

Nominations and Search Lead

Role

Facilitate the search, nomination and election/selection processes for the Area Commissioner, and standing and support committee chairs

Qualifications

- Knowledge of and a special interest in the Girl Guides of Canada governance, structure and policy.
- Demonstrated knowledge in nomination, selection and performance review processes.

Orientation

Orientation is provided by the Area Commissioner or her designate and the outgoing nominations and search chair.

Term

The nominations/search chair is appointed for a term of three years and may be reappointed for a further two years following a satisfactory performance review.

Accountability

The nominations and search chair is accountable to the Area Commissioner or her designate.

General Responsibilities

- Fulfill the responsibilities of a chair
- Be aware of and promote adherence to the policies and practices of Girl Guides of Canada contained in the bylaws and current issue of Guiding Essentials

Responsibilities Specific to Calgary Area

- Keep current with changes to the above, in particular, the decisions of Calgary Area Council and recommend amendments to the nominations or election processes as appropriate
- Monitor upcoming vacancies among standing and support committee chairs
- Chair regular meetings of the Nominations and Search Committee
- In cooperation with the secretary, prepare the agenda and review the minutes prior to distribution
- Ensure minutes and announcements are distributed in a timely manner to appropriate members, positions and staff
- Be responsible for processing all pertinent correspondence and reports
- Recruit, interview, register, appoint and provide orientation for members of the committee
- Coordinate the work of committee members and Calgary Area staff, delegating responsibilities as appropriate

Time Commitment

- Consultations with the Area Commissioner or her designate and relevant members of the Calgary Area Council and committees
- Preparation of applications and postings for vacant positions



- Participation in the selection and election processes
- Facilitation of performance review process for Division Commissioners, standing and support committee chairs
- Attendance at council and committee meetings as required by invitation or arrangement

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

