



## **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**

- To ensure that activities carried out by the committee are consistent with the policy of Girl Guides of Canada-Guides du Canada.
- 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.
- To maintain current knowledge of GGC and of relevant outside organizations.
- To participate in Training and Enrichment for Adult Members (TEAM).
- To prepare and submit an annual budget to the executive committee by the required date.



- 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.
- To coordinate strategic plans of committee activities for presentation to council.
- To attend council meetings, reporting as required and cooperating in the work of the council.
- To attend standing committee chairs' meetings of area council, reporting as required.
- To attend the Annual General Meeting.
- To be familiar with the terms of reference of the committee.
- To select committee members, provide orientation, register members and keep information up-to-date in iMIS.
- To conduct regular meetings of the committee, preparing the agenda and approving the minutes.
- To ensure the accounting of all committee expenses.
- To be responsible for the processing of all committee correspondence, reports, etc.
- To coordinate the work of committee members, delegating responsibilities as appropriate.
- To ensure that members of the committee are kept informed of current developments within GGC.

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

- To develop and promote recruitment initiatives for both girls and women.
- To initiate, encourage and recommend activities to facilitate the retention of girls and women.
- To track area statistics and demographics, set goals and follow up under serviced communities.
- To assist districts in opening new units and finding meeting places.



- To submit membership articles and information to the area newsletter.
- To encourage recognition of Guiders through positive role modeling, certificates, newspaper articles, recognition nights, etc.
- To liaise with the provincial membership adviser in promoting membership initiatives from national.
- To ensure that the Link adviser fulfils her responsibilities.
- To attend provincial meetings of the committee as required, including the provincial standing committee workshop.