

Area Commissioner

Position Description

February 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Area Commissioner (AC) supports positive and effective experiences for all members within their Area. This role leads and collaborates, providing communication, problem solving and performance management, while ensuring alignment with the organization's strategic priorities. The Area Commissioner fosters a culture of inclusivity, mentorship, and collaboration to help GGC thrive in their Area and Provincial Council. This role may be effectively carried out through a partnership between two individuals, serving as co-Area Commissioners.

ACCOUNTABILITY

Provincial Council and Area Council

RESPONSIBILITIES

Leadership & Collaboration

- Serves as a member of the Provincial Council and chair of the Area Council.
- Ensures all relevant Area Committees are established, populated, and effectively supported.
- Works as a non-voting member of all Area Committees.
- Provides support to District leadership as needed.
- Steps into the temporary role of District Commissioner when requested or required.
- Organizes new District Councils as required.
- Supports efforts to meet membership acquisition and cookie fundraising goals with staff partnerships.

Area Council Management & Support

- Ensures meetings of the Area Council are held regularly with proper records kept.
- Provides oversight of Area and District budgets in conjunction with the Provincial Treasurer, ensuring they are managed responsibly and within budget.
- Accepts responsibility as one of the authorized signing officers on all Area Council accounts.
- Submits all reports and required documentation to Provincial Council by established deadlines.
 - Handles recruitment, interviews, and makes recommendations for appointing Area Council volunteers in collaboration with the Provincial Commissioner(s). Coordinates orientation and training for District Commissioners and Area Council, ensuring they understand and meet the expectations of their roles.
- Actively participate in the planning and forecasting of Area projections for membership targets.
- Identify and support membership growth opportunities with staff partnerships.



Communication & Coordination

- Coordinate activities of the Area Council, delegating responsibility and encouraging participation.
- Keep the Area Council informed of developments, activities, special events, etc. within the Area, Province and Guiding as a whole.
- Be responsible for Area Council planning, both long and short term.

Handling Risks & Issues

- Oversees managing escalations related to performance and other issues.
- Supports follow-up and resolution of Incident Reports, Girl Protection Reports, and investigations as required.
- Maintain an inventory of major pieces of equipment held in the Area.
- Oversight of property management, as applicable.

Inclusivity & Engagement

- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all members.
- Supports initiatives that increase awareness, understanding, and acceptance of diverse members within the organization.

Other Responsibilities

- Completes other duties as assigned by the Provincial Council.

QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Ability to work both independently and as part of a team.
- Strong skills in facilitating and chairing meetings, gathering input, and managing difficult discussions.
- Ability to prioritize the best interests of the membership and GGC as a whole, separating personal interests from the discussion.
- Strong critical thinking, analytical, and decision-making skills.
- Excellent organizational skills to manage tasks and priorities effectively.
- Good writing, communication, and listening skills with the ability to communicate clearly through various media.
- Familiarity with Office Suite or willingness to learn and adapt to new technology.

EXPECTATIONS

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Act in the best interests of the entire Provincial Council, not personal or regional interests.
- Contribute to the growth and success of Guiding within the Area and Provincial Council.
- Participate fully in all Provincial Council discussions and activities.
- Keep open communication with the Provincial Commissioner and Executive Committee about important issues.
- Prepare for and actively participate in all meetings by reviewing materials, seeking clarification as needed, and making decisions that align with GGC's best interests.
- Collaborate with other Council members to ensure effective management of Guiding in the province.
- Time Commitment:



- 5-15 hours/week (variable based on size of Area and time of year; spring and fall are busiest).

TERM:

- Three (3) year term, with option of renewal

