

Girl Guides changes lives one girl at a time

An Overview of the Volunteer Position Description For District Commissioner

A District Commissioner provides leadership and management for the District.

Commitment Length: Maximum 3 years

As a District Commissioner you are the leader of your District team. You mentor and support the Guiders who work directly with the girls; you are the liaison to others in Guiding and the link to parents and the community. There are lots of resources available to help you understand, learn, manage and be effective in your position.

Responsibilities:

They can be broken down into six areas:

1. Provide responsible leadership for the District Council
2. Develop and maintain effective operating practices within the Council
3. Foster and develop effective and efficient Units within the District
4. Foster and maintain good relations with Council, peers, Guiders and the public
5. Be an active member of the appropriate parent council (Area)
6. Maintain qualifications/competency

This gives you a snapshot of how rewarding but challenging this position can be. Please call for more information at 283-8348 ext.40

District Commissioner Responsibilities

As you can see there are several responsibilities that a District Commissioner is in charge of. Some of these take more time than others, the key is to find out what responsibilities you are good at and have to do. The rest of the responsibilities you can delegate to rest of your team. This position is all about leadership, organization and teamwork with these key principals in place you should have a rewarding volunteer experience.

Communications

- ❖ Receive and distribute information from Area, Province and National
- ❖ Respond to Guider request for help and information
- ❖ Prepare annual report
- ❖ Ensure financial records are maintained

Personnel

- ❖ Recruit new guiders
- ❖ Interview, do reference checks and make sure all paper work is done for new guiders
- ❖ Open and close units when required
- ❖ Ensure all unit details are accurately reflected in iMIS
- ❖ Maintain good relationship with office staff
- ❖ Maintain good relationships among guiders

Your role as District Council Meeting Chair

- ❖ Chair monthly meetings with your unit leaders
- ❖ Prepare agenda for these meeting and share information from Area meetings
- ❖ Attend Area meetings
- ❖ Report information from Area meetings to your District units
- ❖ Finalize Rent Forms twice per year
- ❖ Ensure district books are provide to Area and that unit books are reviewed bi-annually by District personnel per Area motions.

Census

- ❖ Distribute and collect forms from units
- ❖ Collect rent fees
- ❖ Finalize District census reports (membership form)

District Commissioner Responsibilities

Cookies

- ❖ Prepare orders
- ❖ Distribute product
- ❖ Collect money

Guider Records

- ❖ Maintain Guider records
- ❖ Register new guiders; cancel old registrations
- ❖ Recognize service

Training

- ❖ Distribute information about training events
- ❖ Encourage Guiders to attend training events
- ❖ Schedule mini-training sessions at District meetings

Public Relations

- ❖ Promote guiding in the community
- ❖ Advertise Guiding events and achievements