

## **Section 12m: Program Adviser**

### **Purpose**

To promote and administer the affairs of Girl Guides of Canada-Guides du Canada (GGC) according to the policy of GGC and within the terms of reference of the program committee. This is a position with voice and vote on Area Council.

### **Orientation**

Provided by the Area Commissioner and/or the previous program adviser.

### **Appointment and Term**

Refer to *Guiding Essentials* for the seven step screening process, followed by enrolment, to become a Member of GGC. Guiders apply for the position and go through an interview process and reference checks before they are appointed to this position, completion of a minimum three month probationary period, appointment is confirmed by the presentation of the appropriate pin by the Area Commissioner. Appointment is for a term of three years, commencing July 1<sup>st</sup> of the year of appointment, with the date she assumes responsibility for the position, with a possible renewal for an additional two years.

### **Standard Responsibilities of a Committee Member of Area Council**

1. To ensure that activities carried out by the committee are consistent with the policy of Girl Guides of Canada-Guides du Canada.
2. To maintain current knowledge of GGC and of relevant outside organizations.
3. To participate in Training and Enrichment for Adult Members (TEAM).
4. To prepare and submit an annual budget to the Finance Committee by the required date.
5. To prepare a monthly report as required and an annual report by Nov 20 of each year to be forwarded to the Area Commissioner. To prepare a semi-annual report of committee activities by September 15 for January to August and by January 15 for September to December of each year and forward to the Area Commissioner.
6. To coordinate strategic plans of committee activities for presentation to council.
7. To attend council meetings, reporting as required and cooperating in the work of the council.
8. To attend committee chairs' meetings of Area Council, reporting as required.
9. To attend the Annual General Meeting.
10. To be familiar with the terms of reference of the committee.
11. To select committee members, provide orientation, register members and keep information up-to-date in iMIS.
12. To conduct meetings of the committee as necessary, preparing the agenda and approving the minutes.
13. To ensure the accounting of all committee expenses.
14. To be responsible for the processing of all committee correspondence, reports, etc.

15. To coordinate the work of committee members, delegating responsibilities as appropriate.
16. To ensure that members of the committee are kept informed of current developments within GGC.

### **Specific Responsibilities of the Position**

1. To submit items for publication in the area newsletter, including information received from the provincial program committee.
2. To report regularly to the provincial program committee regarding activities, meetings attended, and to provide feedback on program information received.
3. To encourage suggestions from girls and Guiders for new program ideas, new badges and changes to existing badges.
4. To encourage Guiders to consult with the adviser for members with special needs when necessary, in order to adapt our programs for girl members with disabilities.
5. To attend provincial meetings of the committee as required, including the provincial committee workshop as organized.