

# SAFE GUIDE COMMITTEE

## Terms of Reference

Board Approved November 21, 2015  
Revisions: March 2016, June 2017, September 2019

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### MISSION

To be a catalyst for girls empowering girls.

### PURPOSE

To advise and support the Membership Relations Department on strategies, communications and issues related to the delivery, implementation, and application of Safe Guide procedures.

### ACCOUNTABILITY

Operations Committee, through the Membership Relations Department.

### RESPONSIBILITIES

1. Provide advice to the Member Relations Department on the management, revision, implementation and interpretation of Safe Guide, including matters raised with the Department by Provincial Safe Guide Advisers.
2. Provide feedback to the Member Relations Department on the application of activity risk initiatives.
3. Identify concerns about activity risk management to the Member Relations Department and recommend potential remedial actions.
4. Advise on issues and proposed changes to Safe Guide procedures.
5. Provide advice and support in the development of tools to assist Safe Guide Assessors in the management of Safe Guide applications.
6. Act as a clearing house for the sharing of relevant resources and best practices pertaining to Safe Guide procedures and collaborate on solutions.
7. Reinforce and support communications to the membership on Safe Guide matters.
8. Act as Safe Guide Assessor for girl events undertaken at the national level (delegated to one or more Committee member(s) by the Chair).
9. Undertake other work related to Safe Guide as requested by the Member Relations Department.
10. Address directives that may arise from the Director, Risk Oversight.
11. Comply with the [Fundamental Principles for all National Level Committees](#)

### QUALIFICATIONS FOR COMMITTEE MEMBERS

- Experience with and knowledge of *Safe Guide*
- Some experience in managing critical incidents and/or risk mitigation situations would be an asset
- Experience in activity and event planning
- Aptitude for thinking critically, methodically, and analytically
- Ability to work with a team and independently



- Organizational skills
- Strong communication, listening, and interpersonal skills, with ability to communicate effectively via teleconference, email, and social media

### **WAYS OF WORK**

- Periodic consultation by email and 3-4 teleconference or video conference calls per year.
- Work is busiest between March and July.

### **MEMBERSHIP**

- Chair - Management staff as delegated by the CEO
- Staff as delegated by the CEO
- Four (4) to six (6) Members. Suitability for the work of the Committee, where equally qualified candidates are available, selections will be made to bring as much diversity to Committee membership as possible.
- Committee composition must ensure that expertise in the areas of adventure camping, water activities, and international travel is available.

### **TERM OF POSITION**

Three (3) years for all volunteer Members

