

## BC COUNCIL GUIDING POSITIONS

If you are passionate about Girl Guides check out these opportunities for you to make a difference to BC Guiding at the provincial level!



### Are you passionate about Guiding in BC?

BC Council is looking for enthusiastic members to fill the positions below.

To make a nomination, or to self-nominate, for any position, please send names and IMIS #s to [karen.sharma@girlguides.ca](mailto:karen.sharma@girlguides.ca). Please let us know why you feel the candidate(s) would be suitable.

**Deadline for nominations is January 31, 2020**

### Available Positions

- [Member, Provincial Council](#)
  - [Provincial Risk and Compliance Coordinator, Provincial Council](#)
  - [BC Trefoil Liaison](#)
  - [Provincial Cookie Adviser](#)
  - [Provincial International Adviser](#)
  - [Provincial Member Services Coordinator](#)
  - [Provincial Training Adviser](#)
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## Member, Provincial Council

This position provides direct input to the delivery of Guiding from the BC Provincial Council and will:

- Bring perspective and opinion of the membership to deliberations of the BC Council
- Contribute to the creation and publication of articles/newsletters and messaging on matters of interest, trends and provincial happenings
- Identify any personal learning needs that will enhance performance as a member of the BC Council.

**Qualifications for this position include:**

- Must be a currently active unit Guider
- A commitment and passion for GGC
- Ability to work with a team and assume a leadership role when requested
- Ability to separate personal interests in order to respond in the best interests of the membership
- Good communication, listening and interpersonal skills
- Availability to attend meetings, as scheduled.

This position has a three (3) year term.

## Provincial Risk and Compliance Coordinator

This position mitigates exposure to risks that threaten the Provincial Council's ability to accomplish the Mission of GGC and will:

- Act as a member of the BC Provincial Council and the GGC Risk Oversight Committee
- Use an enterprise risk management lens to identify areas of risk exposure
- Collaborate with provincial and national counterparts
- Inform and educate the Council, Committees, and GGC on issues of risk
- Ensure risk mitigation resources (such as Safe Guide) are current and accessible to the membership
- Communicate about risk management through provincial communications channels (newsletter, social media, website, etc.)

**Qualifications for this position include:**

- Previous experience in assessing and mitigating situations of risk
- Experience in analyzing liability documents and developing solution-focused options for risk and liability
- Strong leadership skills
- Strong communications, listening and interpersonal skills with ability to communicate effectively via multiple media sources
- Knowledge of GGC policy and procedures is an asset.

This position has a three (3) year term.

## BC Trefoil Liaison

This position oversees all Trefoil Guilds within BC, liaises with Area Trefoil Liaisons and the Membership Adviser and will:

- Attend BC Membership Committee meetings and work with the Membership team
- Keep current on GGC policies and procedures
- Encourage recruitment opportunities for Trefoil Guilds membership
- Ensures all Trefoil publications are reviewed and kept current
- Respond to questions about new Guilds and members

**Qualifications for this position include:**

- Active GGC member
- Strong organizational skills
- Excellent communications, listening and interpersonal skills

Must have an understanding of, and access to, email communications.

## Provincial Cookie Adviser

The BC Cookie Adviser is passionate about GGC cookies and knows the business impact of cookies for BC Girl Guides. This position will:

- Work with the Provincial and National staff to support cookie campaigns
- Collaborate on provincial marketing campaigns
- Explain Cookie Allstars and support unit Guiders with Cookie Allstars when required
- Sit on the Provincial Finance Committee

**Qualifications for this position include:**

- Experience with bookkeeping or accounting
- Experience with the Cookie Allstars program and the Cookie finder map
- An understanding of a successful cookie campaign
- Strong communications, listening and interpersonal skills
- MUST be available for weekend face-to-face meetings as scheduled

This position has a three (3) year term.

## Provincial International Adviser

This position supports, promotes, and coordinates international education, activities, travel, and programming, including international and interprovincial travel opportunities for girl and adult members and will:

- Maintain current knowledge of GGC, and Branch programming, with emphasis on inclusion of international initiatives, activities, and program content
- Mentor and offers practical support to Guiders participating in international and interprovincial trips and/or events
- Coordinate the planning for activities, such as provincially sponsored trips or other activities and/or events that are international and ensures that girls and Guiders selected for nationally and provincially sponsored trips are prepared for travel
- Publicize international and interprovincial opportunities for girl and adult Members and contributes to the creation and publication of articles/newsletters, social media, and other

messaging on GGC international opportunities and other global Guiding matters by utilizing a variety of provincial media

**Qualifications for this position include:**

- Ability to source and develop resource materials for and plan events with an international focus
- Knowledge and awareness of and experience with WAGGGS' organization, resources, and initiatives
- Good writing, communication, listening, and interpersonal skills
- Experience in planning and/or participation in GGC international and/or interprovincial travel is an asset
- Must be available for face-to-face Provincial Operations meetings as scheduled.

This position has a three (3) year term.

## **Provincial Member Services Coordinator**

This position provides coordination and oversight of the Provincial Training, Membership, and Public Relations/Communications Sub-Committees. and will:

- Act as a member of the BC Provincial Council
- Ensure that these sub-committees are established and populated
- Communicate and engage Member Services committee members in plans and activities to support GGC's strategic plan
- Foster a cooperative, creative and supportive environment
- Provide advice and direction to sub-committees as needed
- Facilitate communications with the Provincial Commissioner and/or designate and Council as necessary
- Provide the communication conduit between the Provincial Training, Membership, and PR/Communications Advisers and the National Departments and co-ordinates linkages with Advisers in other Provincial jurisdictions
- Work in conjunction with the Provincial Girl Engagement Coordinator to facilitate Operations meetings and communications

**Qualifications for this position include:**

- Ability to exercise critical, analytical, problem-solving and decision-making skills
- Strong leadership skills
- Familiarity with various membership documents, including Code of Conduct, Adult Member Support Modules, criteria for membership, and Member registration processes
- Strong communications, listening and interpersonal skills.

This position has a three (3) year term.

## Provincial Training Adviser

This position advises on, supports, promotes, coordinates, and ensures delivery of training for adult Members and coordinates learning and developmental opportunities for trainers. They will also:

- Maintain current knowledge of GGC, its Strategic Plan, and the standards, guidelines, curriculum, and training modalities of GGC training programs for adult Members
- Consult regularly with trainers and ACLs/Commissioners to address and meet the training needs of adult Members
- Solicit input from trainers and ACLs/Commissioners to establish a strategy and calendar for the delivery of training sessions for adult Members
- Ensure the delivery of ongoing and periodic training, as per an annual training calendar
- Respond to issues related to training received from within the Province

### Qualifications for this position include:

- A commitment to and passion for GGC
- Familiarity with GGC's current National training program;
- Ability to source and develop resource training materials
- Good writing, communication, listening, and interpersonal skills with the ability to communicate effectively via various media sources
- Experience as a trainer preferred but not required

This position has a three (3) year term.