



Québec Council

Awards Liaison

Position Description

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.
2. Advises members to use the provincial awards website and the national website for information on scholarship opportunities.
3. Assists with the Awards & Scholarship application process.
4. Receives applications for scholarships & 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. Ensures that all Guiders are aware that they may nominate any Guider for an award.
7. Reminds Guiders through GuidePost, that their sister Guiders should be receiving awards.
8. Ensures that District Commissioners know that they are 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. Attends provincial or district council meetings when invited to attend.
11. Informs Guiders when new awards are introduced.
12. Ensures 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.



Québec Council

13. 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 Quebec Scholarship program. Update website as required.
15. Updates the Award section on Quebec Council website.
16. Develops and regularly updates educational tools such as QC Awards Booklet,
17. Additional responsibilities as decided by the provincial council.

QC Specific

- Develop and monitor the Advisory budget and approve and sign expense claims as appropriate.
- Actively participate in Member Services meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.
- Provide written updates for the Provincial Council meeting through the Member Services Coordinator.
- Ensure an inventory of all awards is maintained on SharePoint.

Requirements for the position

- Commitment to GGC's Mission and Vision
- Commitment to maintaining the positive image of GGC
- Must be familiar with the Awards and Recognition Module.
- Ability to work independently and as part of a team.
- Strong interpersonal, leadership and facilitation skills.
- Strong communication skills
- Good time management skills - ability to prioritize, be creative and take initiative.

Term of position

- Three (3) years