

NOMINATIONS & SEARCH - PROVINCIAL LEVEL VOLUNTEERS PROCESS Nova Scotia

Guiding in Nova Scotia is lead by a group of elected volunteers in various Provincial Committees which include the Provincial Council, Provincial Advisory Committees, Teams and Task Groups. The activities of the NS Provincial Council, Provincial Advisory Committees / Teams, Task Groups and the Area Councils are determined by the Girl Guides of Canada - Guides du Canada Guiding Essentials, Bylaws and Strategic Plan.

Volunteers who wish to serve in these positions submit their names for consideration through the Nominations and Search process. The term for volunteer positions at the provincial level is outlined in the ByLaws. The Term of the Task Group will be determined by the timeline required to execute the responsibilities as approved.

To assist in the recruitment process, NS has developed the Nominations & Search function (under Member Services) focusing on the following objectives:

- All Nova Scotia Guiders will know how to find out what provincial-level positions are available.
- Descriptions of available positions will be comprehensive enough to give a realistic snapshot of the responsibilities but will be written to attract potential applicants not scare them!
- Guiders from throughout the province will be encouraged to apply for provincial positions.
- Nova Scotia Guiders can be confident that provincial-level vacancies will be filled according to consistent, open, confidential and fair practices matching required skills for positions.

The Nominations & Search Process applies to vacancies for Council Members, Provincial Teams and Task Groups. The Leads of Council Committees, Provincial Teams and Task Groups will then review applicants and carry out the selection process for membership on the respective Teams and Task Groups.

Selection of an Area Commissioner will be done through collaboration between the Area Council and the Deputy PC Area Support and PC.

Council Leads
<ul style="list-style-type: none">• Advises Office Manager of vacancy in Provincial Level position.• Advises of any key changes in existing Position Description<ul style="list-style-type: none">○ If there are major changes in the responsibilities of this role, the Position Description is to be revised (as per the Terms of Reference and Position Description Process).○ Recruitment will be held until updated Terms of Reference and Position Description are completed.• Requests web ad be posted & provide closing date for receipt of applications

Office Manager- Provincial Recruitment / Search Process
<ul style="list-style-type: none">• Updates Provincial Committees Directory of vacancy and advises IMIS of position end date of member.• Office Manager prepares web ad and email advertising of vacancy and forwards to the Council Leads for review and approval (if requested).• Coordinates posting to the GGC website under Join Us- Volunteer Opportunities- appropriate category via the Customer Service Representative.• Forwards advertisement to GGC NS Social Media.• Under special circumstances coordinates a mass email advertising the vacancy to all NS Adult, Ranger and Link members

Office Manager- Provincial Application Process

- Receives all applications from volunteers wishing to be considered for Provincial level Positions.
- Verifies applicant is member in good standing of the organization.
- Depending on the vacancy being filled the application and IMIS Profile of the applicant is sent to:
 - Area Commissioner applications -> Deputy PC- Area Support
 - Youth Related Teams & Task Groups Leads-> Elected Member- Youth
 - Council Leads -> Provincial Commissioner
 - Advisory Committee Members, Team and Task Group Leads -> Advisory Committee Lead as appropriate.
 - Team and Task Group Members -> Team and Task Group Lead, cc respective Council Lead.
- Maintains application for one year.

Selection Process

Provincial Council positions.

Provincial Commissioner

- Reviews application and IMIS profile
- Contacts Applicant(s) for an interview (uses Sample Interview Guide as a reference if desired).
- Contacts applicants' references.
- If applicable, consults with the Provincial Commissioner.
- Offers position to successful candidate
- Contacts unsuccessful candidates to advise of decision
- Forwards all copies of interview notes to Office Manager for filing and advises of the successful candidate.
- Sends short bio to Office Manager so she can send out an introduction e-mail as appropriate.
- Notify Provincial IMIS coordinator for member profile updating.

Advisory Committee Members, Team and or Task Group Leads.

Council Leads or delegate

The Advisory Committee Lead:

- Reviews application and IMIS profile
- Contacts Applicant(s) for an interview (uses Sample Interview Guide as a reference if desired).
- Contacts Applicant's references (Please contact your respective Deputy PC for Reference Interview Form).
- In consultation with the Deputy Provincial Commissioner determines successful candidate
- Offers position to successful candidate
- Contacts unsuccessful candidates to advise of decision
- Forwards all copies of interview notes to Office Manager for filing and advises of the successful candidate.
- Sends short bio to Office Manager so she can send out an introduction e-mail as appropriate.
- Notify Provincial IMIS coordinator for member profile updating.