

QUEBEC DISTRICT COMMISSIONER

Mission

To be a catalyst for girls empowering girls

PURPOSE

To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of their Guiding District. She provides leadership and, in her role, has input into decisions that support the implementation of policies and programs at the District level of the organization.

ACCOUNTABILITY

Provincial Commissioner

ORIENTATION AND APPOINTMENT

Interview, orientation and appointment by the Provincial Commissioner or her designates, then elected by District council, for 3-year term beginning on June 1

REQUIREMENTS FOR THE POSITION

1. Registered and enrolled as an adult member of Girl Guides of Canada
2. Have an awareness of Guiding and a willingness to learn more
3. Ability to work with a team, to assume a leadership role and to chair meetings.
4. Enjoy, and work well with, adults and within a volunteer organization with a strong commitment to girl engagement and empowerment.
5. Ability to exercise critical, analytical, and decision-focused skills; and,
6. Good communication, listening, and interpersonal skills with ability to communicate effectively.

RESPONSIBILITIES TO PROVINCIAL COUNCIL

1. Attends with active participation at monthly DC committee meetings with DC-Representatives
2. Attend the District Commissioner trainings (either live session or via GGC E-Learning)
3. Communicate to Guiders minutes from DC committee, in turn provide District minutes to DC-Reps
4. Track all mandatory training for Guiders in your unit for compliancy (i.e., PRC and Safe Guide)
5. Assist with the performance management for District Guiders when required.
6. Attend, and encourage Guiders in your District, to attend any girl/adult recognition celebrations throughout the year (i.e.: youth awards, adult volunteer celebration)
7. Succession planning and transition for the DC position during year 3 of your term

RESPONSIBILITIES TO YOUR DISTRICT

1. Facilitate monthly(recommended) District meetings, encouraging representation from each unit as well as encouraging representation from Ranger members.
2. Take appropriate action should a member of your District (Guider or parent/guardian) engage in any action or decision that may harm the organization or compromise the viability of Girl Guides of Canada or our Code of Conduct:
 - a. [Module 3 Performance Management](#)



b. [Incident Report Form – INS.01](#)

3. Facilitate the search for District unit meeting spaces, ensure the mandatory contract signing processes are followed and payments are made/financially tracked.
4. Support Guiders as they work directly with girls, liaise with others in the Guiding community and be a link to the community.
5. Recruit Guider support to your position. I.e.: District treasurer (required but does not have to be a Guider, any PRC adult can do this duty), secretary (required), deputy commissioners (up to 2), PR and membership representative, Camping and events representative, etc.
6. Support, share roles and work closely with your support team (Deputies, treasurers, PR etc.)
7. Be available to your District Guiders for consultation, support, and encouragement.
8. Recruit, provide orientation/training/mentoring opportunities for Guiders to support their performance of duties.
9. Visit and temperature check each unit within your District over the Guiding year. Virtual or in-person
10. Encourage Guiders to invite the DC and Deputies to special events (ie: enrolments and advancements)
11. Encourage the sharing of knowledge (ie: unit term agendas), bridging, District events or branch events throughout the year (ie: Branch Rally or District campfire) while providing sound budget guideline and support.
12. Track annual Guider years of service and recognition awards, host an event/celebration to honour Guiders annually (anytime in the year), provide these updates to the Provincial Awards team so the Guider profile may be updated.
13. Support your District by keeping Guiders informed of activities, developments, events in the Province.
14. Have the ability to commit approximately 15-25 hours per week to DC responsibilities which will include email monitoring –responding to the DC Representative team, parents and Guiders, unit visits, District and Council meetings (*this is an approximation of hours, each Guider brings different skills to the position and time commitments will vary per Guider)
15. Oversee, with your District treasurer, all duties/responsibilities of your District and unit budgets and expenses, submitting as required all financials for mid-year and end of year audits.
16. Arrange, with the district treasurer, all current PCard requirements for each unit prior to the start of each Guiding year, removing/updating any Guiders who have left or moved to a different unit.

OTHER

1. Help to ensure all government regulations pertaining to District activities are adhered to.
2. Help to ensure that all activities within the District are compliant with Girl Guides of Canada risk management policies/procedures as published in the current issue of Safe Guide, Guiding Essentials and Governance Policies
3. When possible, participate and encourage Guiders in your District, to attend trainings, workshops and/or conferences provided by GGC with the understanding that all training has subsidy opportunity (ie: mileage reimbursement, registration reimbursement)
4. Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws that pertain to your District.
5. Due to the recommended commitment of hours and administration to the role of a District Commissioner, it is not required to also be a unit Guider, though that is an option for the applicant.
6. Specific duties/processes that are unique to Districts can be added as an addendum to this document.

NAMING DEPUTIES

Please Note: Before naming a Deputy Commissioner, please consult with the Provincial Commissioner. This is not a matter of permission just a discussion of pros and cons.