

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

WHAT'S IN IT FOR YOU

1. Make a positive impact on the lives of girls and adult leaders in your district.
2. Opportunities to develop highly transferable skills such as leadership, communication and planning
3. Access to District Commissioner and Area Council trainings
4. Opportunity to understand guiding at the next level
5. Build relationships with Area and Provincial level
6. Get a Deputy Commissioner Pin

RESPONSIBILITIES TO AREA COUNCIL

1. Attend the annual District Commissioner training (either live session or via GGC E-Learning)

RESPONSIBILITIES TO YOUR DISTRICT

1. To be part of the District Commissioner team and support and manage delegated tasks as assigned by District Commissioner.
2. Tasks could include some of the following:
 - a. 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
 - b. 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)

- c. Support Guiders as they work directly with girls, liaise with others in the Guiding community and be a link to the community
- d. 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
- e. Support, share roles and work closely with your support team (Deputies, treasurers etc)
- f. Be available to your District Guiders for consultation, support and encouragement.
- g. Recruit, provide orientation/training opportunities for Guiders to support their performance of duties.
- h. Visit units within your District over the Guiding year
- i. Encourage Guiders to invite the DC and Deputies to special events (ie: enrolments and advancements)
- j. 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
- k. Support your District by keeping Guiders informed of activities, developments, events in the Area
- l. Have the ability to commit approximately 5-10 hours per week to Deputy responsibilities
- m. Facilitate monthly District meetings, encouraging representation from each unit
- n. Accept responsibility as one of the authorized signing officers on all unit(s) and District account
- o. 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