

## Activity Description: FR1 Approver

### Purpose:

To review and assess fundraising event proposals according to GGC fundraising policies, procedures, and guidelines and the criteria set in the Fundraising Procedures and Guidelines document. To contribute to meaningful experiences for youth members and Guiders.

### Accountability:

To the Alberta Council through the Deputy Provincial Commissioner.

### Responsibilities:

1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. **Event Proposal Review:** Assess and evaluate fundraising event proposals (FR1s) submitted by Guiders.
3. **Regulatory Compliance:** Ensure all proposed events adhere to Girl Guides of Canada policies and guidelines according to the Fundraising Procedures and Guidelines and align with the GGC Strategic Plan.
4. **Collaborative Communication:** Work closely with Guiders organizing events to provide guidance, answer questions, and ensure clarity in the approval process.
5. **Record Keeping:** Maintain detailed records of event proposals, approvals, and related communications through the FR1 portal and use of girlguides.ca emails.
6. **Timely Approvals:** the FR1 portal distributes requests to available FR1 approvers who expedite the approval process while maintaining thoroughness and attention to detail.
7. **Cross-Functional Collaboration:** Collaborate with other teams such as Safe Guide Advisers and DEI to align fundraising events with the overall mission and goals of the organization.
8. **Community Engagement:** Foster positive relationships with event organizers, encouraging a sense of partnership and shared commitment to our charitable initiatives.
9. Participate in Training and Enrichment for Adult Members (TEAM).

### Qualifications:

- A commitment to and passion for GGC.
- Strong organizational and communication skills (including **coaching and advising**).
- Familiarity with GGC policy, procedures, and guidelines on fundraising.
- An **aptitude for thinking critically, analytically, and procedurally**.
- **High computer literacy** including e-mail communication, MS Office and Teams.

## FR.1 Approver Position

- Ability to respond to team members in a timely manner.

### **Term:**

As an activity, no term is set. Although, candidates will be reviewed annually.

### **Note:**

**How to Apply:** If you are excited about supporting impactful fundraising events within GGC, please submit a brief cover letter with the Alberta Council committee application form to [anominations@girlguides.ca](mailto:anominations@girlguides.ca). Tell us why you're the perfect fit for this role!