

Risk & Compliance Coordinator, Provincial Council

Position Description

Established March 10, 2016

Revised and Endorsed by Operations Committee March 2, 2018

MISSION

Girl Guides of Canada-Guides du Canada (GGC) enables girls to be confident, resourceful and courageous, and to make a difference in the world.

PURPOSE

To identify and mitigate exposure to risks that threaten the Provincial Council's ability to accomplish the Mission of GGC in accordance with the risk management practices of GGC's Risk Management Strategy.

ACCOUNTABILITY

Provincial Council

RESPONSIBILITIES

- A member of the Provincial Council;
- Identify areas of risk exposure for business processes, properties, human resources and Member management;
- Ensure adherence to GGC processes for reporting on risk issues, including appropriate documentation;
- Establish plans to address identified risks and exposures with Council and Council Committees;
- Inform Council of current issues, trends, and concerns in the areas in risk management and compliance;
- Educate Council and Council Committees on issues of risk, how to develop a plan to mitigate risk, including accountability for compliance with the established risk mitigation plan;
- Ensure risk mitigation resources are current and easily accessible to provincial membership;
- Assist the Provincial Council in the collection, narration, and completion of the annual Provincial Compliance documentation;
- May provide additional advice, to the Provincial Council/Provincial Commissioner, on matters of interpretation and compliance with Safe Guide, insurance, contracts, membership management, staffing, etc.;
- Develop and arrange publication of information on risk management through provincial methods of membership communication (newsletter, social media, website, etc.);
- Prepare and manage the budget for provincial risk and compliance operations;
- Provide oversight and direction to the Provincial Safe Guide Adviser; and
- Perform other related duties as assigned.



EXPECTATIONS AS A MEMBER OF PROVINCIAL COUNCIL

- To act in the best interests of the Council as a whole rather than a particular location or personal interests;
- To contribute to the advancement of Guiding within the Provincial Council jurisdiction;
- To participate fully as a member of the Provincial Council on all matters under discussion;
- To maintain close communication with the Provincial Commissioner and Executive Committee to inform them of issues of importance as they arise;
- To prepare for and participate in all meetings by reading all pre-meeting documents, seeking clarification on an issue as needed, making decisions in the best interest of GGC, and respecting the Council's decision making processes and majority decision;
- To work collaboratively with all council members to ensure best management and stewardship of Guiding within the provincial jurisdiction; and,
- To participate on any Provincial Council review or assessment processes.

QUALIFICATIONS

- Previous experience in assessing and mitigating situations of risk;
- Experience in critically analyzing liability documents;
- Experience in developing solution focused options for issues of risk and liability;
- Ability to exercise critical, analytical, and decision focused skills;
- Strong leadership skills;
- Strong communication, listening, and interpersonal skills with ability to communicate effectively via multiple media sources; and,
- Knowledge of GGC policy and procedures is an asset.

TERM

Three (3) years

