

Link Liaison

Position Description

Jan 2021

MISSION

To be a catalyst for girls empowering girls

Purpose

To collaborate with Link members and the provincial Member Services Advisory to support provincial level strategies, initiatives and activities that enable young women in Guiding, including Rangers, bridging Members, and Link members to become and remain active adult members.

Accountability

Member Services Representative.

Responsibilities

The Provincial Link Liaison:

1. Supports and keeps Link members engaged in GGC Mission and Vision.
2. Facilitates the advancement of ideas and recommendations initiated by/from Link and Ranger members to the provincial Member Service Rep.
3. Connects with provincial Link members as may be required to fulfill any of the work.
4. Champions Link membership within the organization and to the public.
5. Works in close collaboration with the Member Services Rep to:
 - a. Research and advise on Link-related matters, as needed.
 - b. Develop and implement initiatives to support Rangers and bridging members to become adult members.
 - c. Monitor, update, and maintain national Link communications and promotional material, including the bi-annual *Link Connections* newsletter, webpage, national Link email account and Link activity survey.
6. Communicate key messages to young women in Guiding (Rangers, bridging Members, Link and others) via provincial GGC publications and social networking tools, including but not limited to GuidePost, Facebook, Twitter, and other social media.



NS SPECIFIC:

- Develop and monitor the Advisory budget and approve and sign expense claims as appropriate;
- Liaise with the Link members for support and champion and advise on Link related issues and directives that provide key messages;
- Actively participate in Member Services Forum meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.
- Provide written updates for each Provincial Council meeting and an annual report to the Member Services Rep.;
- 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.

Requirements for the position

- Commitment to GGC's Mission and Vision
- Commitment to maintaining the positive image of GGC
- Demonstrated innovation and energy to motivate others.
- Ability to proactively research and enhance existing knowledge of GGC and its resources.
- Ability to work independently and as part of a team.
- Strong interpersonal, leadership and facilitation skills.
- Strong communication skills - oral, written, email, teleconference and social media.
- Good time management skills - ability to prioritize, be creative and take initiative.
- Proven ability to respond in a timely manner to the department and others, as required.
- Must be a member of Link.

Term of position

- Three (3) years
- Approximately 5-7 hours per week will be required. The position may require travel to the National Office.

