

# District Commissioner

## New Brunswick/Prince Edward Island

### Position Description

Updated June 2021

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **PURPOSE**

The District Commissioner is the link between Area Council and the Guiding Community. She works in partnership with the District Council to champion the Vision, Mission and Values of Girl Guides of Canada-Guides du Canada (GGC), while acting in the best interest of Girl Guides Canada - Guides du Canada, respecting the confidential nature of the work.

#### **ACCOUNTIBILITY**

The geographical area she represents and Area Council

#### **RESPONSIBILITIES**

- Works in partnership with the Unit Guiders to champion the Vision, Mission and Values of GGC.
- Represents the District at Area Council Meetings.
- Promotes open communication between the Unit Guiders, parents, and the girls.
- Works in partnership with the Area Training, Membership Registration & Retention, Public Relations, Camping, International, Program and Cookie Advisers in the recruitment of new Guiders and support to existing Guiders as required in your District.
- Ensures standard screening practices are adhered to and that the corresponding paperwork is completed on all new Guiders.
- Promotes opportunities for Unit Guiders to come together for training events and for networking.
- Administers the GGC Mentorship Program by matching new Guiders with a Mentor as required.
- Ensures that ongoing recognition of Guiders is carried out within the District as per the GGC Awards Program.
- Seek the assistance/support of the Area Commissioner as appropriate, to implement performance management procedures as defined by GGC Adult Support Procedures.
- Ensures that the Area is compliant with risk management procedures e.g. "Safe Guide".
- Works with the District Treasurer to ensure all fundraising initiatives are consistent with GGC *Fundraising Guidelines, GGC Fund Development Policy and Provincial Finance Fundraising Directives* and are approved as per the Guidelines.
- Champions fundraising initiatives within the District.
- Encourages the Guiders to promote participation in local community events e.g. Remembrance Day, Canada Day parades, Volunteer Fairs, etc.

#### **QUALIFICATIONS**

- Is a member in Good Standing with GGC, New Brunswick Council.
  - Possess a good understanding of GGC Vision, Mission and Values.
  - Is knowledgeable of the Bylaws of GGC.
  - Able to work independently and in a team environment.
  - Demonstrates leadership and facilitation skills.
  - Strong oral and written communication skills.
  - Strong organizational and delegation skills.
- Must possess basic computer skills and have access to computer for timely review and response.



## **TERM OF OFFICE**

Following the New Brunswick Council Provincial Recruitment Guidelines, the District Commissioner is endorsed by the District and appointed by the Area Commissioner for a three year term. It is anticipated that there will be a time commitment of approximately 5 hours per week with upwards of 10 hours per week during peak periods in the fall of each year.

## **PERFORMANCE EXPECTATIONS**

- To effectively and efficiently perform the responsibilities of the position.
- To be knowledgeable of the Bylaws of GGC so as to provide appropriate guidance to the District
- To attend Area Council Meetings.
- To provide written reports on District activities including an annual report for Area Council meetings.
- To participate in personal development opportunities as offered by GGC to keep abreast of current developments.
- Be flexible in ability to work within volunteer time schedules and availability.

