

Area Commissioner

PURPOSE

To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of their Guiding Area.

APPOINTMENT

Elected by Area Council and appointed by the PC for a term of three years commencing on July 1.

ACCOUNTABILITY

Alberta Council through the Provincial Commissioner and their Area Council.

RESPONSIBILITIES TO AREA COUNCIL

1. Conduct regular meetings of the council preparing agendas for them.
2. Keep the council informed of developments, special events, etc. within Guiding.
3. Coordinate activities of the council, delegating responsibilities and encouraging participation.
4. Be responsible for council planning, both long and short term.
5. Be an ex-officio member of all area committees.
6. Accept responsibility as one of the authorized signing officers on the area accounts.
7. Ensure the proper maintenance of all council records - financial, personnel, minutes, and correspondence.
8. Ensure the efficient processing of correspondence, reports, personnel forms, etc.
9. Ensure satisfactory accounting of all council funds.
10. Submit the annual compliance document, annual reports and a reviewed/audited financial statement to Alberta Council.
11. Maintain an inventory of major pieces of equipment held in the area.
12. Establish and maintain good relationships with the community, particularly with religious, educational, service and youth organizations. Serve as spokesperson for Guiding in your area.
13. Recruit, interview, orient and recommend for appointment all area council personnel and provide the support they need to perform their duties.
14. Where a Council Office is in place, provide operational support for office staff.
15. Discipline and performance management for area adult members.
16. Ensure the area council is a society in good standing pursuant to the territorial Societies Act in each province / territory (as required).
17. Oversight of property management including facilities and leases, as applicable.

RESPONSIBILITIES TO DISTRICT COMMISSIONERS

1. Assist in the recruitment and orientation of District Commissioners.
2. Evaluate and appoint District Commissioners.
3. Be available to District Commissioners for consultation, support and encouragement.
4. Communicate regularly with District Commissioners, keeping them informed of activities and challenges in the area.

5. Organize new district councils as required.
6. Ensure continuity of administration of any district temporarily without a commissioner.
7. Ensure all district accounts are reviewed in accordance with national financial requirements.

RESPONSIBILITIES TO ALBERTA COUNCIL

1. To act in the best interests of Alberta Council as a whole rather than a particular area or personal interests.
2. Attend Alberta Council meetings, representing your Area and acting as liaison between the two.
3. Cooperate and participate in the work of the Alberta Council.
4. Report to Alberta Council, including the submission of annual reports, annual reviewed / audited financial statements and other documentation, such as the Annual Compliance Report, as required.

OTHER

1. Ensure all government regulations pertaining to area activities are adhered to.
2. Ensure that all activities within the area are compliant with Girl Guides of Canada risk management policies and procedures as published in the current issue of Safe Guide, Guiding Essentials and Governance Policies.
3. Participate in the TEAM (Training Enrichment for Adult Members) program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
4. Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws.
5. Be familiar with the Terms of Reference of your area council and other area support committees.

QUALIFICATIONS

1. A commitment to and passion for GGC;
2. Strong commitment to girl engagement and empowerment;
3. Ability to work with a team and to assume a leadership role, when requested;
4. Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
5. Ability to exercise critical, analytical, and decision-focused skills; and,
6. Good communication, listening, and interpersonal skills with ability to communicate effectively.

TERM

Three (3) years.

Approved by Council
(C. 18.09.08)