

## New Adult Member Information Guide

On behalf of Girl Guides of Canada-Guides du Canada, Newfoundland and Labrador Council (GGCNL), we welcome you to the world of Guiding! Thank you so very much for considering our organization for your voluntary contribution and spending your valuable time with us.

There are many important components to joining our program – screening, placement, orientation, training, evaluation, and most importantly, recognition of all Members. Each component is designed to ensure that the best possible use is made of everyone's time and talents.

Before you undertake a role with us and become a Member, we would first like to take a moment to tell you about GGCNL and the benefits of joining an all-female organization where you can use your talents and abilities, as well as learn new skills. This document will provide you with a brief overview of the organization, what steps to take to become a Girl Guide leader and what is expected of you as a Member of GGCNL.

We recognize the magnitude of the contribution made by our Members. As well as showing appreciation and respect for the involvement of our Members, we are responsible foremost for providing an environment of professional and ethical standards for all.

Thank you for joining us. Welcome!

Best regards,

*Allison*

Allison Graham  
Membership Growth Coordinator  
Girl Guides of Canada, Newfoundland and Labrador Council



## About Girl Guides of Canada, Newfoundland and Labrador Council

Guiding provides a safe, all-girl environment that invites girls to challenge themselves, to find their voice, meet new friends, have fun and make a difference in the world. Girl Guides of Canada strives to ensure that girls and women from all walks of life, identities and lived experiences feel a sense of belonging and can fully participate. Girl Guides is an organization with over 100 years of history and a strong and growing future!

Guiding offers the widest range of activities of any extracurricular activity for girls and young women. From sports, camping, and active living to eco-activities, global awareness, and community projects, Guiding has something for everyone. Girls learn about careers and cultural awareness, science and computer technology, and the arts. They work on environmental projects and explore important issues such as cyberbullying, self-esteem, body image and so much more through enriching experiences that will stay with them for a lifetime.

Guiding offers girls the chance to discover new interests, learn valuable leadership skills and make lasting friendships. Empowering, challenging, and engaging – that's what today's Girl Guides is all about.

## A Brief History

In 1909, 11,000 boys participated in the first Scout Rally in London, England. To everyone's surprise, a large number of girls also showed up. They had been practicing Scouting and demanded entry into the rally. Lord Baden-Powell, the founder of Scouting, was impressed and he asked his sister, Agnes, to create a program just for girls. This was the beginning of Guiding.

The Guiding Movement grew rapidly, thanks in part to Agnes, and later, to Baden-Powell's wife, Olave, who tirelessly promoted Girl Guides wherever she went. By 1910, the Movement had reached Canada and the first Unit was formed in Ontario. By 1912, there were Units in every province and many of Canada's most forward-thinking women had gathered together to create the Canadian Girl Guides Association. By 1917, the Canadian Girl Guides Association was considered to be of such value to the people of Canada that an Act of Parliament was passed approving its constitution.

Newfoundland and Labrador's first official Guide Company was established in 1920 at Bishop Spencer College and registered with the Home Office in London, England. By 1923 Companies were opening all over the island and the first Dominion Council was created. With Confederation in 1949, Newfoundland and Labrador became part of Girl Guides of Canada, and the Dominion Council was re-named Provincial Council as it remains today. In 1964, a permanent Provincial Headquarters was established in St. John's, housing the Provincial Office, Guide Shop, Archives and meeting rooms. The recently renovated Provincial Headquarters is still located in Pleasantville, the only difference is that the Guide Shop is now online.



## Who We Are

Girl Guides of Canada-Guides du Canada is the largest charitable organization for girls and women in the country. As a Member of Girl Guides you belong to the World Association of Girl Guides and Girl Scouts (WAGGGS) an international organization of 10 million Members from 150 countries.

Girl Guides welcomes girls of all ages to be part of the following branches:

- Sparks – 5 and 6 year olds
- Brownies – 7 and 8 year olds
- Guides – 9 to 11 year olds
- Pathfinders – 12 to 15 year olds
- Rangers – 15 to 17 year olds

## Vision

A better world, by girls.

## Mission

To be a catalyst for girls empowering girls.

## Spark Promise

I promise to share and be a friend

## Brownie Promise

I Promise to do my best,

To be true to myself, my beliefs and Canada

I will take action for a better world

And respect the Brownie Law

## Promise for all other branches

I Promise to do my best,

To be true to myself, my beliefs and Canada

I will take action for a better world

And respect the Guiding Law

## Law

The Guiding Law challenges me to:

- Be honest and trustworthy
- Use my resources wisely
- Respect myself and others
- Recognize and use my talents and abilities
- Protect our common environment
- Live with courage and strength
- Share in the sisterhood of Guiding



## Benefits of Guiding

For women, membership is:

- a rewarding way to help girls and young women develop the best within themselves
- an opportunity to address issues facing girls and women in Newfoundland and Labrador, Canada, and the world
- a way to get involved in your community
- a chance to develop your leadership and team skills
- a place to make new friends and develop a supportive community of other women
- a chance to make a difference in the lives of girls and young women
- the opportunity for travel (provincially, nationally, and internationally), mentoring and training programs

For girls, membership means:

- a place to have fun, learn new things, and make new friends
- developing leadership skills, teamwork, sense of responsibility, independence and confidence
- the opportunity to serve the community, the environment, and the world
- scholarships and opportunities for travel (provincially, nationally, and internationally)

## Inclusivity

Girl Guides of Canada recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can participate fully. This commitment to inclusion means GGC's culture, programming, and practices encourage self-awareness and awareness of others; room for difference; and environments where girls and women feel safe, respected, supported, and inspired to reach their potential.

## Accessibility

Girl Guides of Canada endeavors to respect the dignity and independence of people with disabilities. GGC is committed to giving people with disabilities the same opportunity to access its services as others, and to allowing people with and without disabilities to benefit from the same services in the same places and in similar ways.



## Our Organizational Structure

**Chair of the Board** – The national head of Guiding, office in Toronto, leader of the national council

**Provincial Commissioner** – The provincial head of Guiding, office in St. John's, leader of the provincial council

**Area Commissioner** – Guiding in Newfoundland and Labrador is divided into 7 areas, each with their own commissioner and council.

**District Commissioner** – each Area is divided into Districts, each with their own commissioner and council

**Unit Guider** – you!

## The seven Guiding Areas in Newfoundland and Labrador:

- **Con-Ba-Su Area** – Conception Bay communities from Georgestown to Paradise and along St. Mary's Bay from Point Lance to Peter's River.
- **Eastern Bays Area** – Includes Burin and Bonavista Peninsulas and the west side of the Avalon (from Mahers going west on the TCH)
- **Long Range Trails Area** – The west coast of Newfoundland, including the lower half of the Northern Peninsula.
- **Northern Mosaic Area** – all of Labrador and the tip of the Northern Peninsula
- **Ocean's Edge Area** – Mount Pearl, Goulds and the southern shore of the Avalon
- **Trefoil Central Area** – The center of the island portion of the province, from the Baie Verte Peninsula to the west side of Terra Nova park in the north and from Francois to Recontre East on the south coast.
- **Tuckamore Area** – From St. Phillips to Pouch Cove, including St. John's and Bell Island.

## Adult Member Guidelines

The commitment of our Members is fundamental to the success of Girl Guides of Canada, Newfoundland and Labrador Council. We would not exist if it were not for our Members, and as such, they are an integral part of our team, supporting a range of duties and positions within our organization. As a Member, you are a vital human resource. We strive to match each and every Member volunteer with an appropriate role, as well as provide the resources you need to successfully do your work.

Part of your job as a Member volunteer is to make sure you have an understanding of Girl Guides and the duties and responsibilities required of you. There may be times when you need help with a task or have questions regarding policies and procedures. Don't hesitate to ask questions! If you don't know who to contact for help, the staff at Provincial Headquarters are always happy to connect you with the information or direct you to the right person to answer your questions.



## **Role of the Unit Guider**

To provide girls with an active, engaging and exciting program that enriches their current knowledge and activity levels. The Unit Guider is one of the most valuable resources to GGCNL; she is the face of Guiding, representing GGCNL to girls, their parent(s)/guardian(s), and within the community.

Duties of the Position:

- To provide a dynamic and engaging program that ensures the safety of our Members.
- Welcome new Members into the Unit at any time during the Guiding year.
- To communicate a high level of awareness of Guiding, maintaining qualifications by attending trainings throughout the Guiding year.
- Ensure camping and other important program opportunities are communicated to Members and their parent(s)/guardian(s).
- Ensure the completion of all required forms and adhere to the guidelines on document retention.
- Comply with Girl Protection Procedures by reporting immediately and confidentially any suspicion or disclosure of child abuse.
- Manage, promote and support the annual sales of Chocolatey Mint and Classic Cookies.
- Manage the banking and Unit funds as required by your Provincial Council.

## **Expectations of a Unit Guider**

- Create an atmosphere that ensures all girls feel welcomed and connected to the program.
- Facilitate an understanding of the Promise and Law.
- Read, understand and agree to the Code of Conduct.
- Support shared leadership and decision making with other Guiders and Members.
- Communicate effectively in a friendly manner with Members, their parent(s)/guardian(s) and the public.
- Maintain contact with other Guiders in the Unit and the associated Commissioner.
- Encourage and support other women's interests in becoming Members.

## **Requirements for the position**

- Must be at least the age of majority in Newfoundland and Labrador (19).
- Must have completed all GGC screening requirements (application, background check, reference checks, and interview)
- Must have completed or will complete Safe Guide and Orientation to Guiding training within six months of accepting a Unit Guider position.
- Must comply with all policies, practices and standards of GGC. Must support the Mission and Vision of GGC.



## Getting Started

To ensure the safety of our girls, all Adult Members must go through an application and screening process. The first step is for applicants to complete the online Adult Membership Application, found at <https://www.girlguides.ca/WEB/AdultReg> .

A police records check (PRC) is required. If you already have a PRC, with a vulnerable sector check, from either the RNC or RCMP, dated less than one year from the time of joining GGCNL, a new PRC is not required. GGCNL will need the original copy of your PRC submitted to the Provincial Office.

Those who do not have a current PRC will be screened through BackCheck, an online background check company. When using BackCheck, applicants verify their identity online through Electronic-Identify Verification (eIV). You will be prompted to answer a set of multiple choice questions derived from your credit file (eg: “which of the following four addresses have you lived at in the last 10 years?”). You will have two attempts to complete the eIV process. The information you provide as part of the eIV process is not available to anyone at Girl Guides. If you correctly answer the questions, then BackCheck is notified that your identity is confirmed and they proceed with the PRC. If you do not answer the questions correctly, the system will provide information on how to verify your identity by showing two pieces of ID at a designated Canada Post location.

As part of the BackCheck process, you will be asked to provide two personal references of your choosing. References should be individuals who are not family members, and have known you a minimum of two years. They will be contacted by BackCheck via email.

When the PRC and reference checks are completed, Provincial Office will e-mail you to let you know you can start in the Unit. Your placement is conditional until all remaining elements of screening (Interview and Orientation to Guiding) are completed. A GGC Member will contact you for an interview, which consists of ten questions. During the interview you will be asked questions about the Orientation to Guiding document, which will be provided to you in advance. The entire screening process must be completed within six months or membership will be refused. Once all screening is completed, the National Office mails out an Adult Membership Card to the new Member.

## Orientation

All Members are assigned an iMIS number (membership number) once their forms have been processed. The iMIS number allows you to access the online “Member Zone”, a website for all GGC Members with a wide range of resources. You will have access to documents such as Guiding Essentials, as well as program ideas and discussion boards where you can share ideas with Guiders from coast-to-coast. [www.girlguides.ca/memberzone](http://www.girlguides.ca/memberzone)

All new Members are required to complete Safe Guide training. Safe Guide explains the organization’s procedures for managing safety and risk in activities. It must be completed within six months of your join date. Your iMIS number gives access an e-Learning to complete Safe Guide.



## Membership Fees

All Members of Girl Guides of Canada-Guides du Canada are required to pay an annual membership fee. The 2018-2019 fee in Newfoundland and Labrador is \$75 for Adult Members. The fee supports all areas of Guiding, from your community to the national level. It also provides insurance coverage for you in case of injury during a Guiding event, as well as liability coverage.

## Dress Code

Girl Guides of Canada is a uniformed organization and as such, all of our Members wear a uniform specific to their branch. All items can be ordered online at <https://www.thegirlguidestore.ca/> or by phone at 1-877-605-9339

## Dismissal of a Member Volunteer

The service of all Members is the sole discretion of Girl Guides of Canada-Guides du Canada, Newfoundland and Labrador Council. Members shall agree that Girl Guides may at any time, for whatever reason, decide to terminate the Member's relationship with Girl Guides.

Members who do not adhere to the rules and procedures of the organization or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No Member will be terminated until the Member has had an opportunity to discuss the reasons for possible dismissal with their Area Commissioner and/or a Provincial Council Member.

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination; theft of property or misuse of Girl Guide materials; abuse or mistreatment of girl Members, staff or other Member volunteers; failure to abide by Girl Guide policies and procedures; and failure to satisfactorily perform assigned duties.

Members may at any time, for whatever reason, decide to sever their relationship with GGC. Notice of such a decision should be communicated as soon as possible to your District or Area Commissioner.

## Member Opportunities

There are opportunities outside of becoming a Unit leader, which include joining a Committee, or holding an Adviser position within one of Council Committees. Girl Guides of Canada also provides travel and scholarship opportunities to Adult Members.

## Principles for Member Involvement

Members and staff are considered partners in the successful running of Girl Guides in Newfoundland and Labrador, with each having a complementary role to play. Members shall not be considered employees of Girl Guides or be used to replace the duties and responsibilities of employees.





## Our Responsibility

- We commit ourselves to providing a safe and supportive environment for our Members.
- Members shall be given a variety of experiences and receive training for their volunteer position.
- We will provide the resources needed to successfully complete volunteer work.
- We will conduct exit interviews with Members at the end of the volunteering period to learn from each experience.

## Member Responsibility

- Members act as representatives of Girl Guides of Canada regardless of the role they take within the organization.
- To be accountable to Girl Guides of Canada, Newfoundland and Labrador Council.
- To carry out one's duties promptly and reliably.
- To be willing to participate in orientation and training prior to becoming an active Member of Girl Guides; and throughout volunteering.
- To take all reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized personnel or other use.

## Code of Ethics for Members

- To maintain confidentiality with respect to personal information relating to Members, volunteers, and staff.
- To be sincere within the capacity as a Member Volunteer and to pursue quality in work undertaken.
- To provide a safe and respectful environment for all Members of Girl Guides of Canada.
- To respect the guidance and decisions of individuals assigned to supervise and mentor.
- To understand the function of staff and Members, maintaining a smooth working relationship and stay within the boundaries of volunteer responsibilities.
- To respect the diversity and uniqueness of the individuals you work with and the clients you serve.

## Code of Ethics for Organization

- To provide a safe and respectful environment.
- To provide an environment that is conducive to acquiring new knowledge and developing skills.
- To be receptive of any Member suggestions.
- To work together with Members to solve any problems encountered cooperatively and reaching a mutually beneficial outcome.
- To treat a Member as an equal partner with staff.
- To strive to match the work assigned with a Member's area of skill and interest