

International Adviser

Role

The Area International Adviser promotes and administers the international aspects of Girl Guides within Calgary Area, and chairs the Area International Committee.

Qualifications

The Calgary Area international adviser should have knowledge of or a special interest in, the international aspects of Girl Guides of Canada-Guides du Canada, and of WAGGGS.

Orientation

The Calgary Area Commissioner or her designate, Provincial International Adviser and the outgoing Area International Adviser provide orientation.

Appointment

When she has met the requirements for appointment, the Area International Adviser is nominated by the Area Commissioner, approved by Area Council and is appointed by the Area Commissioner

Term

The Calgary Area International Adviser is appointed for a term of three years,

Accountability

The Area International Adviser is accountable to the Area Commissioner or her designate and the Provincial International Adviser.

General Responsibilities

- Fulfil the responsibilities of an adviser
- Fulfil the responsibilities of a chairperson
- Be familiar with the terms of reference of the provincial international committee
- Be aware of and promote adherence to the policies and practices of Girl Guides of Canada-Guides du Canada contained in the bylaws, current issue of Guiding Essentials and Safe Guide, especially those relevant to international activity

Responsibilities Specific to Calgary Area

- Attend meetings of the area council, submitting reports, future plans, annual budgets, and other information as required
- Chair the Area International Committee (as required), preparing agendas, and circulating minutes to all committee members, the Area Commissioner and the Provincial International Adviser
- Ensure a quorum (simple majority) is present before taking a vote; vote only in the case of a tie
- Be responsible for processing all pertinent correspondence and reports
- Approve payment for submitted invoices
- Submit a budget annually to Calgary Area finance committee by the required date



- Recruit, interview, register, appoint and provide orientation for members of the committee
- Provide support and encouragement to the members of the committee
- Represent the area at workshops arranged by the provincial international committee or arrange for an alternate to attend
- Circulate materials and information from the provincial international committee to foster and encourage global awareness and education on developing countries
- Promote and provide education on the Canadian World Friendship Fund, the national twinning project and other special International projects
- Provide current educational material and information on all WAGGGS projects to area units
- Hold an international information session, where possible, on national and provincial international events, WAGGGS projects and special activities
- Assist unit Guiders with international program ideas
- Distribute information about international events and encourage members to apply for nationally sponsored events
- Assist girls and Guiders in completing the application process.
- Receive applications for international events and check applications forms, references, and letter/tapes for completeness. Forward the completed application forms, references, and letters/tapes to the provincial international committee by the deadline.
- Provide appropriate support for delegates selected to attend international events.
- Advise girls and Guiders selected to travel internationally regarding financial and uniform requirements.
- Assist and advise girls and Guiders with the organization of independent group travel.
- Maintain records of area groups and individuals travelling internationally.
- Maintain records of international groups and individuals traveling to Calgary.
- Arrange introductions and hosting for visitors and guests from WAGGGS countries when required
- Submit, by September 30, an annual report of area international activities to the Provincial International Adviser.

Time Commitment

- Chair International Committee meetings
- Attend Calgary Area council meetings (usually 10 per year)
- Participate in Calgary Area planning days/weekends
- Participate in various special events
- Attend Alberta International Committee general meetings
- Attend bi-annual Provincial Standing Committee Workshop

Memberships

- Calgary Area International Committee
- Calgary Area Council
- Provincial International Committee

Member's Rights



- To be appointed by the Area Commissioner after fulfilling the position's requirements for appointment
- To receive timely and appropriate recognition for service

