

Member Services Coordinator, Provincial Council

Position Description

Established March 10, 2016

# MISSION

To be a catalyst for girls empowering girls

# PURPOSE

To provide coordination and oversight of the Provincial Training, Membership, Public Relations/ Communications, Link and Trefoil Sub-Committees

# ACCOUNTABILITY

Provincial Council

# RESPONSIBILITIES

* Member of Provincial Council and Chair of the Member Services Committee and is an ex-officio member of each of the Training, Membership, and Public Relations/Communications Sub- Committees;
* Ensures that these sub-committees are established and populated;
* Communicates and engages Member Services committee members in plans and activities to support GGC’s strategic plan;
* As the chair of the Member Services Committee, fosters a cooperative, creative and supportive environment;
* Ensures that meetings are regularly held by the Training, Membership, and Public, Relations/Communications sub-committees and that the chairs work collaboratively;
* Ensures the orientation of sub-committee members is appropriate and completed and that members meet the expectations of the position;
* Provides training and acts as a mentor for the chairs;
* Provides advice and direction to these sub-committees as needed;
* Facilitates communications with the Provincial Commissioner and/or designate and Council as necessary;
* Provides support in the completion of the sub-committee budgets and submits the budgets as required;
* Provides oversight and monitors the budgets of the sub-committee on a regular basis;
* Coordinates and advises Council of issues, initiatives, and needs after determination by the Training, Membership, and Public Relations/Communications sub-committees;
* Provides the communication conduit between the Provincial Training, Membership, and PR/Communications Advisers and the National Departments and co-ordinates linkages with Advisers in other Provincial jurisdictions; and,
* Performs other related duties as assigned.

# EXPECTATIONS AS A MEMBER OF PROVINCIAL COUNCIL

* To act in the best interests of the Council as a whole rather than a particular location or personal interests;
* To contribute to the advancement of Guiding within the Provincial Council jurisdiction;
* To participate fully as a member of the Provincial Council on all matters under discussion;
* To maintain close communication with the Provincial Commissioner and Executive Committee to inform them of issues of importance as they arise;
* To prepare for and participate in all meetings by reading all pre-meeting documents, seeking clarification on an issue as needed, making decisions in the best interest of GGC, and respecting the Council’s decision-making processes and majority decision;
* To work collaboratively with all council members to ensure best management and stewardship of Guiding within the provincial jurisdiction; and,
* To participate on any Provincial Council review or assessment processes.

# QUALIFICATIONS

* Ability to exercise critical, analytical, problem solving and decision-making skills;
* Strong leadership skills;
* Strong communication, listening, and interpersonal skills with ability to communicate effectively via multiple media source;
* Ability to work with a team and independently;
* Ability to facilitate and chair meetings, solicit views, opinions, and advice, and navigate difficult issues;
* Understanding of and experience with membership growth and community development/outreach;
* Familiarity with various membership documents, including Code of Conduct, Adult Member Support Modules, criteria for membership, and Member registration processes;
* Understanding of adult training methodologies and practices;
* Familiarity with the various GGC training modules, training offerings and protocols;
* Knowledge of GGC communication protocols, products and mediums and an understanding of the role public relations plays in GGC; and,
* Familiarity with and appreciation for GGC’s standards for managing a positive image.

# TERM

Three (3) years

Page 2