



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 provide direct input to the delivery of Guiding within the jurisdiction of the Provincial Council.

GENERAL RESPONSIBILITIES

- To bring the perspective and opinion of the membership to the deliberations of the Provincial Council,
- To provide direction and leadership to the district commissioners in their work.
- As part of GGC-Québec Council, provide input into strategies that address GGC Strategic Priorities,
- To recommend the establishment of teams and task groups as necessary to meet the needs of the province,
- To contribute to the creation and publication of articles/newsletters and social media on matters of interest, trends, and provincial happenings. Ensure that provincially-created District Commissioner resources are up to date,
- To maintain close communication with the Provincial Commissioner(s) to inform them of issues of importance as they arise,
- To provide support to provincial teams and task groups when asked/needed and to work closely with provincial advisers,
- To liaise with provincial staff as required.

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 participate fully as a member of the Provincial Council on all matters under discussion,
- 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,
- To acquire knowledge of GGC bylaws, policies, Québec administrative structure and GGC-Québec Council Administrative Procedures.



RESPONSIBILITIES TO DISTRICT COMMISSIONERS

- To represent District Commissioners on Provincial Council,
- To provide administrative guidance to the District Commissioner and her council,
- Proactively develop and maintain excellent relations with District Commissioners. To review district minutes to remain current and informed on District activities,
- To facilitate the search process for District Commissioners, where requested or needed,
- To ensure orientation and ongoing training for District Commissioners in conjunction with the Provincial Training Adviser
- To support and mentor new District Commissioners and their councils as appropriate, ensuring they have the support and access to necessary resources,
- Assist with conflict resolution and compliance issues according to established procedures

QUALIFICATIONS

- A commitment to and passion for GGC,
- Ability to work with a team and to assume a leadership role, when requested.
- Good communication, listening and interpersonal skills with ability to communicate effectively via various media,
- Availability to attend meetings, as scheduled, and through various means, including in-person, teleconference, Skype, etc.
- Recent experience in chairing a GGC council or committee.

TERM OF OFFICE

Three (3) years.