

**GIRL GUIDES OF CANADA – BRITISH COLUMBIA COUNCIL  
PROVINCIAL CAMPING, FINANCE, INTERNATIONAL, MEMBERSHIP,  
PUBLIC RELATIONS, PROGRAM and TRAINING COMMITTEES**

**TERMS OF REFERENCE**

**(To be used in conjunction with the Committees' specific Terms of Reference)**

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**PURPOSE**

To carry out the work of the Provincial Council, as directed by the council and the *National Strategic Plan*.

To consult with other committees in order to combine the expertise of all committees for the benefit of Guiding in British Columbia.

**MEMBERSHIP**

Membership to include:

Provincial Adviser

Is the committee chair and is a member of the BC Operations Committee. She is appointed by the Operations Committee Co-Chairs with a term of three years.

Advisers are nominated and selected following a process involving the Nominations Committee, which is comprised of BC Council and Operations Committee members, and are approved by the PC and appointed by the Operations Committee Co-Chairs.

Deputy Adviser

Deputy Advisers are not generally part of a committee, and the appointment of a deputy must be approved by BC Council.

Committee Members

Recommended by the Chair; approved by the Provincial Commissioner and appointed by the Committee Chair.

Provincial Committee and Adviser positions are approved by the Provincial Commissioner Team.

Ex-officio

Provincial Commissioner or her Deputy.

**TERMS OF OFFICE**

Chair shall be appointed for a period of three years.

Committee members who hold positions (e.g. Committee Chair) shall be appointed for a term of three years. Treasurers are appointed annually for a maximum of five years. Position terms end at the May AGM.

All other members are support roles and activities for the committee and will not have a firm term end date, but regular evaluations (every three years at minimum) must be done to confirm suitability of person and activity to the committee.

**MEETINGS**

Regularly scheduled, or at the call of the Chair, but no fewer than four per year. Any member failing to attend three consecutive meetings without adequate notification to the chair shall automatically cease to be a member of the committee.

**RECOMMENDATIONS**      The Chair seeks consensus from the committee for all recommendations.

**QUORUM**                      Fifty per cent, plus one, of the membership of the committee shall constitute a quorum.

**RESPONSIBILITIES**

1. Work in accordance with the *National Strategic Plan*.
2. Report regularly and make recommendations to the Operations Committee, and to Provincial Council, as required.
3. Act as a liaison between the Area Advisers, the Operations Committee, Provincial Council and the national level.
4. Provide assistance to, and communicate regularly with, Area Advisers.
5. Keep accurate records of every meeting and submit to the provincial office for distribution and storage.
6. Attend provincial and national workshops/conferences as required.
7. Submit an annual budget and proposed expenditures to the finance committee for approval by the provincial council.
8. Work in close co-operation with other standing committees and keep them informed of any internal changes relevant to their committees.
9. Maintain contact, as necessary, with other organizations engaged in related activities or fields of interest.
10. Recommend potential and appropriate opportunities for partnerships to the Provincial Council.
11. Recommend to the national level suggested changes to national documents.

**These Terms of Reference to be reviewed every two years.**

***Approval date: September 2017***