

Program Committee

Purpose

Provide support in program delivery and interpretation.

Accountability

The program committee is accountable to Calgary Area Council.

Authority

The committee is authorized to make decisions that:

- are true to the Vision, Mission, Values, standards, policies and practices of Girl Guides of Canada-Guides du Canada;
- support the goals and priorities of Girl Guides of Canada-Guides du Canada, Calgary Area;
- are within the terms of reference of the committee;
- have been approved in the Area strategic plan and budget and;
- abide by the Code of Conduct and the Oath of Confidentiality.

Membership

- Chair (Area Program Adviser)
- Deputy Area Program Adviser (optional)
- Members at large
- Secretary (optional)
- Area Commissioner or designate (ex officio)

Quorum

Fifty percent plus one of the voting Members shall constitute a quorum at all meetings of the committee.

Committee Functions

- Provide support and assistance with program adaptation for Guiders working with girls with special needs
- Provide resource support for Guiders in all units
- Facilitate communication regarding program changes and additions
- Facilitate research and information requests for national and provincial program committees
- Explore new partnerships within the community and initiate program enhancements
- Provide program enrichment through Calgary Area Special Events
- Act as a liaison between other organizations and Guiders to assist in delivering the Girl Guide program

Committee Responsibilities

- Update resource manual on-line (as necessary)
- Oversee Youth Awards (annually)



Timeframes

- Hold regular meetings, usually seven per year
- Submit the following by the required deadline:
 - Committee reports to Area Council
 - An annual report
 - Regular articles for publication to ENews and on the Area website
 - An annual budget
 - Area reports to the Provincial Program Committee

Minute Distribution

- Calgary Area Program Committee
- Calgary Area Commissioner or Designate

