

Position Description *LONES LEAD*

PURPOSE

To promote and administer Lone Guiding within Alberta Council, including Alberta, Northwest Territories and Yukon.

ACCOUNTABILITY

Alberta Council through the Alberta Council Program Adviser

RESPONSIBILITIES

1. To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs.
2. To organize, register and supervise Lone units within Alberta Council. The Lones Lead will be designated as the District Commissioner of the Alberta Lones District.
3. To recruit, orient, and recommend appointment of Lone Guiders.
4. To register Lone Guiders and to be responsible for Lone Guiders' records – issuing awards, where applicable.
5. To maintain a current roster of Lone Guiders and girls.
6. To promote awareness of Lone Guiding throughout Alberta Council.
7. To send out information to girls who request an application for Lones, process completed applications and assign girls to Units.
8. To maintain communication with Lone Guiders, encouraging them to attend trainings and providing advice and assistance on adapting the program for girls who are Lones.
9. To request and review periodic reports from Lone Guiders on camps, activities, finances, and badges.
10. To be responsible for processing of all correspondence, reports, etc. and to ensure accounting of all Lone funds.

EXPECTATIONS AS A MEMBER OF PROGRAM COMMITTEE

1. To be a member of the Alberta Council Program committee, attending committee meetings, reporting as required and cooperating in the work of the committee.
2. To submit an annual report and budget to the Alberta Council Program Adviser by the required date.
3. To attend Alberta Council meetings on invitation and to report as required.
4. To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS

1. A commitment to and passion for GGC
2. Knowledge of programming for all branches
3. Good writing, communication, listening, and interpersonal skills with ability to communicate effectively at a distance
4. Good organizational skills

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5. Ability to plan exciting, attractive, and engaging activities and events for Lones

TERM

This is a committee activity. There is no term.

Approved by Council
(C.18.04.07)