



SASKATCHEWAN RESET

Addressing challenges and strengthening Guiding in Saskatchewan

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INTRODUCTION

Saskatchewan Girl Guides has evolved and adapted throughout the years, but our Mission remains the same: to be a catalyst for girls empowering girls. Saskatchewan Council has created a plan to address ongoing challenges facing the filling of key leadership roles to ensure we can remain effective as we serve girls, youth and adult members.

It has been increasingly difficult to identify key volunteers to take on leadership roles within the current operational structure of Saskatchewan Girl Guides over the last number of years. Several district, area, and provincial positions consistently remain unfilled. Volunteers willing to take on more are being overstretched, and many are overseeing multiple empty roles alongside the role they actually hold. It is necessary to acknowledge that the volunteer landscape has changed.

After reviewing potential solutions over recent years, it was determined that now is the perfect time to implement a large-scale change to better use our resources.

CURRENT ADMINISTRATIVE STRUCTURE

Saskatchewan has two areas and 18 districts:

Bridging Rivers Area

- Aurora District
- Day Lights District
- Evergreen District
- Morning Lights District
- Northern Points District
- Pasquia Lily District
- Prairie to Pine District
- Stardust District

Southern Horizons Area

- Black Gold District
- Long Lake District
- North by Northwest District
- Parkland Prairie District
- Prairie Heart District
- Prairie Skies District
- Salton District
- Southern Lights District
- SunRidge District

No SK Area

- Northern Pines District



Each Area and District has a Commissioner or two Co-Commissioners, a Treasurer, and usually a Secretary. In addition, there are roles that are not standard across all areas and districts, such as Cookie Coordinator, Event Planner, Awards Lead, Camp Chair, etc. Sixty-three volunteers in administrative roles are required to fill just the three key positions in each area and district.

Each Area Commissioner has a voice and voting seat on Saskatchewan Council. In the case of Co-Commissioners, they each have a voice on Council but share single voting seat. Communication flows from Saskatchewan Council through Area Commissioners to District Commissioners and then to Unit Guiders.

Each administrative level has their own financial accounts and sources of funding. Financial budgets and spending policies vary across each level and across the province. Coverage for things like first aid, travel, camperships, uniforms, subsidies, training, etc. differ depending on a member's location in the province. It has been recognized that funding could be streamlined in a standardized manner across the province, allowing for additional and easier access to funding for all members, units, and Guiders, as well as more equitable support.

THE SASKATCHEWAN RESET PLAN

Saskatchewan Council tasked a working group of Guiders, who represented both areas, as well as urban and rural guiding, to develop the Saskatchewan Reset plan to not only address the current challenges, but also to be more effective, and to strengthen the future of Guiding in Saskatchewan. This plan will see the reset of the administrative structure of Guiding in Saskatchewan: the area level of administration will be removed, and all current areas and districts will be merged and restructured creating nine new districts across the province, based on geographical areas.

When determining the structure and boundaries of the new districts, Saskatchewan Council reviewed current unit and membership numbers in the current areas. The nine new districts were structured with a desire to balance unit and membership numbers and considered future growth, as well as grouped units together that have shared experiences and challenges based on their geographical area. The group also considered potential growth.

The Saskatchewan Reset plan was presented to Provincial Council, Area Commissioners and District Commissioners in January 2025. At that time, motions were made to dissolve the areas effective August 31, 2025, and remove all existing policies and previously made motions. The Saskatchewan Reset plan was ratified by the GGC Board in March 2025. It was noted at that time that motions at the district level were not required for these changes.



NEW ADMINISTRATIVE STRUCTURE

Saskatchewan will have one less level of administration and will see the restructuring of all units into nine new geographically based districts. Each new district will be led by one Commissioner or two Co-Commissioners. In the case of two Co-Commissioners, each would have a voice on Saskatchewan Council and, like current areas, share a single vote to represent the interests of their districts.

In addition to the District Commissioner(s), each new district will have a Treasurer and a Secretary. The description and expectations of these administrative positions will be standardized across the province to ensure that every unit and new district are supported in the same way, no matter where they are located. Each of these positions will have alternating three-year terms to ensure institutional memory during personnel changeovers. Position terms cannot be extended, and Guiders are unable to hold consecutive positions, unless under special circumstances and approved by Saskatchewan Council.

In order to transition effectively to the new administrative structure, initial position terms will be adjusted to ensure a staggered change over in the future. Decisions on staggered terms will be decided for each district with no more than a three-year term initially starting in September 2025 and ending in May 2028.

As with existing districts, each new district will have a council. All Guiders within the district have a voice on council and are invited and welcomed to each meeting. Each unit in the district will hold a single voting seat, to be shared by all Guiders of that unit. Guiders present from the unit must determine who the official voter will be at each meeting. Required quorum for all voting matters is 50%, plus 1, of the number of units within the district. (For example, 12 units would require 7 votes to pass a motion, 26 units would require 14 votes to pass a motion).

New districts will not have any additional positions, but Guiders within the district may take on responsibility for things such as cookies, awards, event committee, etc. These unofficial roles will not be recognized with an extra voice or vote on the district's council and would be held for no longer than three years to allow for fresh perspectives and the ability for new or different Guiders to be a part of the district in this way.

The Best Part . . . new district names will be submitted and voted on by Guiders! All new names will be unique and unrelated to any current areas or districts. Once names are determined, members will also be invited to submit new crest designs in Fall 2025!



NEW DISTRICTS

District 1 - Saskatchewan Northwest

Units south of the Northern Saskatchewan Administrative District, north of Highway 7 and west of Highway 2. This includes Big River, Luseland, Maidstone, Martensville, Prince Albert, Spiritwood, and Warman.

District 2 - Saskatchewan Northeast

Units south of the Northern Saskatchewan Administration District, north of Highway 16 and east of Highway 2. This includes Birch Hills, Melfort, Nipawin, Tisdale, Yorkton

District 3 - Saskatchewan Southwest

Units south of Highway 7 and west of Highway 2. This includes Gravelbourg, Moose Jaw, Riverhurst, Rosetown, and Swift Current

District 4 – Saskatchewan Southeast

Units south of Highway 16 and east of Highway 2. This includes units in Arcola, Bethune, Cupar, Estevan, Indian Head, Lampman, Lumsden, Midale, Stoughton, Strasbourg, Weyburn

District 5 – Saskatoon North

Units along line starting north of Highway 5 (25th Street), west of Hwy 11 (Idylwyld Drive) and north of Highway 14 (22nd street)

District 6 – Saskatoon South

Units along the line starting south of Highway 5 (25th Street), east of Hwy 11 (Idylwyld Drive) and south of Highway 14 (22nd street)

District 7 – Regina North

Units north of a line starting on Dewdney Avenue in the west, down Albert to Victoria Avenue, and along Victoria Avenue until Ring Road, where it swings north and out of the city.

District 8 – Regina South

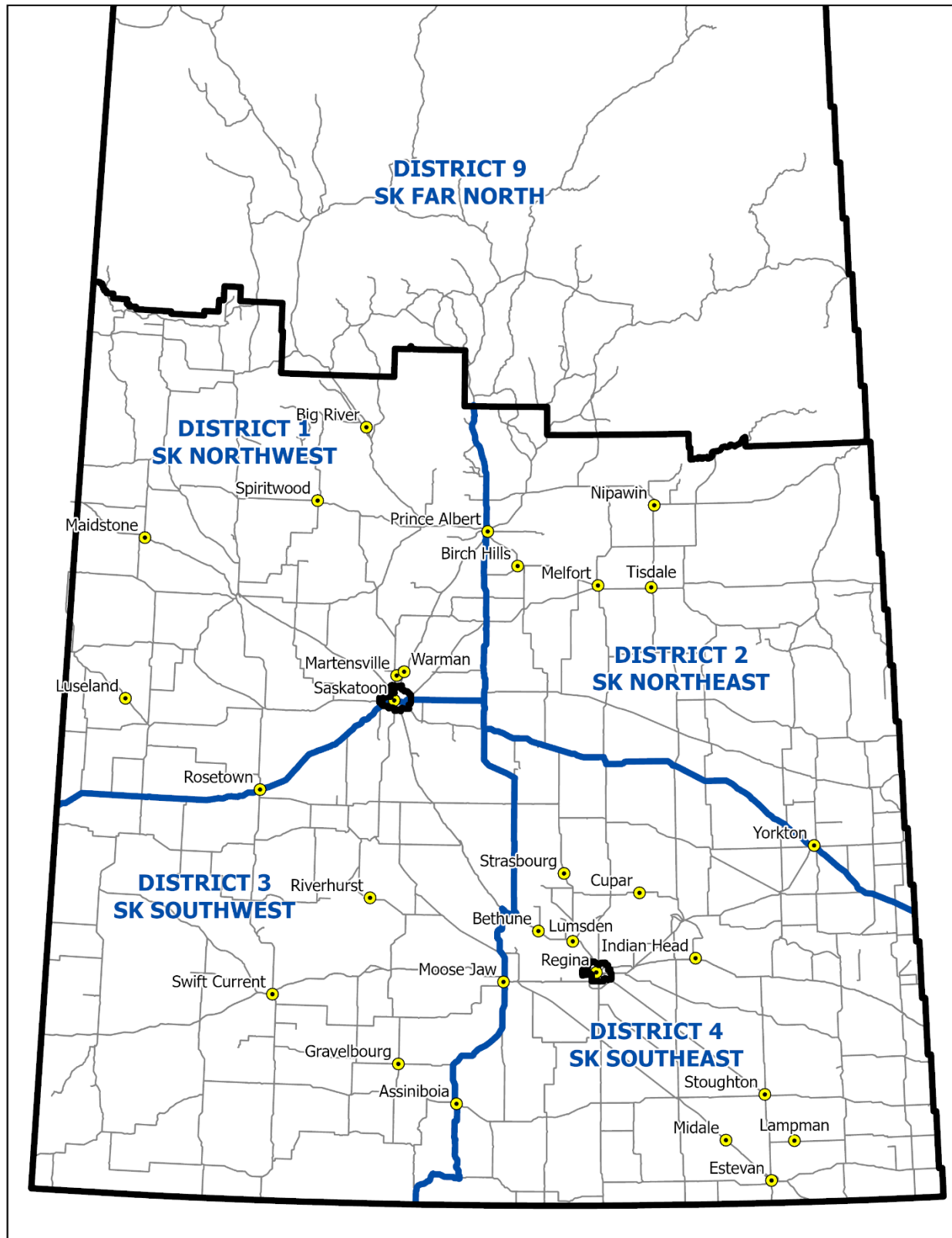
Units south of a line starting on Dewdney Avenue in the west, down Albert to Victoria Avenue, and along Victoria Avenue until Ring Road, where it swings south and out of the city.

District 9 – Saskatchewan Far North

Units in the Northern Saskatchewan Administrative District

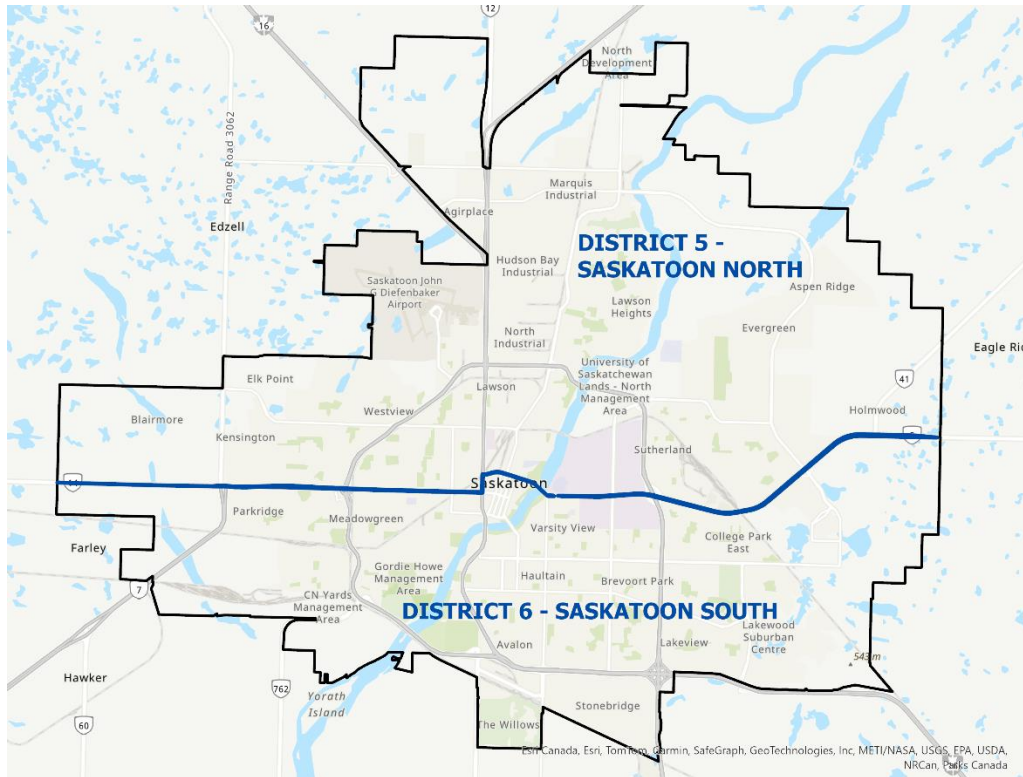


NEW DISTRICTS

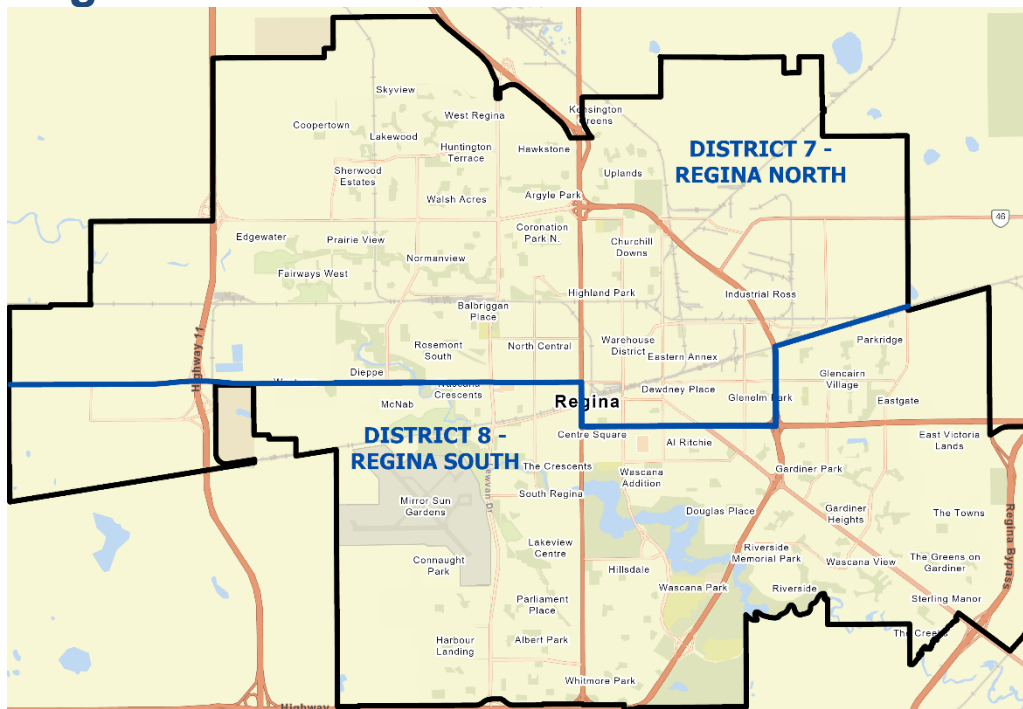


NEW DISTRICTS

Saskatoon



Regina



FINANCES

With the exciting changes happening, plans for finances also had to be included. On January 26, 2025, Saskatchewan Council unanimously passed the following motion: “That Saskatchewan Council dissolve the Bridging Rivers and Southern Horizons Areas and initiate a restructuring of current district boundaries to be effective for the 2025-2026 Guiding year.” Since then, two virtual “town hall” type meetings have been held with the Provincial Council and the District Commissioners.

Current area and district account balances will be transferred in full to Saskatchewan Council in the summer of 2025, to be held in a new restricted fund. The restricted fund will provide standardized and easier access to funding. Funds will be available to members, units, districts, and province, for purposes within the guidelines set in place for the management of the fund.

Each new district will be provided with a standardized and equitable operating balance, with an additional allowance for the rural districts to support the extra travel required. New districts will operate with the renewed understanding that account balances should not exceed this standardized balance amount at the end of each Guiding year, to ensure that we are following GGC and CRA guidelines for charitable organizations. Provincial Council intends to review and amend this operating balance, if needed, based on district feedback as the changes are initiated. Requests to increase the standardized operating balances can be brought to Saskatchewan Council for review. The new District Commissioner(s) will review their account and spending annually.

Like current districts, new district accounts will be set up as Unified Banking accounts. This will keep access and reporting simple for the District Treasurer, allow the District Commissioner(s) to have viewing access any time, purchase cards, and make the transfer between districts and units or members quick and easy!

The Best Part . . . more funds are going directly to units!

With the removal of an administrative level, Saskatchewan Council is able to reallocate more funds directly to units for programming and experiences. The breakdown of these funds will be available after the district budgets are reviewed and provincial budget is finalized.



BENEFITS + IMPACT

Women volunteering in Guider and/or administrative roles are essential for Guiding in Saskatchewan. Saskatchewan Council recognizes the commitment and sacrifices made by the many volunteers in our province. The Saskatchewan Reset plan is a result of the desire to support and utilize the province's amazing volunteers more effectively to continue empowering girls long into the future.

- ✓ Only 36 volunteers are needed for administrative roles, instead of 63! This alone will have an immediate and positive impact on the ability to fill our administrative roles, ensuring that support is available when Guider's need it and alleviating burnout of volunteers serving in senior leadership or extra roles.
- ✓ Fewer volunteers in administrative roles also leaves more volunteers available for committee, programming, and event opportunities.
- ✓ Removing one administrative level will better streamline communication with Guiders and decision-making processes.
- ✓ These changes mean more funds in the hands of units! Cookie profits for units will increase, effective the 2025/26 Guiding year. Final amount increases are being worked out and will be communicated before mid-April.
- ✓ Members, units, and districts will also be able to access the new restricted fund for requests that meet the fund parameters. Standardized guidelines will be in place for these funds and requests can be made without requiring a council meeting or vote, making funds more accessible when needed.
- ✓ Balanced districts with shared community experiences and challenges, providing the opportunity to build new relationships while maintaining existing bonds.

IMPLEMENTATION

The Saskatchewan Reset plan was initially shared with Provincial Council in October 2024 and again in January 2025 in order to initiate motions necessary to restructure. The plan was then ratified by the GGC Board in March 2025.

Saskatchewan Council is now sharing this plan with all adult members so that they can become a part of this exciting and much needed change and implementation process! Due to the limited impact on youth members and families, communication of the change to their administrative district will be completed closer to spring registration.

This plan has been in the process of formulation since summer 2024, with preparatory steps beginning in fall 2024 and full implementation in effect for September 2025.



ANTICIPATED TIMELINE

March 2025

- Saskatchewan Reset plan is communicated to all adult members.
- Submissions accepted for District name suggestions

April 2025

- Adult members submit ideas for new zone names.
- Initiate selection of commissioners/co-commissioners for each new zone (existing ACs/DCs who are willing will be considered for transfer to new roles to ease transition).
- Initiate selection of a volunteer administrator of the restricted fund.

May 2025

- **Adult members vote on district names**
- Selection of commissioners/co-commissioners by end of the month.
- Selection of volunteer administrator of restricted fund by the end of the month
- Finalized list of what costs/tasks are to be standardized and handled at the Provincial level vs. the zone level.

Summer 2025

- Area funds will be transferred in full to Provincial Council to be held in a restricted account for programming, funded units, travel.
- District funds will be transferred in full to Provincial Council.
 - Provincial Council will transfer start-up funds to new zones by province based on membership numbers.
 - Any former District funds above the start-up amounts will be added to the restricted account for programming, funded units, travel

September 2025

- New zones in place and functional.
- Crest contest is held to celebrate new zones.
- District Commissioner/District Treasurer weekend to be held September 19-21 to provide training, networking and support for the new teams.

October 2025

- **Crests Contest winners announced and revealed**

Spring/Summer 2026

- Evaluate District and Provincial budgets and make changes to distribution if needed.

THANK YOU

Thank you for being a part of this process as we work towards strengthening the future of Guiding in Saskatchewan and make necessary changes to address current challenges.



QUESTIONS?

Read through the Guider FAQ's and additional information provided in the next few pages. If your question isn't answered or you would like further information, please contact us at sk-reset@girlguides.ca



GUIDER FAQ

Why is such a large-scale change being made?

The volunteer landscape has changed. Women are more likely to work outside the home and it's common for individuals and families to be involved in a large variety of activities and commitments. Roles are being left unfilled for multiple years and a number of senior volunteers are being overstretched by covering multiple roles at the same time. Recognizing that this has been an ongoing and growing concern over the past several years led to the realization that a large-scale change was necessary to alleviate pressure on volunteers, recognize current volunteer capacity, and balance our membership groupings more efficiently.

Will there be a review of the new administrative and financial structures?

Absolutely! Saskatchewan Council has put together a plan that we feel will work well; however we know that there may be necessary tweaks and modifications required as it's put into practice. We will be addressing pain points and considering feedback during this transitional year and ongoing. A formal review will also take place in a three-year cycle.

What new district am I/my unit a part of?

New district boundaries are geographical areas, described on page 4. A full listing of the new district unit rosters has also been included in this package on pages 12-14.

My unit is no longer grouped with the same units, can we still connect?

Of course! We're excited to see everyone connect with and build relationships with the units and members within their new districts, however you don't need to be in the same district to maintain relationships or continue having experiences together!

Why are area and district funds being moved?

We know that this may be the biggest stressor for many of our adult members. It's important to understand that these funds are not being taken away but rather restructured to actually ease the ability for members and units to access these funds. We also needed to take steps to align our accounts to GGC and CRA guidelines, which means less funds should be sitting dormant in the base district accounts. **No Unit funds are being affected.**

What does standardized finances mean for our district?

Standardizing finances across the province allows us to support all members and units in an equitable way, regardless of where they are located in the province. A thorough expense and revenue analysis is undergoing to understand and address each District's financial needs. For example, a rural District may experience additional travel expenses, or an urban District may have increased storage space rental fees. A number of financial items will now be standard in all districts, set by Saskatchewan Council rather than each district separately. The goal is to ensure we are supporting Guiders and youth members equitably. More details regarding what standardized finances in the new districts will look like have been included on pages 15-16.

How will the new restricted fund be managed and how does it benefit members?

The new restricted provincial funds will be managed by Saskatchewan Council using a set of standardized guidelines to determine spending allocation and will be administrated by a new position (yet to be titled). Guidelines for these funds are being standardized to provide equity for all of our members. In doing so, we are removing administrative barriers and enabling easier access to these funds for members, units, and districts. The restricted funds will be accessible for expenses directly impacting girl programming, engagement, and experiences. For more information on what type of expenses will be eligible and how members can request funding, review page 14.



GUIDER FAQ

Our district or area has shared supplies or equipment, what happens to that now?

Saskatchewan Council is aware that supplies and equipment, such as camping and marketing gear, have been purchased by some districts and areas over the years. All gear purchased with GGC funds are the property of GGC as a national organization. Our hope is that current gear will be openly shared within the new structure. In the case of existing district gear, simply make the gear known to your new district in entirety and accessible to all equally. In the case of areas, the equipment currently on the property booking sites will remain as is. Should disagreement or conflict arise regarding gear at either level, we will work with the impacted parties for the best outcome.

What will happen to existing traditions and memories?

Many areas and districts have existing traditions, such as special awards or events. Although changes are happening and newly modified/adapted traditions will be built, we also want to take steps to keep these types of memories in safe keeping for historical record. We invite each district or area to provide their special award, written record or photos of special events, and copies of unique crests or memory items to be added to our provincial archives.

When will youth members and families be told about the change?

Changing the administrative structure within the province has very little impact on our youth members and their families. This change will be communicated in a simple manner, prior to spring registration.

Who created this plan, and can I provide feedback?

The Saskatchewan Reset plan was put together by a committee of Saskatchewan Council members and involved conversations and feedback from all Saskatchewan Council members, Area and District Commissioners, and representatives from rural and urban areas of the province. Although our plan is detailed and well thought out, we're also aware that we may not have thought of every circumstance or perspective. You are welcome to send any feedback or questions to sk-reset@girlguides.ca. Questions or concerns will be addressed, and feedback will be considered as we transition this upcoming Guiding year and review how this plan is functioning. We plan to highlight frequently asked questions in upcoming Guidepost editions, as well as provide personal responses.

Can I get more information about the volunteer roles for the new districts?

You can read the description of each volunteer position, a list of responsibilities, and the candidate requirements on pages 16-19. Applications for these roles will be accepted this spring and will be communicated in Guidepost.



REVIEWING THE NUMBERS

Current areas

	Girl/Youth Members
Bridging Rivers	1059
Southern Horizons	829

New districts

	Girl/Youth Members
District 1 - Saskatchewan NW	276
District 2 - Saskatchewan NE	170
District 3 - Saskatchewan SW	276
District 4 – Saskatchewan SE	82
District 5 – Saskatoon North	334
District 6 – Saskatoon South	304
District 7 – Regina North	232
District 8 – Regina South	206
District 9 – SK Far North	Currently no Units



NEW DISTRICT ROSTERS

District 1 – Saskatchewan NW

17th Prince Albert Ember Unit
1st Big River Spark/Ember/Guide/Pathfinder Unit
1st Luseland Ember Unit
1st Luseland Spark Unit
1st Maidstone Guide/Pathfinder/Ranger Unit
1st Maidstone Spark/Ember Unit
1st Martensville Ember Unit
1st Martensville Guide Unit
1st Martensville Pathfinder/Ranger Unit
1st Martensville Spark Unit
1st Prince Albert Spark/Ember Unit
1st Red Wing Pathfinder/Ranger Unit
1st Red Wing Trex Unit
1st Spiritwood Spark/Ember/Guide Unit
1st Warman Ember Unit
1st Warman Guide Unit
1st Warman Pathfinder Unit
1st Warman Spark Unit
2nd Luseland Guide/Pathfinder Unit
2nd Prince Albert Spark Unit
8th Prince Albert Guide/Pathfinder Unit

District 2 - Saskatchewan NE

1st Melfort Ember Unit
1st Melfort Guide Unit
1st Melfort Ranger Unit
1st Melfort Spark Unit
1st Nipawin Spark/Ember/Guide/Pathfinder
/Ranger Unit
1st Tisdale Spark/Ember/Guide/Pathfinder
/Ranger Unit
1st Yorkton Ember Unit
1st Yorkton Guide/Pathfinder Unit
1st Yorkton Spark Unit
2nd Birch Hills Spark/Ember/Guide
/Pathfinder /Ranger Unit
2nd Melfort Ember Unit
2nd Melfort Guide Unit
2nd Melfort Pathfinder Unit

District 3 - Saskatchewan SW

17th Moose Jaw Ember Unit
1st Assiniboia Spark/Ember Unit
1st Gravelbourg Spark/Ember/Guide/Pathfinder/Ranger Unit
1st Moose Jaw Guide Unit
1st Moose Jaw Pathfinder Unit
1st Moose Jaw Ranger Unit
1st Moose Jaw Spark Unit
1st Moose Jaw Trex
1st Riverhurst Spark/Ember/Guide/Pathfinder/Ranger Unit
1st Rosetown Spark/Ember/Guide/ Pathfinder/Ranger Unit
1st Swift Current Ember Unit
1st Swift Current Spark Unit
2nd Swift Current Ember Unit
2nd Swift Current Guide Unit
1st Swift Current Guide Unit
1st Swift Current Pathfinder/Ranger Unit

District 4 – Saskatchewan SE

1st Bethune Spark/Ember/Guide Unit
1st Cupar Ember Unit
1st Cupar Guide Unit
1st Cupar Pathfinder Unit
1st Cupar Spark Unit
1st Estevan Ember Unit
1st Estevan Guide Unit
1st Estevan Pathfinder Unit
1st Estevan Ranger Unit
1st Estevan Spark Unit
1st Indian Head Spark/Ember Unit
1st Lampman Spark/Ember/Guide Unit
1st Lumsden Spark/Ember/Guide/Pathfinder/Ranger Unit
1st Midale Spark/Ember/Guide Unit
1st Stoughton Guide/Pathfinder/Ranger Unit
1st Stoughton Spark/Ember Unit
2nd Strasbourg Spark/Ember/Guide/Pathfinder Unit



NEW DISTRICT ROSTERS

District 5 – Saskatoon North

17th Saskatoon Guide Unit
17th Saskatoon Pathfinder/Ranger Unit
17th Saskatoon Spark/Ember Unit
1st Mosaic Spark/Ember/Guide/Pathfinder Unit
22nd Saskatoon Pathfinder/Ranger Unit
34th Saskatoon Ember Unit
34th Saskatoon Guide Unit
34th Saskatoon Pathfinder Unit
34th Saskatoon Spark Unit
36th Saskatoon Guide Unit
36th Saskatoon Pathfinder/Ranger Unit
38th Saskatoon Ember Unit
38th Saskatoon Guide Unit
38th Saskatoon Spark Unit
60th Saskatoon Ember Unit
60th Saskatoon Guide Unit
60th Saskatoon Spark Unit
7th Saskatoon Spark/Ember/Guide Unit

District 6 – Saskatoon South

1st Saskatoon Extra Ops Unit
1st Saskatoon Pathfinder/Ranger Unit
1st Saskatoon Spark/Ember Unit
1st Saskatoon Trex Unit
1st Sunset Estates Spark/Ember/Guide Unit
29th Saskatoon Guide Unit
3rd Saskatoon Extra Ops Unit
3rd Saskatoon Guide Unit
3rd Saskatoon Ranger Unit
3rd Saskatoon Spark/Ember Unit
48th Saskatoon Ember Unit
48th Saskatoon Guide Unit
48th Saskatoon Pathfinder Unit
48th Saskatoon Ranger Unit
58th Saskatoon Ember Unit
58th Saskatoon Guide Unit
58th Saskatoon Spark Unit

District 7 – Regina North

103rd Regina Ember Unit
103rd Regina Guide Unit
11th Regina Guide/Pathfinder Unit
11th Regina Spark/Ember Unit
1st Regina Ranger Unit
21st Regina Pathfinder/Ranger Unit
28th Regina Pathfinder Unit
40th Regina Ember Unit
40th Regina Spark Unit
42nd Regina Spark Unit
47th Regina Spark Unit
53rd Regina Guide Unit
60th Regina Spark/Ember/Guide Unit
96th Regina Guide Unit
99th Regina Ember Unit
99th Regina Guide Unit
99th Regina Spark Unit



NEW DISTRICT ROSTERS

District 8 – Regina South

1st Regina Trex Unit
24th Regina Pathfinder Unit
26th Regina Pathfinder Unit
27th Regina Ember Unit
27th Regina Guide Unit
27th Regina Ranger Unit
27th Regina Spark Unit
49th Regina Ember Unit
49th Regina Guide Unit
49th Regina Spark Unit
4th Regina Ranger Unit
52nd Regina Guide Unit
52nd Regina Spark Unit
66th Regina Ember Unit
66th Regina Guide Unit
66th Regina Spark Unit
88th Regina Ember Unit

District 9 – Saskatchewan Far north

No current units

No District

1st SK Lone Spark/Ember/Guide/Pathfinder/Ranger Unit
2nd SK Lone Pathfinder Unit
2nd SK Lone Ranger Unit



RESTRICTED FUND

Summary

The new restricted fund, overseen by Saskatchewan Council, exists to provide funding that directly impacts girl programming, engagement, and experiences. Funding requests may be submitted by members, units, districts, or by Saskatchewan Council themselves.

Saskatchewan Council is working to finalize the specific details of this fund and hope to release it soon.

Guidelines outlining eligible funding requests and standardized funding amounts will be put in place prior to the initial start-up of this fund and communicated to all members.

Standardized funding amounts will allow members to know what they can expect when making a request and will allow for a quick response to requests without requiring a council vote to authorize each individual request. The guidelines for these funds will be reviewed annually.

Eligible Funding Requests

Girl Programming

- Uniform Subsidy - youth member
- Event fee subsidy – youth member

Girl Engagement

- Registration Subsidy - youth member
- Funded Units
- Meeting Space Fees

Girl Experiences

- Travel Subsidy
 - Trip (under 72 hours)
 - Trip (over 72 hours)
 - Trip (International)
- Camperships
- Special Guests
- SPRA Funds (Saskatchewan Parks & Recreation Association)

Request Process

A process is being put into place and will be provided in detail when the fund guidelines are released. The objective is to provide easier access for members to utilize these funds in supporting youth member activities in Saskatchewan



STANDARDIZATION

Saskatchewan Council is standardizing a number of financial items across all new districts in order to ensure fair and equitable support for members, regardless of their location in the province. The details of these standardized amounts are still being finalized and will include further discussion with council members, as well as area and district councils. The items that will be standardized for districts are in addition to the funds that can be accessed from the new restricted fund. There will also continue to be financial areas that are flexible and will be determined by each new district council in the fall.

Financial Items Being Considered for Standardization

- Cookie profits
- Registration fees
- Uniform subsidy – adult member
- First Aid certification
- Food Handler certification
- Trip (under 72 hours)
- Trip (over 72 hours)
- Trip (International)
- New unit start-up funds
- Guider pins, awards and name tags
- Youth awards
- Guider mileage – rural districts

Financial Items Being Considered for Flexibility

- District events
- Transportation – for unit or district events
- Marketing
- Professional development – convention or other trainings
- Shared supplies or resources kits
- Shared equipment or gear
- Unit experience funds



DISTRICT CO-COMMISSIONER

Position Summary

The District Co-Commissioners, working in partnership with each other, will support the Guiders in their district in an administrative capacity and represent the interests of their district on Saskatchewan Council.

Role + Responsibilities

- Provide leadership, guidance and support to Guiders in the district
- Performance management and conflict resolution
- Forward Guider inquiries to appropriate departments when needed
- Ensure communications from province and national are forwarded to Guiders
- Communicate with national teams in regards to unit and membership related matters •
Manage email correspondence in a timely manner
- Hold and chair district council meetings every 4-8 weeks
- Manage the administration of the district and district council
- Attend Saskatchewan Council meetings (Co-Commissioners can share this responsibility, both do not need to attend every meeting)
- Participate with the initiatives and events led by Saskatchewan Council
- Provide opportunities for Guiders and/or units in your district to connect
- Promote Guiding in the district
- Support volunteer recruitment in the district
- Create a culture of collaboration, support, and community
- Other tasks as communicated

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Alignment with the Vision, Mission, and values of GGC
- Demonstrates an ability to lead
- A member of GGC for 2+ years
- Up-to-date Police Record Check
- 1-4 hours per week
- Three-year term



DISTRICT TREASURER

Position Summary

The District Treasurer oversees the reporting and data entry for the district council's financial account. The Treasurer is an administrative, non-voting position that oversees the accuracy of financial information so that district council can make informed financial decisions.

Role + Responsibilities

- Properly designate expenses and revenue within Unified Banking on a bi-weekly basis
- Submit any manual expenses received from Guiders within 1 week for reimbursement
- Deposit any cheques or cash received within 1 week of receipt
- Provide an up to date financial report from Unified Banking to District Co-Commissioners to forward to Guiders 1 week prior to scheduled district council meetings
- Present financial updates during district council meetings
- Maintain accurate data entry in the annual district budget, as set by district council
- Assist District Co-Commissioners in ensuring budget and annual finances follow all provincially standardized financial guidelines
- Complete year-end reconciliation
- Other tasks as communicated

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Completed Unified Banking Training
- Up-to-date Police Record Check
- 7 hours per month
- Three-year term



DISTRICT SECRETARY

Position Summary

The District Secretary provides support to the district council by keeping accurate meetings minutes and being prompt in sending meeting minutes and agendas. The Secretary is an administrative, non-voting position.

Role + Responsibilities

- Take accurate meeting minutes at district council meetings
- Provide completed meeting minutes to District Co-Commissioners and circulate to Guiders within 48 hours of district council meetings
- Prepare meeting agendas for district council meetings in partnership with District Co-Commissioners
- Send out agenda one-week prior to scheduled district council meetings

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Detail orientated
- 5 hours per month
- Three-year term



“RESTRICTED FUND ADMINISTRATOR”

Position Summary

This position, yet to be officially named, will be responsible for administering the two new restricted funds on behalf of Saskatchewan Council and completing funding application and reporting requirements. The fund administrator is a non-voting position.

Role + Responsibilities

- Administrate the two restricted funds per the standardized guidelines set by Saskatchewan Council
- Administrate funding requests for SPRA (Saskatchewan Parks and Rec Assoc) funds
- Communicate with members and districts regarding funding requests
- Communicate with national finance team (or potentially provincial treasurer) to process funding payments
- Provide fund updates prior to each Council meeting
- Other tasks as communicated

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Alignment with the vision, mission, and values of GGC • A member of GGC for 2+ years
- Up-to-date Police Record Check
- Experience with finances or grant applications an asset
- 1-3 hours per week
- Three-year term (initial term will be Sept 2025 through Dec 2028)

