

**MISSION AND PURPOSE**

- Girl Guides of Canada-Guides du Canada (GGC) enables girls to be confident, resourceful and courageous, and to make a difference in the world

**ORIENTATION AND APPOINTMENT**

Interview, orientation and appointment by the Area Commissioner, then elected by District Council, for 3-year term beginning on July 1

**REQUIREMENTS FOR THE POSITION**

1. Registered and enrolled as an adult member of Girl Guides of Canada
2. Have an awareness of Guiding and a willingness to learn more
3. Enjoy, and work well with, adults and within a volunteer organization
4. Demonstrate leadership (working collaboratively with others; ability to prioritize; communicating effectively in person and in writing)
5. Demonstrate knowledge and acceptance to carry out the Vision and Mission of Girl Guides of Canada by promoting and administering the affairs of their Guiding Area

**RESPONSIBILITIES TO AREA COUNCIL**

1. Attends with active participation at monthly Area council meetings
2. Attend the annual District Commissioner training (either live session or via GGC E-Learning)
3. Ensure your District account has a current Deputy Area Commissioner as one of the signing authorities
4. Communicate to Guiders minutes from Area Council meetings, in turn provide District minutes to Area
5. Track all mandatory training for Guiders in your unit for compliancy (ie PRC and Safe Guide)
6. Assist with the performance management for District Guiders when required
7. Support the AC and the Area Council to ensure the society in good standing pursuant to the territorial *Societies Act* in each province/territory (as required)
8. Attend, and encourage Guiders in your District, to attend any girl/adult recognition celebrations throughout the year (ie: youth awards, adult volunteer celebration, area dinner)
9. Succession planning and transition for the DC position during year 3 of your term

**RESPONSIBILITIES TO YOUR DISTRICT**

1. Take appropriate action should a member of your District (Guider or parent/guardian) engage in any action or decision that may harm the organization or compromise the viability of Girl Guides of Canada or our Code of Conduct
2. Facilitate the search for District unit meeting spaces, ensure the mandatory contract signing processes are followed and payments are made/financially tracked/submitted to Area for full reimbursement (a District facility coordinator is an ideal position to support this task)
3. Support Guiders as they work directly with girls, liaise with others in the Guiding community and be a link to the community

4. Recruit Guider support to your position ie: District treasurer (required but does not have to be a Guider, any PRC adult can do this duty), secretary (required), deputy commissioners (up to 3), facility coordinator, special event coordinator, etc
5. Support, share roles and work closely with your support team (Deputies, treasurers etc)
6. Be available to your District Guiders for consultation, support and encouragement.
7. Recruit, provide orientation/training opportunities for Guiders to support their performance of duties.
8. Visit each unit within your District over the Guiding year
9. Encourage Guiders to invite the DC and Deputies to special events (ie: enrolments and advancements)
10. Encourage the sharing of knowledge (ie: unit term agendas), bridging, District events or branch events throughout the year (ie: Brownie Rally or District campfire) while providing sound budget guideline and support
11. Support your District by keeping Guiders informed of activities, developments, events in the Area
12. Have the ability to commit approximately 15-25 hours per week to DC responsibilities which will include email monitoring – responding to the Area Commissioner team, parents and Guiders, unit visits, District and Council meetings (\*this is an approximation of hours, each Guider brings different skills to the position and time commitments will vary per Guider)
13. Facilitate monthly District meetings, encouraging representation from each unit
14. Oversee, with your District treasurer, all duties/responsibilities of your District and unit budgets and expenses, submitting as required all financials for mid year and end of year audits
15. Accept responsibility as one of the authorized signing officers on all unit(s) and District account
16. Arrange, with the district treasurer, all current signing authority requirements for each unit prior to the start of each Guiding year, removing/updating any Guiders who have left or moved to a different unit
17. Track annual Guider years of service and recognition awards, host an event/celebration to honour Guiders annually (anytime in the year), provide these updates to the iMIS office so the Guider profile may be updated

#### **OTHER**

1. Help to ensure all government regulations pertaining to District activities are adhered to
2. Help to ensure that all activities within the District are compliant with Girl Guides of Canada risk management policies/procedures as published in the current issue of *Safe Guide, Guiding Essentials* and *Governance Policies*
3. When possible, participate and encourage Guiders in your District, to attend trainings, workshops and/or conferences provided by GGC with the understanding that all training has subsidy opportunity (ie: mileage reimbursement, registration reimbursement)
4. Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws that pertain to your District
5. Due to the recommended commitment of hours and administration to the role of a District Commissioner, it is not required to also be a unit Guider, though that is an option for the applicant
6. Specific duties/processes that are unique to Districts can be added as an addendum to this document