

Girl Guides of Canada - Nova Scotia Council

Provincial Properties MGMT Committee

Terms of Reference / Position Description

July 23, 2025

Mission

To be a catalyst for girls empowering girls.

Accountable to:

NS Provincial Council, via respective Council member.

Responsibilities

- Over see the management of the NS properties including camps and the Provincial Office.
- Support the NS Camp Chairs as it relates to their respective duties.
- Support the Oversight Support Lead ensuring that the GGC and Provincial Government requirements are adhered to.
- Oversee the centralized financial administration for the camps ensuring accurate record keeping and reporting.
- Support the Camp Oversight Support Lead ensuring that the GGC and Provincial Government requirements are adhered to.
- Support the PR & Projects Lead to:
 - Promote camps via the GGC social media and internal communications.
 - Support the respective Maintenance and Improvement Team Lead.
 - Source external rental opportunities.
- 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"

Composition

Provincial Properties MGMT Committee (9 ppl)

- Chair & secretary – Elected Member of Council,
- Camp Chairs (4-5),
- Treasurer (1),
- Oversight Support Lead (1),
- PR & Projects (1)

Camp Property Committee: (5-6 ppl)

- Chair / Co-Chair,
- Secretary,
- Camp Oversight Lead(s),
- Projects Team Lead(s)- 1-2 people based on camp size & needs:
 - Maintenance Team Lead - 1 person responsible to work with the Care Taker and camp volunteers to execute ongoing maintenance needs.
 - Improvements Team Lead- 1 person responsible to source vendors / contractors for larger improvement projects for committee review.

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