

## **TERMS of REFERENCE and POSITION DESCRIPTION PROCESS Nova Scotia**

Guiding in Nova Scotia is lead by a group of volunteers in various Provincial Committees which include the Provincial Council and Provincial Advisory Committees. These Committees and Councils operate under specific Terms of Reference with Position Descriptions for all members of these committees.

While Governance is under the Provincial Commissioners' portfolio, it is the responsibility of the Deputy Provincial Commissioner – Partnerships, Strategic Planning & Change Mgmt to review Terms of Reference, Purpose Statements and Position Descriptions for new Provincial Committees, Task Groups and Teams for the Provincial Commissioner's consideration.

Additionally, Provincial Council Leads are responsible to periodically review existing Terms of Reference and Position Descriptions, as they relate to their specific Advisory Committee, and bring forth suggestion as needed

### **NEW Provincial Advisory Committees, Teams and Task Groups**

<b>Deputy Provincial Commissioner</b>
<ul style="list-style-type: none"><li>• Under the direction of the Provincial Commissioner and working with the respective Council Lead:<ul style="list-style-type: none"><li>○ Coordinates the creation of the Terms of Reference for the new Advisory Committee, Team or Task Group roles</li><li>○ Coordinates the creation of the Position Descriptions for all roles for the Advisory Committee, Team or Task group.</li></ul></li><li>• Reviews the Terms of Reference and Position Descriptions with the Provincial Commissioner, revising as needed.</li></ul>
<b>Provincial Commissioner</b>
<ul style="list-style-type: none"><li>• Reviews the Terms of Reference and Position Descriptions with the Deputy Provincial Commissioner, revising as needed.</li><li>• Reviews the Terms of Reference and Position Descriptions with the Office Manager for impact to potential office procedures and staffing.</li><li>• Once revision(s) have been accepted forwards to Office Manager for formatting and distribution</li></ul>
<b>Office Manager</b>
<ul style="list-style-type: none"><li>• Formats Terms of References and or Position descriptions.</li><li>• Distributes to Council for review and discussion, revises as determined.</li><li>• Coordinates posting of the Terms of Reference and Position Descriptions to the NS GGC website- Provincial Committee Responsibilities page once finalized.</li></ul>