; and,
- To participate on any Provincial Council review or assessment processes.

### **NS Specific:**

- Develop and monitor the DPC budget and approve and sign expense claims as appropriate;
- Liaise with the Area Commissioners to support, champion and advise on issues and directives that provide key messages;
- Provide written updates for each Provincial Council meeting and an annual report as requested;
- Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office;
- Maintains and monitors, at least 3 times weekly, the respective Provincial email and respond in a



timely manner;

- When creating and executing Provincial events, adhere to event timeline;
- Complies with all Provincial Processes.

## **QUALIFICATIONS**

- A commitment to and passion for GGC;
- Strong commitment to girl engagement and empowerment;
- Ability to work with a team and to assume a leadership role, when requested;
- Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
- Ability to exercise critical, analytical, and decision-focused skills; and
- Good communication, listening, and interpersonal skills with ability to communicate effectively.

## **TERM •**

Three (3) years

- The Deputy Provincial Commissioner serves a term concurrent with the term of the Provincial Commissioner. She may be reappointed by a subsequent Provincial Commissioner for a maximum total service of three (3) consecutive years