

Deputy Provincial Commissioner

Position Description

January 17, 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Deputy Provincial Commissioner (DPC) supports the Provincial Commissioner and Provincial Council in delivering GGC's mission and strategic priorities. This role provides leadership, helps manage responsibilities across the Council, and takes on special projects and assignments as needed. The DPC steps into the Provincial Commissioner's role when required and works to ensure Guiding is inclusive, accessible, and aligned with strategic goals.

ACCOUNTABILITY

Provincial Commissioner & Provincial Council

RESPONSIBILITIES

Supporting the Provincial Commissioner

- Steps into the role of PC when requested or required, following governance policies.
- Works with the PC and staff to understand their role and responsibilities.

Strategic & Organizational Alignment

- Collaborates with staff teams to support and lead the delivery of projects and activities aligned to the organization's strategic goals.
- Helps ensure the Provincial Council's activities align with national strategic priorities.
- Supports efforts to meet membership acquisition and cookie fundraising goals.

Fostering a Girl-Centered, Inclusive, & High-Performance Culture

- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all members.
- Helps create awareness and understanding of cultural diversity and inclusivity within Guiding.
- Provides support to District, Area, or Community leadership as needed.
- Facilitates discussions and fosters consensus-based decision-making in a collaborative environment.

Handling Risks & Issues

- Assists with managing escalations related to performance and other issues.
- Supports follow-up and resolution of Incident Reports, Girl Protection Reports, and investigations as required.



Managing Special Assignments & Projects

- Takes on special tasks, projects, or committee assignments as directed by the Provincial Commissioner or Provincial Council.
- Fills vacant roles on a temporary basis, such as District, Area, or Provincial positions, as needed.

QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada and its mission.
- Proven ability to work collaboratively as part of a team and independently when needed.
- Experience leading and facilitating meetings, encouraging input from others, and managing challenging discussions.
- Strong critical thinking, problem-solving, and decision-making skills.
- Ability to focus on what's best for members, setting aside personal interests during discussions.
- Effective organizational and time management skills to balance multiple priorities.
- Excellent written and verbal communication skills, with the ability to adapt to different audiences and platforms.
- Familiarity with Office Suite or a willingness to learn and adapt to new technology.
- Knowledge of performance management principles (Performance & Conduct Management modules, especially Module 3) or a readiness to learn.
- A commitment to fostering inclusion, diversity, and accessibility in all aspects of Guiding.

EXPECTATIONS

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Act in the best interests of the entire Provincial Council, not a specific area or personal interests.
- Support the growth and success of Guiding across the province.
- Actively participate in all Provincial Council discussions and decisions.
- Keep the Provincial Commissioner and Executive Committee (if applicable) informed of important issues as they arise.
- Prepare for meetings by reviewing materials, asking questions when needed, and contributing to thoughtful and collaborative decision making.
- Work as part of a team to ensure Guiding is well-managed and supported across the province.
- Time Commitment:
 - 15-20 hours/week (variable based on Provincial Council portfolio).

TERM:

- Three (3) year term, with option of renewal
 - In some Provincial Councils, the Deputy Provincial Commissioner serves a term concurrent with the term of the Provincial Commissioner. They may be reappointed by a subsequent Provincial Commissioner.

