

## **Reset 2025: Member Information**

## **Introduction**

As the volunteering landscape in New Brunswick and on Prince Edward Island continues to evolve, we believe that centralizing some administrative tasks within our existing areas can provide significant benefits. This proposal outlines how centralization will streamline processes, enhance efficiency, and support volunteers while maintaining the strong local connections and community leadership that make our organization special.

We recognize the importance of preserving local leadership and maintaining personal relationships within our communities. Our goal is to implement changes that improve the volunteer experience while ensuring that girls continue to have incredible opportunities for growth and engagement.

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## **Addressing Concerns: Local Leadership and Sisterhood Connections**

We have heard from our volunteers that many are experiencing burnout, disconnection, and a reduced sense of fulfillment in their roles. As the provincial leadership team, we acknowledge that change is necessary to refocus on what truly matters: the Sisterhood of Guiding.

While centralization brings clear advantages, we understand that local leadership and personal connections are at the heart of why many adults' volunteer. To maintain these relationships, we will:

- **Preserve Personal Relationships:** By reducing administrative burdens, volunteers will have more time to focus on building meaningful connections with Guiders, families, and youth.
- **Enhance Communication and Support:** Regionally based administration will improve scheduling, volunteer management, and recognition, ensuring that volunteers feel valued and connected.
- **Strengthen the Volunteer Experience:** By combining centralized administration with strong local leadership, we will create a more supportive and effective volunteer environment.

### **The Proposed Reset Plan**

Reset 2025 is designed as a roadmap to a simplified, stronger, and more equitable future for Guiding across New Brunswick and PEI. The plan involves removing one administrative level from our structure and streamlining procedures and policies. ***It is important to call out that these changes will not directly impact our Units or Unit Guiders.***

### **Implementation Strategy:**

- The provincial council, with insights from sister councils and data from our national organization, has developed a framework for a new provincial structure.
  - Feedback from members has been incorporated to create a structure that balances unit, and membership needs while identifying opportunities for growth.
  - The New Brunswick Reset Plan was presented to the provincial council in January 2025.
  - Presentations to area councils, area commissioners, and district commissioners were completed in January 2025, and will be followed by town hall meetings for member input and feedback.
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### **New Administrative Structure**

The new structure will dissolve all current areas and districts, replacing them with new regions. Each region will be led by a commissioner or Co-Commissioners and supported by a regional council with the following *voting* positions:

- **Regional Treasurer**
- **Girl Experience Adviser**
- **Adult Experience Adviser**

Additional *non-voting roles* may include support for cookies, awards, camping, and other essential areas. Positions will be held for a maximum of three years to encourage fresh perspectives. Consecutive terms will not be permitted unless under special circumstances approved by NB Council.

Each region will have a council, with all Guiders invited to meetings. *Each unit will hold one voting seat*, shared among its Guiders. Quorum (50% +1) will be required for official business.

The transition to this new structure will reduce the number of senior volunteer roles from 75 to approximately 40, making leadership more manageable and effective.

### **Next Steps:**

- Volunteers currently in leadership roles will have the opportunity to apply for role within the new structure. Anyone currently in a leadership role will play an important role in the transition to new leadership roles.
- All adult members will have the opportunity to express interest in regional roles.

## Our New Structure

- Interviews and feedback sessions will begin in March 2025, with the goal of filling all critical roles by June 2025.
- New regional names will be voted on by Guiders, with opportunities for crest design submissions.

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### New Provincial Council Structure

Starting in September 2025, the provincial council will be restructured to reflect the new administrative model. The council will consist of the following positions:

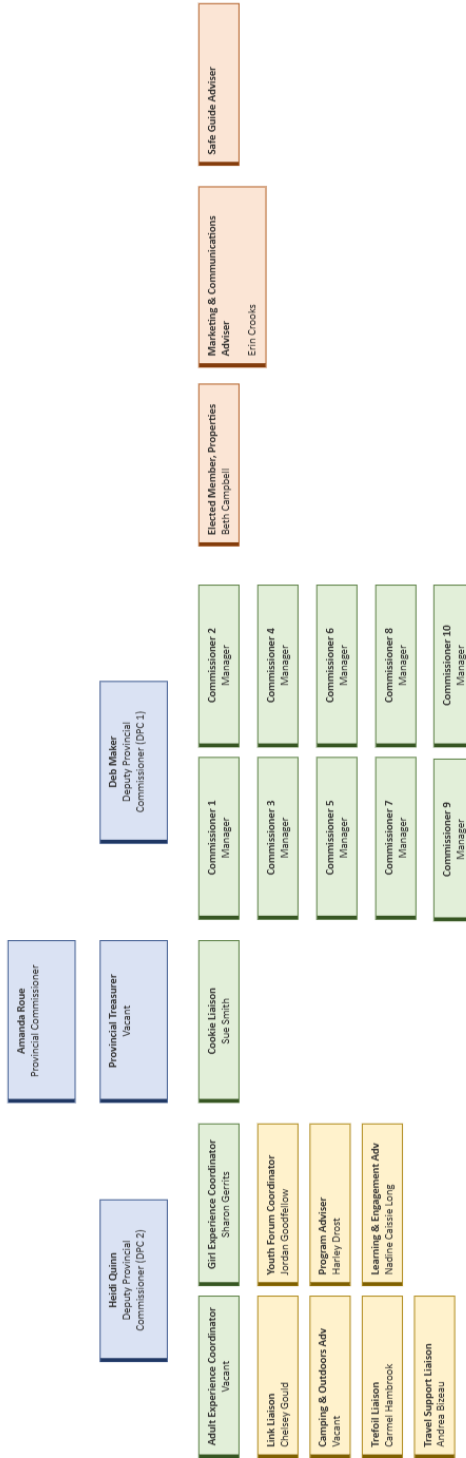
#### Provincial Voting Structure

Role	Voting	Non-Voting
Provincial Commissioner	X	
Deputy Provincial Commissioner	X	
Deputy Provincial Commissioner	X	
Provincial Treasurer	X	
Adult Experience Coordinator	X	
Link Liaison		X
Camping & Outdoors Adviser		X
Trefoil Liaison		X
Travel Support Liaison		X
Girl Experience Coordinator	X	
Youth Forum Coordinator	X	
Program Adviser		X
Learning & Engagement Adviser		X
Cookie Liaison		X
Commissioner 1	X	
Commissioner 2	X	
Commissioner 3	X	
Commissioner 4	X	
Commissioner 5	X	
Commissioner 6	X	
Commissioner 7	X	

## Our New Structure

Commissioner 8	<b>X</b>	
Commissioner 9	<b>X</b>	
Commissioner 10	<b>X</b>	
Elected Member, Properties	<b>X</b>	
Marketing & Communications Adviser		<b>X</b>
Safe Guide Adviser		<b>X</b>

# Our New Structure



## **Financial Responsibilities Breakdown**

### **Provincial Level (NB Council)**

The provincial council will oversee the financial management of all funds and ensure alignment with GGC and CRA guidelines. Key responsibilities include:

- Holding and managing the Unit and Regional Support Fund to provide equitable access to financial resources.
- Reviewing and approving requests for increases in standardized regional balances when necessary.
- Conducting an annual financial review to assess budgets, reallocate funds, and address emerging financial needs.
- Managing Unified Banking accounts for transparency and ease of access.
- Setting deadlines and policies for financial transactions, purchase card usage, and year-end reconciliations.
- Assuming all financial payments for adult member registrations, except for Members- at –Large and Trefoil members who must pay their own fees.
- Covering costs for annual training conferences, uniform subsidies, awards, and specialized training.

### **District Level**

Each region will operate within the framework set by the provincial council and will be responsible for:

- Maintaining an operating budget within the standardized balance set by NB Council.
- Submitting budget reports for provincial council review at the end of each Guiding year.
- Ensuring that no excess balances remain in accounts at year-end.
- Managing day-to-day regional expenses, including training, awards, and regional events.
- Facilitating the transfer of funds between units, members, and regional accounts as needed.
- Ensuring membership rosters are accurate and up to date.

As we begin this complex process, it is critical that we continue to remain strong financial stewards for the organization. This means that there is to be no unbudgeted spending in districts or Areas without the express approval of the Provincial Commissioner throughout the remainder of 2025. A more detailed timeline of deadlines for purchase card transactions and year end reconciliations will be shared very soon

## Unit Level

Individual units will have access to financial support while being responsible for:

- Requesting funds for unit activities, training, or special projects through the Unit and Regional Support Fund.
- Ensuring proper budgeting and financial tracking for unit expenses.
- Participating in regional financial planning discussions to ensure equitable distribution of resources.
- Following all Unified Banking policies for seamless financial management.
- Requesting Unit Camp Assistance and Travel Assistance for youth and adult members, with a written request.

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## Standardized Financial Reimbursements

### Meal Reimbursements

Members attending an endorsed event with travel exceeding three hours are eligible for reimbursement at these rates:

- **Breakfast:** \$15
- **Lunch:** \$20
- **Supper:** \$40
- Expense forms will be distributed for each event, with a set deadline for processing.

### Mileage Reimbursement

- **0.55 cents/km** for travel exceeding **80 km round trip** (carpooling encouraged)
- Fuel purchases **cannot be reimbursed** unless using an approved rental vehicle.
- Cheques under **\$250 are issued three times per year (December, April, August)**.

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## Streamlined Financial Responsibilities

### Provincial

To simplify operations, several financial responsibilities will shift from the regional to provincial level, including:

- Costs for annual training conferences



## Financial Information

- Uniform subsidies for both youth and adults
- Awards for both adult and youth members
- Training-related costs, including mileage
- First aid and specialized training (food handling, outdoor experience, etc.)
- New unit startup funds

## Regional

- Annual awards event for Girls and Adults
- Regional Training costs (mileage, meals)
- Regional Girl events
- Regional Camps

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## Camp Properties Management

NB and Council currently own five camp properties, which will transition to provincial-level financial management by September 1, 2025:

- Camp Fairhaven (PEI Area)
- Camp Nebooktook (Tidewater Area)
- Camp Chip (Mawiw Area)
- Camp ET (Mawiw Area)
- Camp Oswego (Waters Edge)

A dedicated Camp Portfolio will be created, merging existing funds for property improvements and operations.

- Camp committees will continue to oversee daily operations and will have a focus on increasing camp usage.
- A new 5-year strategic plan will ensure financial sustainability and effective stewardship.

## **NB Council Unit and Regional Support Fund**

### **Purpose of the Fund**

The NB Council Unit and Regional Support Fund is designed to provide financial assistance to members of the organization, where appropriate, to help cover specific costs associated with the growth and development of units, individual members, and various events. This fund aims to support members in achieving their goals while ensuring that financial constraints do not hinder their participation and involvement. All the details about this fund and how to apply for subsidies will be shared in Guidepost in September 2025.

### **Eligible Items for Subsidy**

The following items are eligible for support through the fund:

#### **1. Uniforms:**

- Subsidy amount available up to \$45.00 to cover the one-time cost of a uniform t-shirt, taxes and shipping
- Attach a copy of the invoice/receipt, with name of the member and their iMIS number

#### **2. New Unit Start-Up Costs:**

- Subsidy amount available up to \$300
- Funds may be allocated to help cover the initial expenses associated with starting a new unit. This can include purchasing necessary supplies and other start-up needs.
- The unit must have a unit iMIS ID and UB account ID.

#### **3. Facility Fees:**

- The fund can provide support to cover fees and/or honorarium required for renting or securing facilities for unit meetings.
- For locations where no invoice is provided but an honorarium is given by the unit, provide a copy of rental agreement or handwritten request
- For spaces that are rented please follow our contract process
- Term of rental should be no more than one Guiding year.

**4. Camperships:**

- To encourage participation in camping activities, financial assistance may be offered to members who require support for camp registration fees and related costs.
- Provide the following information:
  - Event date, location, brief description of event
  - # youth, # guiders/adults; fee for youth; fee for adults
  - Subsidy if received from district or unit
  - Total camp expenses
  - Members name and iMIS number
  - Identify any parental or unit subsidy

**5. Special Events:**

- The fund can help offset costs associated with special events, ensuring that all members can participate in these important experiences.
- Important reminder that all events should follow our events process
- A copy of the event budget is required at the time of request,

**6. Training:**

- Financial support may be provided for training opportunities, including workshops, and certification programs that enhance the skills and knowledge of our members and leaders.
- First Aid will be 100% covered for up to 2 adults per unit.
- Specialized Training (food handling / wilderness first aid / mental health) will be considered on a case-by-case basis. You will be asked to provide a commitment to share the skills with the larger guiding community

**How to Apply:**

Members or units seeking financial support from the NB Council Member and Unit Support Fund should apply outlining the specific needs and costs associated with the request. The application process will involve:

1. Completing the fund application form (available online in September)
2. Submitting the form for review and support

## Financial Information

3. Supporting documentation or invoices may be required to process requests.

### **Funding Availability:**

Funding availability is subject to annual budgetary allocations. Requests will be considered based on priority and available resources. The NB Council may offer partial or full support depending on the nature of the request and overall funding limits.

### **Important Considerations:**

- Applications should be submitted in advance of the intended event or purchase.
- Funds are distributed on a first-come, first-served basis with consideration given to urgency and availability of resources.
- Only approved items and expenses will be subsidized.

### **Benefits for a Sustainable Future**

- Reduction of critical leadership roles from 75 to 40, improving role fulfillment and reducing volunteer burden.
- Fewer administrative roles create more opportunities for members to engage in committees and events.
- Simplified administrative structures streamline communication and decision-making.
- Funds will be more accessible to members, units, and regions without requiring council votes.
- Increased funding for regions and units ensures enhanced girl experiences.

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### **Benefits for Individual Volunteers**

- **Streamlined Communication:** More efficient, consistent updates and event details.
- **Simplified Coordination:** Centralized event management reduces scheduling conflicts.
- **Enhanced Support and Training:** Standardized online resources, webinars, and workshops.
- **Recognition and Rewards:** Regional recognition of contributions with awards and certificates.
- **Improved Volunteer Experience:** Less administrative burden, allowing focus on direct impact.
- **Consistency and Fairness:** Equitable application of policies and procedures.
- **Better Volunteer Management and Personalization:** Tailored role assignments based on skills and interests.
- **Increased Impact and Effectiveness:** Streamlined logistics maximize community engagement.

## **Why is such a large-scale change being made?**

The volunteer landscape has changed. Leadership roles are being left unfilled for multiple years, and several senior volunteers are being overstretched by covering multiple roles simultaneously. Recognizing this ongoing concern, a large-scale change was necessary to alleviate pressure on volunteers, recognize current volunteer capacity, and balance our membership groupings more efficiently.

## **I'm a Unit Guider – what's changing for me?**

Unit Guiders will only see a change in the name of their new region. Units will maintain their Unified Banking accounts and account balances and will continue receiving funds from cookie sales.

## **How will centralized administration and local leadership be balanced effectively?**

Balancing centralized administration and local leadership requires creating a structure where both levels can collaborate while maintaining autonomy and control over their respective areas, here are some ways that we will achieve this balance:

- Clear role definitions and boundaries
- Centralized administration: responsible for overarching policies strategies and financial allocations, they will provide the framework, compliance and large-scale coordination.
- Local leadership: handles community level operations, tailored decision making, and the day-to-day needs of the local population.
- Decentralized decision making and central oversight: using data and feedback loops to ensure that decisions made at the local level align with broader strategic goals.
- Shared governance and collaborative planning: both centralized and local leaders will be engaged in decision-making through regular consultations and meetings, committees etc.

## **How will the new regional structure improve leadership effectiveness and volunteer management?**

A key piece of reset is our commitment to improved leadership training and mentorship. A robust training and support plan will be launched for all members who are stepping into leadership roles. We believe that by setting clear expectations of our leadership teams, and in clarifying roles and responsibilities we will create a collaborative team approach to leadership and volunteer management.

## **Why are area and district funds being moved?**

We understand this may be a significant stressor for many adult members. These funds are not being taken away but restructured to improve access for members and units. Additionally, this alignment ensures compliance with GGC and CRA guidelines, reducing dormant funds in district accounts.

## **What does standardized finance mean for our district?**

Standardizing finances across the provinces allows for equitable support of all members and units, regardless of location. Financial structures will now be uniform across all regions, set by the New Brunswick Council rather than each district separately. This ensures that Guiders and youth members receive consistent financial support. More details on standardized finances are provided in this document.

**How will the new restricted fund be managed, and how does it benefit members?**

The new **Unit and Regional Support Fund** will be managed by the New Brunswick Council using standardized guidelines to determine spending allocations. A new administrative role will oversee the fund. These guidelines will ensure equitable access to funds for members, units, and districts by removing administrative barriers. The fund will be accessible for expenses directly impacting girl programming, engagement, and experiences.

**Will there be a review of the new administrative and financial structures?**

Absolutely! New Brunswick Council has put together a plan that we feel will work well; however, we know that necessary tweaks and modifications may be required as it's put into practice. We will address pain points and consider feedback during this transitional year and ongoing. A formal review will also take place every three-year cycle.

**What new district am I/my unit a part of?**

A full breakdown of Units and New Regions can be found in Appendix C of this document.

**My unit is no longer grouped with the same units, can we still connect?**

Of course! We encourage everyone to build relationships within their new districts, but you don't need to be in the same region to maintain relationships or continue having experiences together.

**Our district or area has shared supplies or equipment. What happens to that now?**

Supplies and equipment, such as camping and marketing gear, purchased with GGC funds remain the property of GGC. We encourage sharing within the new structure. Existing district gear should be made available to all within the new region. In case of disputes, the council will work towards a fair resolution.

**What will happen to existing traditions and memories?**

Many districts and areas have special traditions, awards, and events. While new traditions will emerge, we also want to preserve historical records. Districts and areas are invited to submit special award details, event records, unique crests, and memory items to our provincial electronic archives.

**When will youth members and families be told about the change?**

This administrative restructuring has minimal impact on youth members and their families. The change will be communicated simply before spring registration.

**Travel (fundraising) cookies priced at \$25.00 across the board—what portion goes to units, regions, and the province?**

New Brunswick Council is very happy to be able to support a \$25 fundraising model for approved fundraising cookies. This model will continue, and the cost will be incurred at the Provincial Level. It's important to share that NB Council currently has the highest subsidy for fundraising cookies across the country, that's something we are very proud of.

**Can I get more information about the volunteer roles for the new regions?**

Yes! The descriptions, responsibilities, and candidate requirements for each volunteer position can be found in Appendix H of this document. Applications for these roles are now open and we would love to talk more with you about joining our team.

**Who created this plan, and can I provide feedback?**

The Reset 2025 plan was developed by the leadership of New Brunswick Council, incorporating feedback from area council members and the broader Guiding community. While the plan is detailed, we recognize that new perspectives may arise. Feedback and questions can be sent to **[nb-reset@girlguides.ca](mailto:nb-reset@girlguides.ca)**. We will address concerns and highlight frequently asked questions in upcoming Guidepost editions.



Appendix B: Financial Alignment Chart

<b>Awards</b>			
	<b>Province</b>	<b>Region</b>	<b>Unit</b>
Beaver	Y		
Gold Maple Leaf	Y		
Honorary Life	Y		
Chickadee	Y		
Fortitude	Y		
Valour	Y		
Guider Region Specific Awards		Y	
Canada Cord		Y	
Lady Baden Powell		Y	
Trailblazer		Y	
Unit Guider Award		Y	
Merit Awards		Y	
Gold Thanks (paid for at Level nominated)	Y	Y	
Team Award (paid for at level nominated)	Y	Y	
Award Ceremonies (adults/youth)		Y	
Guider Enrollment Pins		Y	
Guider Branch Pins		Y	
<b>Training</b>			
	<b>Province</b>	<b>Region</b>	<b>Unit</b>
Specialized Training	Up to 66% of total cost based on ROI		
<b>Training cont'd</b>			
	<b>Province</b>	<b>Region</b>	<b>Unit</b>
Provincial Training Workshop (annually)	Y		
First Aid	Y		

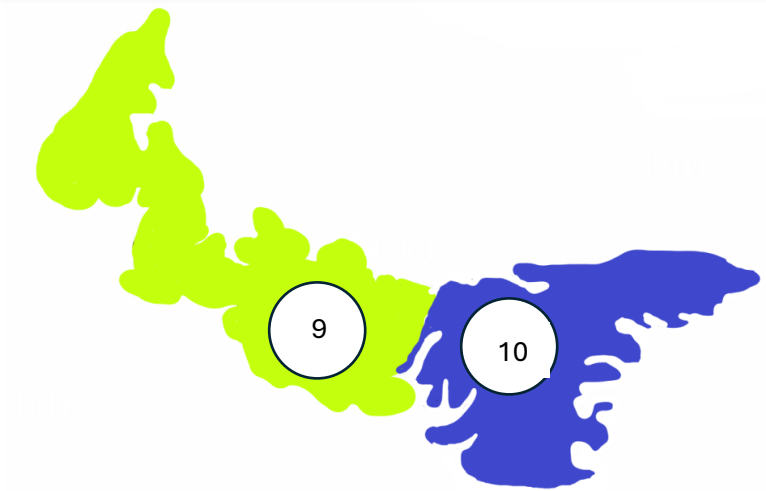
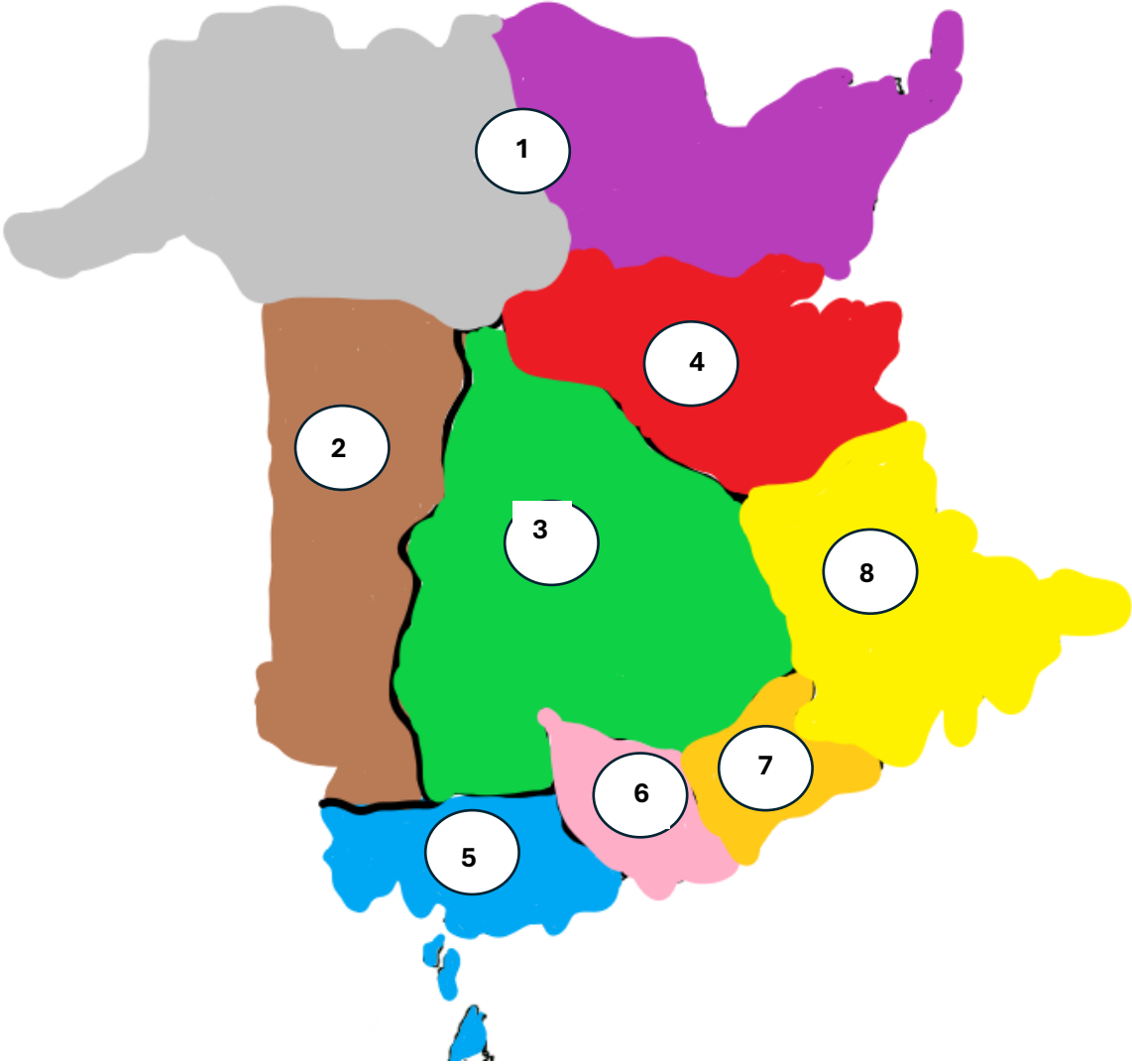
Appendix B: Financial Alignment Chart

Regional Training attendee mileage		Y	
Regional Training attendee meals*(see meal allowance)		Y	
Trainer expenses (mileage, meals, accommodations)	Y		
<b>Venue Rentals</b>			
	<b>Province</b>	<b>Region</b>	<b>Unit</b>
<b>Venue Rentals</b>			
Regional Meetings		Y	
Regional Events		Y	
Regional Banquets		Y	
Provincially Sponsored Events	Y		
Unit Meeting Space	Y		
Storage Space Rentals (if needed)		Y	
<b>Miscellaneous Items</b>			
	<b>Province</b>	<b>Region</b>	<b>Unit</b>
Guider Name Tags		Y	
Program Supplies			Y
Girl Badges and Pins			Y
<b>Member Support</b>			
	<b>Province</b>	<b>Region</b>	<b>Unit</b>
Uniform Subsidy (New Guider and Girl Member)	Y		
	<b>Province</b>	<b>Region</b>	<b>Unit</b>
eLearning Fees	Y		
Scholarships and Bursaries	Y		
<b>Member Registration Fees</b>			

Appendix B: Financial Alignment Chart

	Province	Region	Unit
Adult Members (see clarification notes)	Y		
<b>Growth and Community Engagement</b>			
	Province	Region	Unit
Provincial Materials	Y		
Regional Materials		Y	
Adult Recruitment Advertising	Y		
New Unit Start Up	Y		
<b>Recruitment Events</b>			
	Province	Region	Unit
Provincially Driven Events	Y		
Regional Specific Events		Y	
<b>Girl Events</b>			
	Province	Region	Unit
Provincially Initiated Girl Events	Y		
Regionally Initiated Girl Events (following cost recovery model)		Y	

Appendix C: New Maps



Appendix D: New Region and Unit Breakdown

Region One		
1st Bathurst Pathfinder Unit	1st Bathurst Spark Unit	1st South Bathurst Ember Unit
2nd West Bathurst Guide Unit		
Region Two		
1st Debec Spark/Ember/Guide/Pathfinder Guiding Unit	1st Plaster Rock Guide/Pathfinder/Ranger Guiding Unit	1st Plaster Rock Spark/Ember Guiding Unit
1st Woodstock Pathfinder/Ranger Guiding Unit	1st Woodstock Spark Unit	2nd Woodstock Guide Unit
3rd Woodstock Ember Unit		
Region Three		
1st York Sunbury Ranger Unit	1st New Maryland Ember Unit	1st New Maryland Guide Unit
1st New Maryland Pathfinder/Ranger Guiding Unit	1st New Maryland Spark Unit	1st Tri-County Spark/Ember/Guide Guiding Unit
1st Gagetown Guide Unit	1st Gagetown Pathfinder/Ranger Unit	1st Gagetown Spark/Ember Guiding Unit
1st Oromocto Ember Unit	1st Oromocto Pathfinder/Ranger Guiding Unit	4th Oromocto Spark Unit
5th Oromocto Guide Unit	6th Oromocto Guide Unit	13th Fredericton Guide Unit
13th Fredericton Spark Unit	1re Unité Francophone de Fredericton	1st Devon Pathfinder Unit
1st Hanwell Ember Unit	1st Hanwell Guide Unit	1st Hanwell Pathfinder/Ranger Unit
1st Hanwell Spark Unit	1st Mawiw Trex Unit	1st Nashwaaksis Ember Unit
1st Nashwaaksis Guide Unit	3rd Nashwaaksis Spark Unit	5th Fredericton Ember Unit

Appendix D: New Region and Unit Breakdown

5th Fredericton Guide Unit	5th Fredericton Pathfinder Unit	5th Fredericton Spark Unit
8th Fredericton Ember Unit		
<b>Region Four</b>		
1st Blackville Ember Unit	1st Blackville Spark Unit	1st Chatham Ember Unit
1st Gretna Green Ember Unit	1st Gretna Green Spark Unit	1st Nelson Miramichi Ember Unit
1st Nelson Miramichi Spark Unit	1st Newcastle Spark/Ember Guiding Unit	1st Upper Miramichi Spark/Ember Guiding Unit
3rd Chatham Spark Unit	1st Blackville Guide Unit	1st Millbank Guide Unit
1st Millbank Pathfinder Unit	1st Miramichi River Ranger Unit	1st Nelson Miramichi Guide Unit
1st Upper Miramichi Guide/Pathfinder Guiding Unit		
<b>Region Five</b>		
1st Blacks Harbour Spark/Ember/Guide/Pathfinder Guiding Unit	1st St George Pathfinder/Ranger Guiding Unit	1st St George Spark/Ember Guiding Unit
1st St Stephen Spark/Ember/Guide Guiding Unit	2nd St George Guide Unit	
<b>Region Six</b>		
16th Saint John Guide Unit	1st Millidgeville Ember Unit	1st Millidgeville Spark Unit
16th Saint John Spark/Ember Guiding Unit	1st Millidgeville Guide Unit	1st Greenwich Spark/Ember/Guide/Pathfinder Guiding Unit
1st Ketepec Ember Unit	1st Ketepec Spark Unit	1st Westfield Guide Unit
1st Westfield Pathfinder/Ranger Guiding Unit	2nd Saint John Ember Unit	2nd Saint John Guide Unit
2nd Saint John Pathfinder Unit	2nd Saint John Spark Unit	1st Forest Hills Spark Unit
1st Glen Falls Guide Unit	1st Lakewood Heights Ember Unit	1st Lakewood Heights Guide Unit

Appendix D: New Region and Unit Breakdown

1st Lakewood Heights Spark Unit	9th Saint John Ember Unit	Eastern Trail District Pathfinder/Ranger Guiding Unit
Loch Lomond Spark/Ember Guiding Unit	3rd Lancaster Ember Unit	3rd Lancaster Guide Unit
3rd Lancaster Spark Unit		
<b>Region Seven</b>		
1st Quispamsis Pathfinder Unit	1st Rothesay Spark Unit	2nd Kennebecasis Ranger Unit
2nd Quispamsis Ember Unit	2nd Quispamsis Spark Unit	3rd Quispamsis Guide Unit
3rd Rothesay Ember Unit	4th Quispamsis Ember Unit	4th Quispamsis Guide Unit
1st Hampton Ember/Guide Guiding Unit	1st Hampton Pathfinder/Ranger Guiding Unit	1st Hampton Spark Unit
1st Sussex Guide Unit	1st Sussex Pathfinder/Ranger Unit	1st Sussex Spark/Ember Guiding Unit
2nd Hampton Ember Unit		
<b>Region Eight</b>		
1st Riverview Pathfinder Unit	2nd Riverview Ember Unit	2nd Riverview Spark Unit
3rd Riverview Guide Unit	1st Sackville Pathfinder Unit	1st Sackville Ranger Unit
2nd Sackville Guide Unit	2nd Sackville Spark Unit	3rd Sackville Ember Unit
10th Moncton Ember Unit	10th Moncton Spark Unit	14th Moncton Pathfinder Unit
1st Cocagne Spark/Ember/Guide/Pathfinder/Ranger Guiding Unit	1st Sunny Brae Guide Unit	20th Moncton Ember Unit
2nd Tidewater Area Ranger Unit	1st Salisbury Pathfinder/Ranger Unit	1st Salisbury Spark Unit
1st Shepody Spark/Ember/Guide/Pathfinder/Ranger Guiding Unit	2nd Salisbury Ember Unit	2nd Salisbury Guide Unit

Appendix D: New Region and Unit Breakdown

Region Nine		
1st Kensington Ember Unit	1st Kensington Guide Unit	1st Kensington Pathfinder/Ranger Guiding Unit
1st Kensington Spark Unit	1st St Eleanor's Ember Unit	1st Summerside Guide Unit
1st Summerside Pathfinder Unit	1st Summerside Spark Unit	1st Tignish Ember Unit
1st Tignish Guide Unit	1st Tignish Pathfinder Unit	1st Tignish Spark Unit
Region Ten		
1st Charlottetown Spark Unit	1st Cornwall Ember Unit	1st Cornwall Guide Unit
1st Cornwall Pathfinder Unit	1st Cornwall Ranger Unit	1st Cornwall Spark Unit
1st Little Pond Spark/Ember/Guide/Pathfinder/Ranger Guiding Unit	1st Morell Spark/Ember/Guide/Pathfinder Guiding Unit	1st North Shore Spark/Ember Guiding Unit
1st Queens District Pathfinder/Ranger Guiding Unit	1st Sherwood Ember Unit	1st Spring Park Guide Unit
5th Stratford Ember Unit		



As we move toward the future, it's essential that area leaders are ready to foster an engaged community of volunteer members. They should come to their roles prepared, with the right training and expectations clearly set. Getting volunteers to step up can be challenging, but it's achievable if we:

### **Understand Their Motivations and Barriers**

Take the time to chat and understand what might be holding them back. Are they feeling overwhelmed, unappreciated, or unsure of what's involved? Finding out more lets us provide the right support.

### **Personalize the Ask**

Frame leadership opportunities around their interests. If someone is passionate about a specific area, suggest they take the lead there. Personal relevance boosts motivation!

### **Provide Clear and Manageable Responsibilities**

Break leadership tasks into bite-sized pieces to make them feel less daunting. Starting with smaller roles can help build confidence.

Establish short-term, clear goals with regular check-ins. Little wins can go a long way in building motivation!

### **Foster a Sense of Ownership and Impact**

Help Guiders see how their leadership can positively affect the girls, our community, and their own growth. Allow volunteers to make decisions within their roles, inspiring accountability, and excitement!

### **Provide Encouragement and Positive Reinforcement**

Recognize Efforts - Celebrate progress and contributions, whether with shout-outs or quiet thanks. It lifts morale and creates a positive environment.

Constructive Feedback - Regularly acknowledge progress and offer supportive feedback. Appreciation goes a long way.

### **Offer Support and Training**

Pair them with experienced mentors who can guide and encourage them

Leadership Training Provide more skill development opportunities, so they feel more confident.

### **Ongoing support**

Let them know they aren't alone in this journey.

### **Make Leadership Roles Fun and Social**

Create a Positive Environment - Foster camaraderie through social events and team-building activities.

Incorporate Interests - Align roles with their personal passions when possible.

### **Give Them Autonomy and Responsibility**

Allow flexibility while making sure guiding principles are adhered to. Give volunteers the freedom to approach roles their way—autonomy boosts engagement.

Empower Decision-Making - Encourage initiative within leadership roles to foster commitment.

### **Create a Culture of Leadership Development**

Promote the idea that leadership is a shared responsibility.

Help volunteers see leadership as part of their personal growth journey.

### **Understand the Bigger Picture**

Highlight Personal Growth - Emphasize that leadership brings personal growth benefits.

Create a Sense of Legacy - Inspire them to leave a lasting impact through their leadership roles.

### **Offer Incentives and Recognition**

Consider fun perks or public acknowledgment for those who step up.

Promote Growth Opportunities

Motivating volunteers to take on leadership roles is about understanding their motivations, offering meaningful support, and creating a positive environment. With encouragement, clear responsibilities, and a sense of belonging, we can empower volunteers to embrace leadership roles, leading to a more engaged community and a stronger, more vibrant organization.

## Regional Commissioner(s)

As a Regional Commissioner, you are the leader of your regional team. Your primary roles are:

- Supporting Guiders as they work directly with girls
- Liaising with others in Guiding
- Being a link to the community.
- Supporting initiatives and events aligned with our strategic plan.
- Being an active and engaged member of Provincial Council

As a Regional Commissioner, you can expect:

- An orientation to your position
- Regional Commissioner training
- To be supported by the Provincial Leadership team and council
- To develop and enhance skills that can benefit you professionally be added to your resume

Duties of the Position:

You will provide leadership and direction to the regional team and provide ongoing leadership to the Guiders in your region by:

- **Communicating and supporting - leadership**, team building, motivating your Guiders, unit visits, recognition, mentorship, feedback
- **Administration** - records management, management of council meetings, risk management
- **Oversight** – orientation, training, financial management
- **Performance Management** – effective communication, addressing concerns, conflict management, effective use of Guiding Essentials and our Membership Procedures
- **Networking** - position support, succession planning, reporting
- **Contributing** – implementing GGCs vision: a better world, by girls.
- Event execution – working with your regional volunteers to ensure both girl and adult events are occurring that align with our strategic plan

Our Ideal Candidate:

- Is registered and enrolled as an adult member of GGC
- Has an awareness of Guiding and a willingness to learn more
- Enjoys working as part of a team

## Appendix F: New Role Descriptions

- Collaborates well with others
- Demonstrated leadership
- Participates in learning opportunities
- Accepts and embodies our Vision, Mission and Values

### Responsibilities and Limitations:

- Take appropriate action should a member of your council, a non-member volunteer or caregiver/guardian engage in any action or decision that may harm the organization or compromise the viability of GGC or violate the Code of Conduct.
- Must not borrow money or otherwise indebt GGC. This includes entering into property or equipment leases.
- Regional Commissioners are not authorized to sign any type of contract or lease.
- Uphold GGC policies and Code of Conduct.

### **Girl and Youth Experience Adviser**

Mission: to be a catalyst for girls empowering girls

Purpose: supports their region in the areas of program, travel, camping & outdoors

#### Responsibilities:

- Member and active participant of the Provincial Girl and Youth Experience Committee
- Communicates and engages with Regional Guiders to share plans and activities that support GGCs strategic plan
- Assists Regional Commissioner(s) in creating and executing exceptional girl experiences.

### **Adult Experience Adviser**

Mission: to be a catalyst for girls empowering girls

Purpose: supports their region in ensuring an exception adult experience including training, link, trefoil, awards, membership and communications.

#### Responsibilities:

- Member and active participant of the Provincial Adult Experience Committee
- Communicates and engages with Regional Guiders to share plans and activities that support GGCs strategic plan

Assists Regional Commissioner(s) in creating and executing exceptional adult experiences

## **Regional Treasurer**

A Regional Treasurer monitors the use of funds in your region.

The Regional Treasurer works with the Regional Commissioner and ensures that Unit Treasurers are supported in their roles and fulfil their role responsibilities.

Regional and Unit Treasurer responsibilities do not differ significantly when using the Unified Banking system. However, a Regional Treasurer may also be responsible for monitoring unit-level activity for operational reasons and can continue to do so through “read only access” to unit accounts. \*If you are a Treasurer, please see the Unified Banking Treasurer section below for more details.

The responsibilities of a Regional Treasurer are the following:

1. General financial oversight o Monitor the regional account to ensure all transactions are accurate and verified weekly.
2. Support cookie sales and fundraising in your region o Ensure the full \$60 per case of cookies ordered are deposited before the payment due date for each campaign.
3. Financial planning and budgeting o Plan the Guiding year with the regional leadership team, including revenue and expenses.
4. Financial reporting o Keep your regional Council members informed of the account balance and the available balance monthly.
5. Banking and managing finances
  - Deposit all district funds.
  - Verify all deposits and purchase card (p-card) transactions.
  - Prepare manual expense transactions for non-purchase card transactions.
  - Attach electronic copies (scan or photos from your phone) of deposit slips and receipts for all revenues and expenses to the transaction in the Unified Banking system.
6. Completing the year-end reconciliation
7. Supporting Unit Treasurers in your region when necessary
  - Ensure smooth transition when Treasurers change positions.
  - Help Unit Guiders recruit new Unit Treasurer