

## District Commissioner

### 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 Area.

### APPOINTMENT

Elected by District Council and appointed by the AC for a term of three years commencing on July 1.

### ACCOUNTABILITY

Area Council through the Area Commissioner and their District Council.

#### *Role of the District Commissioner*

As a District Commissioner, you are the leader of your district team. Your primary roles are:

- supporting the Guiders as they work directly with the girls
- liaising with others in Guiding
- being a link to the community

As a District Commissioner, you can expect:

- an orientation to your position
- to have the opportunity to take part in the DC trainings
- to be supported by your Area Commissioner or DC Representative and council through evaluations and feedback
- to benefit from networking and socializing
- to develop and enhance skills that can benefit you professionally and added to your resume

#### Duties of the position

To provide leadership and direction to the district team and to provide ongoing leadership to the Guiders in the district by:

- **Communicating and supporting** – leadership, team building, motivating your Guiders, unit visits, recognition, mentorship, feedback
- **Administering** – records management, management of council/team meetings, time management, risk management
- **Overseeing** – orientation, trainings, financial management
- **Performance management** – effective communication, addressing concerns, conflict management, effective use of [Guiding Essentials](#) and the [Membership Procedures](#)
- **Networking** – position support, succession planning, reporting
- **Contributing** – implementing GGC's vision, a better world, by girls

#### Requirements for the position

- Registered and enrolled as an adult member of GGC.
- Have an awareness of Guiding and a willingness to learn more.
- Enjoy working with, and work well with, adults.
- Demonstrate leadership (working collaboratively with others; ability to prioritize; communicating effectively in person and in writing).
- Demonstrate knowledge and acceptance of the Vision, Mission and Values as stated in the Promise and Law.

- Demonstrate an enjoyment of Guiding and an enjoyment of working with a volunteer organization.
- Participate in GGC training and the DC training modules.
- Familiarity with the contents of Guiding publications appropriate to the work of the Council.

### Responsibilities and limitations

- Take appropriate action should a member of your council, a non-member volunteer or caregiver/guardian engage in any action or decision that may harm the organization or compromise the viability of GGC or violates the Code of Conduct.
- Must not borrow money or otherwise indebt GGC (including but not limited to entering into property or equipment leases).
- DCs are not authorized to sign any type of contract or lease. All contracts, leases etc. must be forwarded for signature by an authorized contract signer. Contact your provincial office for information on contract signing.