

Newfoundland and Labrador Council

PROVINCIAL INTERNATIONAL COMMITTEE

Job Description

EXPECTATIONS

Provincial International Committee advises on the delivery and implementation of International program skills for girl and adult members. The Provincial International Committee works as a provincial team in direct collaboration with the Provincial International Lead on communications and issues related to the delivery and implementation of International program activities and other initiatives.

RESPONSIBILITIES

- Solicit feedback from district and area levels and work with Provincial International Lead to make International program initiatives successful.
- Work within the Committee and with International Lead to publicize international opportunities for girl and adult members.
- Mentor, inform, and offer practical support to the district and area levels in its endeavor to promote international activities consistent with policies of GGC.
- Promote and provide information on activities such as special international initiatives, national service projects, travel opportunities, WAGGGS activities.
- Foster and encourage projects that will increase interest in World Guiding.
- Directly communicate with Committee as required.
- Liaise with the Safe Guide Committee.
- Maintain current knowledge of the Guiding Programs, Guiding Essentials, Safe Guide and activities of the organization. Ensure District and Area Commissioners are kept informed of current issues regarding International program.
- Participate and/or support all international programs at all levels of Guiding.
- Participate in teleconferences and attend meetings as required.
- Make recommendations to Provincial International Lead on behalf of district and area members.
- Be familiar with Provincial Office procedures pertinent to the operation of the International Committee.
- Assist in coordinating long range planning to discuss with Provincial International Lead.
- Assist with coordinating unit, district or area International events as needed.
- Work within districts and area to familiarize with locations available for International events.
- Support Committee members.
- Be in direct contact with assigned units, districts, District and Area Commissioners.



PERFORMANCE EXPECTATIONS

- Committee members are required to provide notification of absence to the Provincial International Lead as soon as the inability to attend meetings is known.
- Read all relevant material in advance of each meeting and consider the implications of these findings on all levels and locations of GGC.
- Identify potential external trends that may have an impact on GGC's plans and activities.
- Publicly support and promote GGC activities.
- Make informed recommendations in the best interest of GGC.
- Support international Committee to communicate with one voice.
- Promote and support National and Provincial fund-raising initiatives.
- Be familiar with the current strategic plan of GGC.
- Review the number of international opportunities offered through the engagement of girls using age related tools.

REQUIREMENTS FOR POSITION

- Experience in, knowledge of, and a passion for the International program and activities.
- Completion of Safe Guide.
- Knowledge of all levels of International program and WAGGGS.
- Ability to work both independently and with a team.
- Strong oral, written and comprehensive skills.
- Computer skills... Windows (common Microsoft applications).
- Ability to communicate effectively.
- Responding to District, Area members and others in a timely and responsible manner.
- Good organizational skills.
- Ability to organize and chair meetings and solicit views, opinions and advise.
- The Committee meets annually at the Committees' Conference.

TERM OF POSITION

The term of office will be for one year with the possibility of an extension of two more years.

REPORT TO

Provincial International Lead