

Girl Guides of Canada-Guides du Canada  
Edmonton Area

JOB DESCRIPTION

**MEMBERSHIP 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 membership committee. This is a position with voice and vote on area council.

**Orientation**

Provided by the Area Commissioner and/or the previous membership chair.

**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. Upon 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 with the date she assumes responsibility for the position, with a possible renewal for an additional two years.

**Standard Responsibilities of a Standing 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 sign and comply with the Edmonton Area Oath of Confidentiality, the Statement of Financial Responsibility and the Code of Conduct for all adult Members.
3. To maintain current knowledge of GGC and of relevant outside organizations.
4. To participate in Training and Enrichment for Adult Members (TEAM).
5. To prepare and submit an annual budget to the executive committee by the required date.
6. 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.
7. To coordinate strategic plans of committee activities for presentation to council.
8. To attend council meetings, reporting as required and cooperating in the work of the council.
9. To attend standing committee chairs' meetings of area council, reporting as required.
10. To attend the Annual General Meeting.
11. To be familiar with the terms of reference of the committee.
12. To select committee members, provide orientation, register members and keep information up-to-date in iMIS.
13. To conduct regular meetings of the committee, preparing the agenda and approving the minutes.
14. To ensure the accounting of all committee expenses.
15. To be responsible for the processing of all committee correspondence, reports, etc.
16. To coordinate the work of committee members, delegating responsibilities as appropriate.
17. To ensure that members of the committee are kept informed of current developments within GGC.

**Specific Responsibilities of the Position**

18. To develop and promote recruitment initiatives for both girls and women.
  19. To initiate, encourage and recommend activities to facilitate the retention of girls and women.
  20. To track area statistics and demographics, set goals and follow up under serviced communities.
  21. To assist districts in opening new units and finding meeting places.
  22. To submit membership articles and information to the area newsletter.
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23. To encourage recognition of Guiders through positive role modeling, certificates, newspaper articles, recognition nights, etc.
24. To liaise with the provincial membership adviser in promoting membership initiatives from national.
25. To ensure that the Link adviser fulfils her responsibilities.
26. To attend provincial meetings of the committee as required, including the provincial standing committee workshop.

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