

Awards Liaison**Position Description****June 2024****MISSION** *To be a catalyst for girls empowering girls***Purpose** *To collaborate with Guiders and the provincial Member Services Advisory to support provincial level strategies, initiatives and activities that enable appropriate awards and recognition for Nova Scotia Council.***Accountability** *Member Services Representative.***Responsibilities***The Provincial Award Liaison:*

1. *Promotes and encourages adult awards and recognition, both formal and informal, for service to Guiding. Sending out the Volunteer of the Month mail out.*
2. *Advises members to use the provincial awards website and the national website for information on bursary, grant and scholarship opportunities. Advises members how to access information about area opportunities.*
3. *Provides assistance with the application process.*
4. *Receives applications for bursaries awards (if applicable). Establishes an ad hoc committee to review and select recipients.*
5. *Consults with district commissioners and area commissioners regarding Guiders who may be eligible for recognition or awards.*
6. *To ensure that all Guiders are aware that they may nominate any Guider for an award.*
7. *To remind Guiders through GuidePost, that their sister Guiders should be receiving awards.*
8. *To ensure that Area and District commissioners know that they are basically responsible for ensuring that their deserving Guiders receive awards.*
9. *May serve as chair of an awards committee or an ad hoc awards committee.*
10. *May attend provincial or area council meetings when invited to attend.*
11. *To inform Guiders when new awards are introduced.*
12. *To ensure that all Guiders know that they may go through the Provincial Awards Committee to approve any and all awards if they do not wish to have their district approve awards.*
13. *To be available to all Guiders to answer questions concerning awards and the procedure for obtaining these awards and ensuring Member Profile is updated.*
14. *Oversee the Nova Scotia Bursary program. Update website as required.*
15. *Ensure recipients of the Nova Scotia Bursary program are published on Social Media.*
16. *Update the Award section on Nova Scotia Council website.*
17. *Keeps a record of all awards, bursaries awarded annually and report to provincial council.*

18. *To develop and regularly update educational tools such as NS Awards Pamphlet, NS Awards Process, fast and simple recognition, and low-cost recognition ideas*
19. *Additional responsibilities as decided by the provincial council.*

NS SPECIFIC

- *Develop and monitor the Advisory budget and approve and sign expense claims as appropriate.*
- *Actively participate in Member Services Forum meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.*
- *Provide written updates for each Provincial Council meeting and an annual report to the Member Services Rep.*
- *Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office.*
- *Maintains and monitors, at least 3 times weekly, the respective Provincial email and respond in a timely manner.*
- *When creating and executing Provincial events, adhere to event timeline.*
- *Complies with all Provincial Processes.*

Requirements for the position

- *Commitment to GGC's Mission and Vision*
- *Commitment to maintaining the positive image of GGC*
- *Must be familiar with the contents of the Awards and Recognition Module.*
- *Demonstrated innovation and energy to motivate others.*
- *Ability to proactively research and enhance existing knowledge of GGC and its resources.*
- *Ability to work independently and as part of a team.*
- *Strong interpersonal, leadership and facilitation skills.*
- *Strong communication skills - oral, written, email, teleconference and social media.*
- *Good time management skills - ability to prioritize, be creative and take initiative.*
- *Proven ability to respond in a timely manner to the department and others, as required.*

Term of position

- *Three (3) years*
- *Approximately 3-5 hours per week will be required.*