

Provincial Properties MGMT Committee: CAMP PROPERTY CHAIR

Properties: Camp Cumberland, Camp Hardwood Lake, Camp Kanada, Camp Lewis Lake, Camp WoHeLo

Updated June 2021, revised June 2025

MISSION

To be a catalyst for girls empowering girls

PURPOSE

Lead and support the respective Provincial Camp Properties Management Committee in all activities relating to the operations of the Camp Property(s).

ACCOUNTABILITY

Provincial Council via Elected Member: Property Management.

RESPONSIBILITIES

- Plan and chair committee meetings and conference calls for the respective Camp Properties Committee.
- Provide orientation to members for the respective Camp Properties Management Committee.
- Provide advice, consultation, and support to the respective Camp Properties Committee members, as required.
- On a timely basis, keep the Elected Member: Property Management advised of all issues and concerns that arise.
- Ensure the duties of the respective Camp Property Oversight Specialist are performed in a timely manner.
- Receive regular reports from the Camp Maintenance Team Lead and Improvement Team Lead.
- 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 Elected Member: Property Management and Provincial Finance and Audit Committee annually.
- Attend Provincial Camp Properties Management meetings, submit reports accordingly, and bring forward suggestions and proposals.
- Inform Elected Member: Property Management for any property related emergency situations.
- Ensure an inventory of all equipment, belonging to GGC, is maintained on file.
- Working with the Provincial Camp Properties Management PR & Projects Lead 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 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

Girl Guides of Canada - Nova Scotia Council

Position Description

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The term of office will be as outlined by the By-laws of Girl Guides of Canada.