



RESET 2025

Information for Districts and Guiders | January 2025

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Reset 2025:

Addressing Challenges and Strengthening Guiding in Newfoundland & Labrador

Introduction

As the volunteering scene in Newfoundland & Labrador continues to change, we believe that centralizing some admin tasks within our existing Areas can really bring about some much-needed benefits. This proposal shows how centralization can make things smoother and more beneficial for individual volunteers, while keeping those invaluable local connections and the spirit of community leadership alive.

While we're proposing centralizing some tasks, we absolutely understand how important it is to maintain local leadership and the personal touch within our communities. We've come up with some strategies that strike a balance, so the changes enhance the volunteer experience in a way that feels supportive and connected while we also focus on continuing to provide girls with an incredible experience.

Addressing Concerns: Local Leadership and Sisterhood Connections

We have heard from our adult members that things are not working. Many of our volunteers are burned out, feeling disconnected and are struggling to get the same sense of fulfillment from the volunteering. As the Provincial leadership team, we know that something must change for us to get to what matters most, the Sisterhood of Guiding for all our members.

While there are clear advantages to centralizing functions, we understand that local leadership and those priceless Sisterhood connections are at the heart of what encourages adults to volunteer. Here's how we'll keep those connections strong:

Preserving Personal Relationships

We know that the strong relationships between Guiders, families, and youth are key to success. Our approach will free up time for you to build those connections, allowing for deeper engagement without the hassle of admin work.

Supporting Local Networks

Our model will complement existing local networks.

We believe that District based administration in Newfoundland & Labrador has a lot to offer, from better communication and scheduling to more effective volunteer management and recognition. We're committed to maintaining local leadership and the connections that define your volunteer work. By thoughtfully combining centralized administration with strong local leadership, we can ensure volunteers feel supported, valued, and connected.

This approach not only enhances the volunteering experience but also amplifies our collective impact, allowing volunteers to make meaningful contributions to their communities while preserving the personal touch in their work.

The Proposed Reset Plan

Reset 2025 has been created as a road map to a simplified, stronger, and equitable future for Guiding across Newfoundland & Labrador. We are proposing that we remove one administrative level from our structure – and streamline some of our procedures and policies.

How will we make this happen?

With the guidance and input of our Provincial Council and a strong data package from our National Organization, we will create a proposal for a new structure. We will use the feedback gathered from all our members along with the information we have to create a new structure that will better balance unit and membership numbers with a future focused lens looking at where we have opportunities for new growth. We will continue to group units together with shared experiences and challenges based on where they are located.

The Newfoundland & Labrador Reset plan will be presented to the Area Councils in spring 2025. This will be followed by a series of town hall meetings that will be open to all members for their feedback.

New Administrative Structure

Newfoundland & Labrador will have one less level of administration and will see the restructuring of some Districts.

Each District will continue to have a council led by a Commissioner and Deputy Commissioner. Rounding out the leadership team will also be a Treasurer (non-voting), Girl Experience Adviser (non-voting), Adult Experience Adviser (non-voting). Others may be asked to play important roles such as cookie support, awards, camping etc. These will be held for no longer than three years to allow for fresh perspectives and the ability for new or different Guiders to be a part of the district in this way. Position terms cannot be extended, and Guiders are unable to hold consecutive positions, unless under special circumstances and approved by NL Council.

The description and expectations of the three critical roles will be standardized across the province to ensure that every unit and District is supported in the same way, no matter where they are located.

All Guiders within the District will have a voice on their council and are invited and welcomed to each meeting. Each unit in the District will hold a single voting seat, to be shared by all Guiders of that unit. Guiders present from the unit must determine who the official voter will be at each meeting. Quorum (50%, plus 1 of voting positions) is required for councils to pass motions and conduct official business. For example, 12 units would require 7 votes to pass a motion, 26 units would require 14 votes to pass a motion.

Districts will be represented at Provincial Council by District Representatives. Districts will be grouped into 7 geographic zones, with each zone having a District Representative. These 7 District Representatives will be the liaison between Districts in their zones and the Provincial Council. District Representatives will communicate with their Districts and vote on Provincial Council.

Removing Area administration will reduce the number of senior volunteer roles from the current 120 positions to approximately 100. As we transition to the new model, we will be reaching out to current volunteers who are leading councils in Guiding across Newfoundland & Labrador. All adult members will have the opportunity to express interest in senior volunteer roles. The process of interviewing and feedback sessions will take place in spring 2025 with the goal of having all critical roles filled before August 2025.

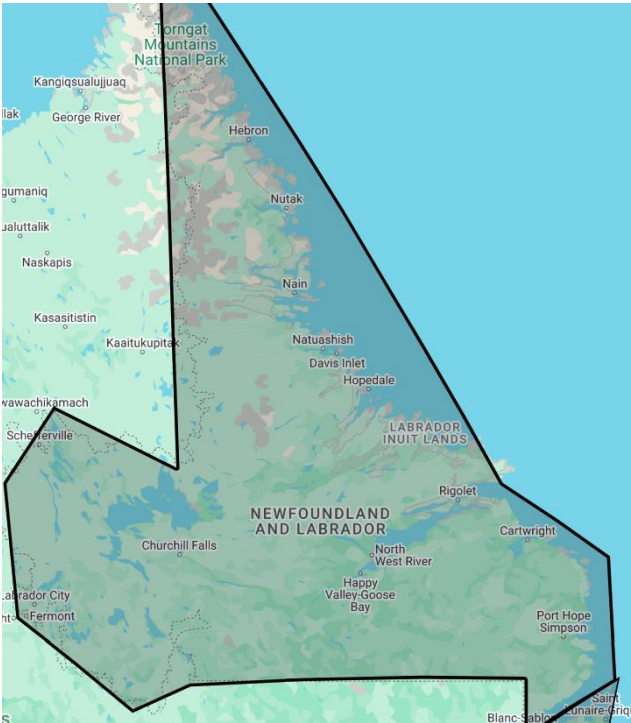
In zones where Districts are merging, new District names will be submitted and voted on by Guiders. All new names will be unique.

New Provincial Council Structure

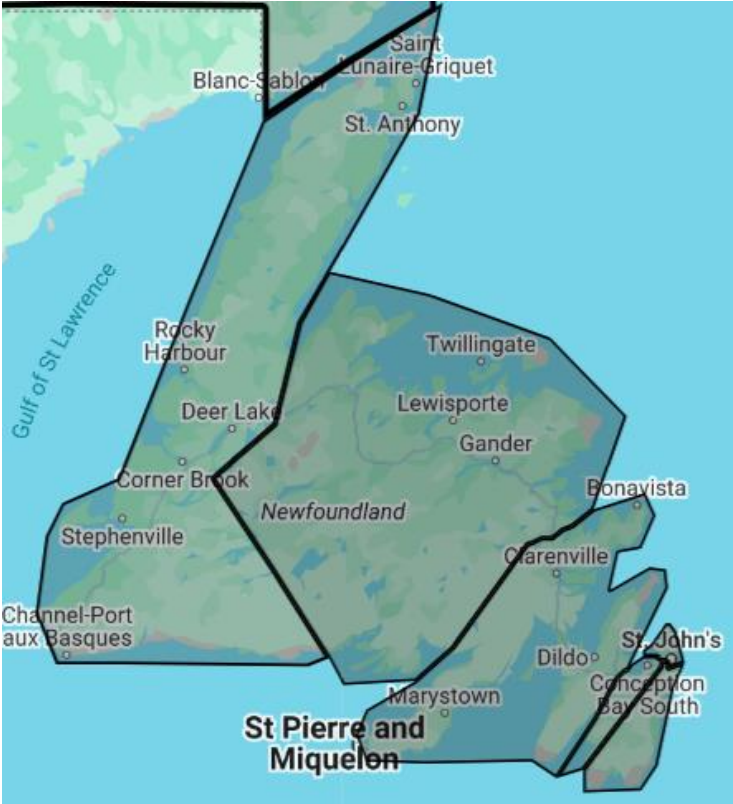
Beginning in September 2025 the look of our Provincial Council will change to reflect our new administrative structure. Newfoundland & Labrador Council will consist of:

Voting Positions	
Provincial Commissioner 1	Provincial Commissioner 2
Deputy Provincial Commissioner 1	Deputy Provincial Commissioner 2
Provincial Treasurer	Girl & Youth Experience Coordinator
Adult Experience Coordinator	Youth Forum Coordinator
Elected Member 1 (DEIA)	District Representative 1
District Representative 2	District Representative 3
District Representative 4	District Representative 5
District Representative 6	District Representative 7
Non-voting Positions	
PR and Communications Adviser	Link Adviser
	Safe Guide Adviser
Program Adviser	Training Adviser
Camping Adviser	Awards Adviser
Girl Experience Adviser	Adult Experience Adviser

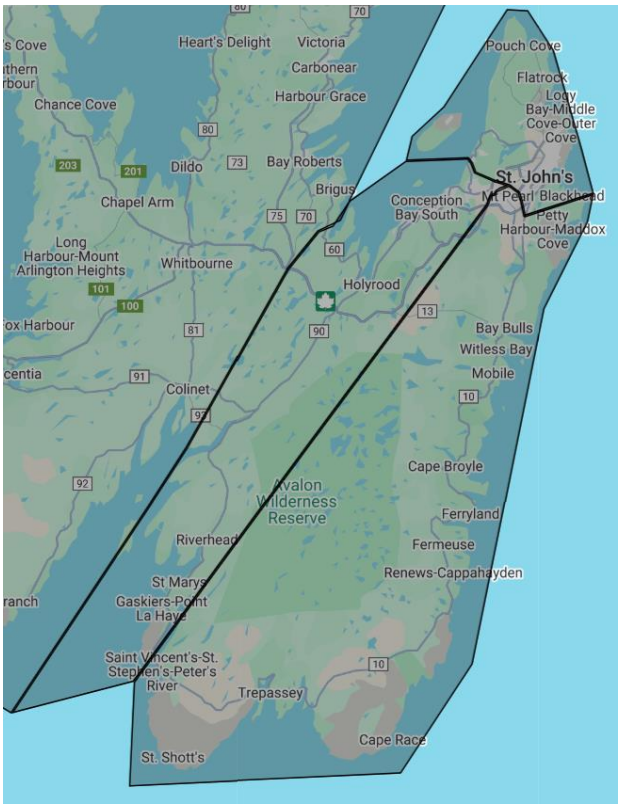
Zone Maps



LABRADOR



NEWFOUNDLAND



EASTERN AVALON

Zone Representation Breakdown by Units/Communities

District Representative 1 – Labrador Zone	
Description: Labrador	
District	Units
Labrador West (new name required) from Labrador City to Rigolet, and including all communities north of Rigolet 243 km between drivable communities (+334km between fly in region)	2nd Labrador West Spark Unit 1st Labrador West Ember Unit 1st Labrador West Guide/Pathfinder Unit
Lake Melville (new name required) from Happy Valley-Goose Bay to L'anse-au-Loup, including Shesatshiu, and North West River 618 km between drivable communities Big Land Trefoil Guild	1st Happy Valley Sparks 2nd Happy Valley Sparks 1st Happy Valley Embers 2nd Happy Valley Embers 1st Happy Valley Guides 2nd Happy Valley Guides 1st Happy Valley Pathfinders 1st Happy Valley Rangers
District Representative 2 – Western Newfoundland Zone	
Description: from St. Anthony to Stephenville, westward to Hampden & Francois	
District	Units
St. Anthony & Snowshoe Northern Peninsula 103km between units	1st St. Anthony Sparks 3rd St. Anthony Guides 5th St. Anthony Embers 1st Snowshoe S/E/G/P/R
Blomidon <i>55km between Blomidon & Humber Valley</i>	10th Corner Brook Embers 10th Corner Brook Sparks 1st Corner Brook Guides/Pathfinders 21st Corner Brook Embers/Guides 9th Corner Brook Embers 9th Corner Brook Guides
Humber Valley Humber Valley Trefoil Guild	1st Pasadena Guides 1st Pasadena Pathfinders 1st Pasadena Rangers 1st Pasadena Sparks 2nd Pasadena Embers
Stephenville <i>166km Between Stephenville & Wreckhouse</i> Long Range Trail Blazers Trefoil Guild Sou'westers and Chickadees Trefoil Guild	1st Stephenville Embers 1st Stephenville Guides 1st Stephenville Pathfinders 1st Stephenville Sparks 2nd Stephenville Guides 3rd Stephenville Pathfinders 3rd Stephenville Rangers 1st Stephenville Crossing Guides/Pathfinders/Rangers 1st Stephenville Crossing Sparks/Embers
Wreckhouse	1st Grand Bay Embers/Guides 1st Grand Bay Sparks 1st McKay's Embers 1st McKay's Guides 1st McKay's Sparks

District Representative 3 – Central Newfoundland Zone	
Description: from Sheppardville to Charlottetown (Bonavista Bay) and the Connaigre Peninsula	
District	Units
Notre Dame 90 km between communities 112 km between Norte Dame & Silverbirch	1st Twillingate Embers 1st Twillingate Guides 1st Twillingate Sparks 1st Lewisporte Sparks 1 st Norte Dame Bay Rangers 3rd Lewisporte Pathfinders 4th Lewisporte Embers 4th Lewisporte Guides
Silverbirch Crossroads Trefoil Guild	1st Gander Embers 1st Gander Guides 1st Gander Pathfinders/Rangers 1st Gander Sparks 2nd Gander Embers 2nd Gander Sparks 1st Gambo S/E/G/P/R
Centennial 178 km between Centennial & Emerald Campfire Cronies Trefoil Guild Heritage Trefoil Guild	1st Grand Falls-Windsor Guides 1st Grand Falls-Windsor Pathfinders/Rangers 1st Grand Falls-Windsor Sparks/Embers
Emerald	1st Baie Verte S/E/G/P/R
Coast of Bays 102 km between units 223 km between Coast of Bays & Centennial	1st Harbour Breton S/E/G/P/R 1 st Bay D’Espoir S/E/G/P/R
District Representative 4 – Bonavista, Burin & Western Avalon	
Description: Burin and Bonavista Peninsulas, and Western Avalon	
District	Units
Discovery 43 km between units 95km between Discovery & Cormack	2nd Bonavista Sparks/Embers/Guides 1 st Catalina Guides/Pathfinders/Rangers 1 st Port Rexton S/E/G/P
Cormack	1st Clarenville Sparks 1 st Shoal Harbour Embers
Heritage Run 16km between units 172km between Heritage Run & Cormack	1st Marystown Sparks/Embers 1st Burin Sparks 2nd Burin Embers 2nd Burin Guides 1st Heritage Run Pathfinders/Rangers
Eastern Horizons 22km between Eastern Horizons & BNB	1st Carbonear Sparks/Embers 2nd Carbonear Guides 1st Harbour Grace Guides 1st Harbour Grace Pathfinders 1st Harbour Grace Sparks/Embers
BNB 77km between BNB & Green Grange	1st Bay Robert’s Pathfinders 1st Bay Robert’s Rangers 1st Bay Robert’s Sparks 2nd Bay Robert’s Embers 1st North River Embers 2nd North River Guides
Green Grange 52 km between units Golden Girls Trefoil Guild	1st Placentia Guides/Pathfinders 1st Placentia Sparks/Embers 1st Norman’s Cove S/E/G/P

District Representative 5 – Southeast Avalon Zone	
Description: from Mount Pearl & The Goulds and south, up to and including St. Vincents-St. Stephen's-Peter's River	
District	Units
Shamrock 42 km between Shamrock & Witless Bay Mel's Belles Trefoil Guild	1st Ferryland S/E/G/P/R
Witless Bay 32 km between Witless Bay & Marconi	1st Witless Bay Embers/Guides 1st Witless Bay Sparks
Marconi Golden Gems Trefoil Guild Purple Pearls Trefoil Guild Soiree Trefoil Guild LOL Trefoil Guild	11th Mount Pearl Embers 11th Mount Pearl Sparks 17th Mount Pearl Pathfinders 1st Mount Pearl Rangers 3rd Mount Pearl Embers 4th Mount Pearl Sparks 7th Mount Pearl Sparks 8th Mount Pearl Embers 8th Mount Pearl Guides 9th Mount Pearl Guides
District Representative 6 – Holyrood, CBS, Paradise Zone	
Description: from Brigus Junction up to and including CBS and Paradise	
District	Units
Paradise	1st Paradise Embers 1st Paradise Guides 1st Paradise Rangers 1st Paradise Sparks 2nd Paradise Embers 2nd Paradise Pathfinders 2nd Paradise Sparks 3rd Paradise Embers 3rd Paradise Sparks/Embers 4th Paradise Guides 5th Paradise Sparks
Chamberlains 12 km between Paradise & Chamberlains Caribou Trefoil Guild Killick Trefoil Guild Purple Lollipop Trefoil Guild	1st Chamberlains S/E/G/P/R 1st Chamberlains Embers 1st Chamberlains Guides 2nd Chamberlains Pathfinders 3rd Chamberlains Sparks
Bayshore	1st Conception Bay Centre Guides 1st Conception Bay Centre Sparks/Embers 1st Hopewell Embers 1st Hopewell Guides 1st Hopewell Sparks 1st Kelligrews Sparks/Embers 1st Long Pond Embers 1st Long Pond Guides 1st Long Pond Rangers 1st Long Pond Sparks 2nd Long Pond Guides/Pathfinders 2nd Long Pond Sparks

District Representative 7 – Metro Zone	
Description: St. John's (excluding The Goulds, Portugal Cove-St. Phillip's, Bell Island, Logy Bay-Middle Cove-Outer Cove, Torbay, Flatrock, Pouch Cove and Bauline)	
District	Units
Braya	1st Larkhall Embers 1st Larkhall Guides 1st Larkhall Sparks 25th St. John's Rangers 74th St. John's Pathfinders
Jellybean Row 3 km between Jellybean Row & Pleasantview	17th St. John's Sparks 1 st St. John's Embers 25th St. John's Sparks/Embers 28th St. John's Guides 28th St. John's Trex 29th. St. John's Guides
Pleasantview	10th St. John's Sparks 47th St. John's Guides 49th St. John's Embers 50th St. John's Pathfinders/Rangers
Killick Coast	1st Pouch Cove Embers 1st Pouch Cove Guides 1st Pouch Cove Sparks 1 st Killick Coast Rangers 1st Torbay Embers 1st Torbay Guides 1st Torbay Pathfinders 1st Torbay Sparks 2nd Torbay Embers 3rd Torbay Sparks 1st Marine Drive Sparks 1 st Marine Drive Guides
Waterford Valley Can-Ta-Ka-Ye Trefoil Guild Centennial Embers Trefoil Guild Fireside Friends Trefoil Guild	15th St. John's Embers 16th St. John's Sparks 19th St. John's Pathfinders/Rangers 24th St. John's Sparks 26th St. John's Sparks 2nd St. John's Guides 34th St. John's Pathfinders 37th St. John's Guides 1st Marine Drive Guides 77th St. John's Embers 84th St. John's Sparks/Embers/Guides
Beachy Cove	1st Beachy Cove Pathfinders/Rangers 1st Beachy Cove Sparks 1st Beachy Cove Embers 2nd Beachy Cove Guides 2nd Beachy Cove Sparks/Embers

Finances

With the exciting changes happening, plans for a solid financial future also had to be addressed and created. Meetings with area councils will take place in spring 2025 to discuss the Reset plan and make the motions necessary to initiate these plans. These motions include the transfer of funds to District accounts in July 2025 and the removal of any policies or previous motions made regarding finances.

Effective July 2025, the current Area account balances will be transferred to District accounts. By September 1, 2025, Districts will receive a percentage of former Area accounts based on the population count as of January 31, 2025.

Financial Allocations

Area balances will be divided based on percentage of membership.

Please refer to these tables for the approximate percentage of membership from each District and Area. These numbers are subject to slight adjustments based on the census date final count.

Area & District	Percent of Membership
Con Ba Su	100%
Bayshore	42%
Chamerlains	17%
Paradise	41%

Area & District	Percent of Membership
Long Range Trails	100%
Blomidon	37%
Humber Valley	20%
Stephenville	29%
Wreckhouse	14%

Area & District	Percent of Membership
Ocean's Edge Area	100%
Marconi	70%
Shamrock	11%
Witless Bay	19%

Area & District	Percent of Membership
Trefoil Central	100%
Centennial	14%
Coast of Bays	10%
Emerald	11%
Notre Dame	36%
Silverbirch	29%

Area & District	Percent of Membership
Eastern Bays	100%
BNB	14%
Cormack	11%
Discovery	14%
Eastern Horizons	24%
Green Grange	14%
Heritage Run	23%

Area & District	Percent of Membership
Northern Mosaic	100%
Labrador West	30%
Lake Melville	46%
Snowshoe	10%
St. Anthony	14%

Area & District	Percent of Membership
Tuckamore	100%
Beachy Cove	18%
Braya	7%
Jellybean Row	20%
Killick Coast	23%
Pleasantview	10%
Waterford Valley	22%

All District accounts will remain as Unified Banking accounts. This will keep access and reporting simple for the District Treasurer, allow the District Commissioner to have viewing

access any time, purchase cards, and make the transfers between accounts quick and easy!

Member Registration:

Districts will be billed for all Adult Members and must closely maintain rosters to ensure that they are accurate and up to date.

- Members at Large must pay for their own registration.
- Link and Trefoil memberships can be paid at the discretion of a District if a person is contributing to the District or a specific Unit.

Financial Streamlining

Under Reset 2025, more funds will be shared directly with Units which will allow us to provide more amazing girl experiences! With the removal of an administrative level, NL Council can reallocate more funds directly to units for programming and experiences. Cookie profit allocation will be as follows:

New Cookie Revenue Distribution

BRANCH UNITS	Current	New
Cost of Cookies to Dare & National portion	\$38.50	\$38.50
Province	\$14.60	\$15
Area	\$2.65	NA
Districts	\$3.25	\$4.50
Units	\$13.00	\$14.00
Total	\$72.00	\$72.00

FUNDRAISING UNITS - no change	Current	New
Cost of Cookies to Dare & National portion	\$38.50	\$38.50
Province	\$13.50	\$13.50
Area	\$0	NA
Districts	\$0	\$0
Units	\$20.00	\$20.00
Total	\$72.00	\$72.00

Camp & Other Properties

Newfoundland & Labrador currently has 6 properties. They include:

NL Provincial Council office

Beaver Hut Guide Hall – Silverbirch District

Greentrees – Discovery District

Duley Lake – Labrador West District

Pinchgut Lake – Long Range Trails Area

ConBaSu – Con Ba Su Area

The financial responsibilities and administrative management of the Camps will transition to the Provincial Council effective September 1, 2025.

Our existing Camp Committees will continue their vital roles in championing the properties for usage while overseeing their day-to-day management and upkeep.

Benefits and Impact

Members volunteering in Guider and/or administrative roles are essential for Guiding in Newfoundland & Labrador. Our Council recognizes the commitment made by volunteers in our province. The Reset 2025 plan is a result of the desire to support and utilize the province's amazing volunteers more effectively to continue empowering girls into the future.

Benefits for a Sustainable Future

- Reduction of critical leadership roles from 120 to approximately 100. This alone will have an immediate positive impact on our ability to fill all leadership positions, ensuring that support is available when Guiders need it. This will also alleviate the overburdening on members who have been forced to take on multiple rolls to fill existing gaps.
- Less volunteers in administrative roles will leave more opportunities for members to participate in committees and event opportunities.
- The simplification of our administrative structure will better streamline the communication to Guiders and decision-making processes.
- More funds in the hands of Districts and Units to continue providing exceptional girl experiences!

Benefits for Individual Volunteers

Streamlined Communication

With District-based administration, communication will be more efficient and consistent. Volunteers across NL will enjoy a simpler leadership structure that makes it easy to access important info, like event details and program updates. No more juggling multiple channels—everything you need will be at your fingertips!

Simplified Coordination

Centralizing event management means volunteers can easily sign up for roles and events that match their availability and interests. This helps coordinate events better, reduces scheduling conflicts, and gives a clear view of volunteer opportunities, offering more flexibility while keeping things organized.

Enhanced Support and Training

We'll provide a consistent training experience for everyone. Along with standardized online resources, there will also be webinars and in-person workshops, making it easier to gain the skills you need. Plus, with a centralized system, tailored support will be available whenever you need it!

Recognition and Rewards

District based recognition means we can easily celebrate your fantastic contributions! Whether you've reached milestones or shown exceptional commitment, you'll be acknowledged through awards and certificates, creating a sense of belonging and accomplishment in our vibrant volunteer community.

Improved Volunteer Experience

By taking care of administrative tasks, volunteers can put their energy into making a direct impact. District Representatives can manage logistics for optional larger events, allowing you to dive deeper into your role, leading to greater satisfaction and retention.

Consistency and Fairness

This approach ensures policies and procedures are applied evenly, creating a transparent environment for all volunteers. Regardless of where you are in Newfoundland & Labrador, you'll have equal access to opportunities and support, fostering trust and collaboration in our organization.

Better Volunteer Management and Personalization

With centralized systems, we can learn about your skills and interests, allowing us to match you with roles that fit your strengths. Whether you're leading a local event or mentoring, this personalized management lets your unique contributions shine!

Increased Impact and Effectiveness

Focusing on District-based models helps you maximize your impact in your community. With streamlined logistics, you'll have more time to develop and deliver meaningful programs, boosting our overall effectiveness and making every volunteer's time count.

Leadership and Engagement

We believe that this Reset plan is critical to the future of Guiding in Newfoundland & Labrador. While we have tried to ensure that we have thought of everything we know that there will be important information and details that we have missed. We are counting on your open and honest feedback during this process to ensure that we have created the best plan possible.

What Happens Next?

Tentative Timeline

Spring 2025:

- Councils have been asked to complete a vote to transfer Area funds where necessary. The template for this vote will be created and shared with councils.
- Motions and the Reset 2025 plan shared with the National Board for ratification.
- Reset 2025 project plan will be shared with all members, including a Q&A for Guiders through a series of virtual Open House meetings. The purpose of these meetings will be to share the plan and to answer questions and collect members' feedback.
- Being the process of selecting District Representatives.

Summer 2025:

- All Districts and Areas must have 100% submissions of year end reconciliations (YER) by June 30
- No further pcard transactions
- Current area funds will be transferred to District accounts.

September:

- Implementation completed, new structure in place and functional.

Guider FAQs

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 at the same time. Recognizing that this has been an ongoing and growing concern over the past several years led to the realization that a large-scale change was necessary to alleviate pressure on volunteers, recognize current volunteer capacity, and balance our membership groupings more efficiently.

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

Absolutely! Newfoundland & Labrador Council has put together a plan that we feel will work well, however we know that there may be necessary tweaks and modifications required as they're put into practice. We will be addressing pain points and considering feedback during this transitional year and ongoing. A formal review will also take place every three-year cycle.

What new Zone am I/my unit a part of?

Please see Zone chart on pages 8-11.

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

Of course! We're excited to see everyone connect with and build relationships with the units and members in their zones, however you don't need to be in the same Zone to maintain relationships or continue having experiences together!

How will the new District funds be managed?

The new District funds will be managed by their Councils.

Our district or area has shared supplies or equipment, what happens to that now?

We know that supplies and equipment, such as camping and marketing gear, have been purchased by some districts and areas over the years. All gear purchased with GGC funds are the property of GGC as a national organization. Our hope is that the current gear will be openly shared within the new structure. In the case of existing Area or District gear, simply make the gear known to members in all Districts in your Zone entirely and accessible to all equally. Should disagreement or conflict arise regarding gear at either level, we will work with the impacted parties for the best outcome.

What will happen to existing traditions and memories?

Many areas and districts have existing traditions, such as special awards or events. Although changes are happening and new traditions will be built, we also want to take steps to keep these types of memories safe for historical record. We invite each district or area to provide their special award, written record or photos of special events, and copies of unique crests or memory items to be added to our provincial electronic archives. If you have a surplus of existing areas or district awards (such as pins or crests), we encourage you to hand them out or award them within your new Zone until the surplus has been used. New District awards can be created at any time.

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

Changing the administrative structure within the province has very little impact on our youth members and their families. This change will be communicated in a simple manner, prior to September.

Who created this plan, and can I provide feedback?

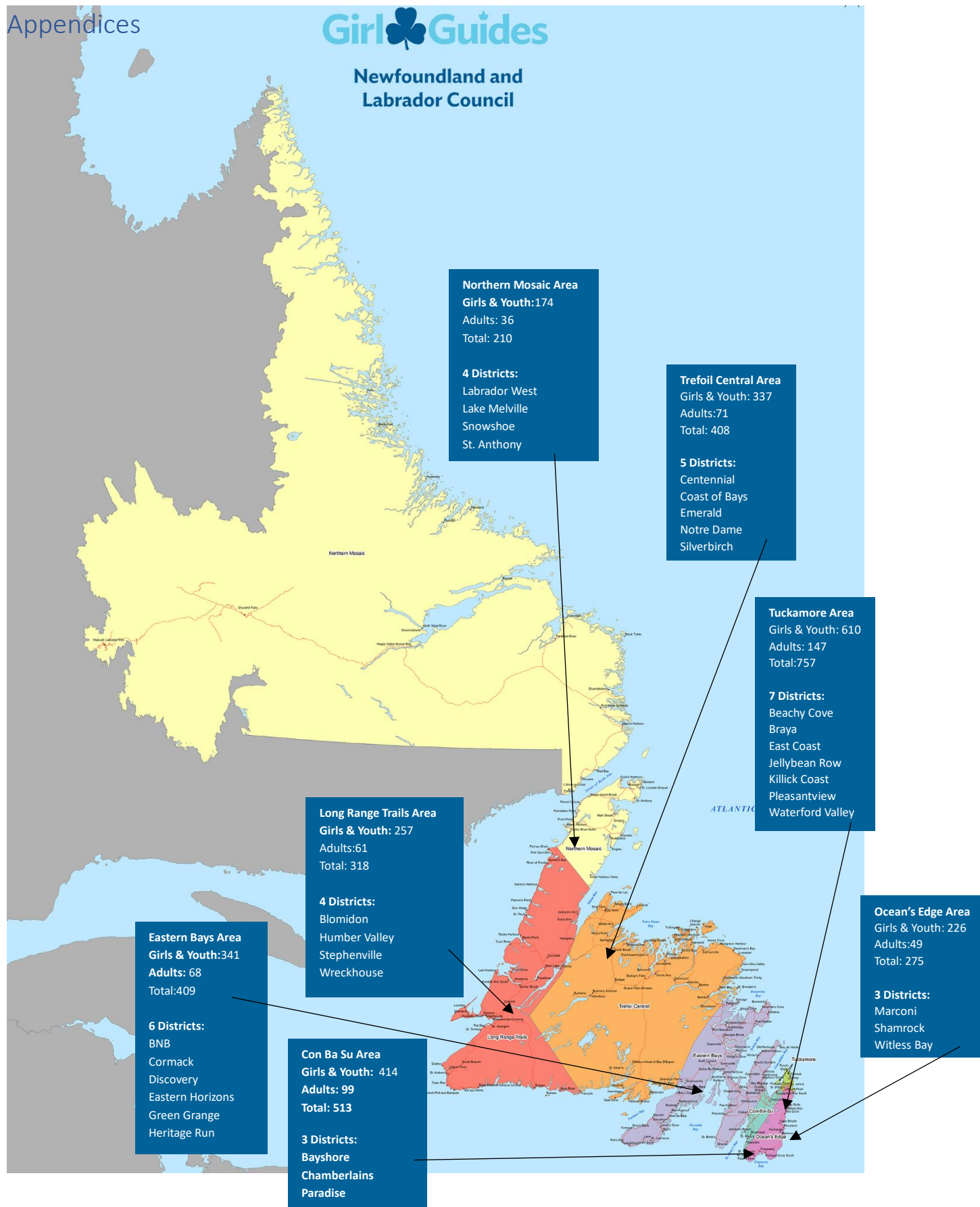
The Reset 2025 plan was put together by the leadership of Newfoundland & Labrador Council members and involved conversations and feedback from Council members and Area & District Commissioners, with resources provided by several other Provinces. Although this plan is detailed and well thought out, we're also aware that we may not have thought of every circumstance or perspective. You are welcome to send any feedback or questions to nl-reset@girlguides.ca. Questions or concerns will be addressed, and feedback will be considered as we transition this upcoming Guiding year and review how this plan is functioning. We plan to highlight frequently asked questions in upcoming Guidepost editions, as well as provide personal responses.

Can I get more information about the volunteer roles?

You can read the description of each volunteer position, a list of responsibilities, and the candidate requirements on pages 22-2. Applications for these roles will be accepted this spring and will be communicated in Guidepost.

Our District or Area has a long-standing community partnership, can this continue?

Yes! Community involvement is an important part of Guiding, and these partnerships can continue and are encouraged. Shared events and activities must adhere to GGC policies, including (but not limited to) Diversity, Equity, Inclusion, and Accessibility. It is recommended that Districts establish a subcommittee responsible for tasks related to the partnership.



Appendix A: Current Provincial Structure

(See map on previous page)

- **Northern Mosaic Area:** All of Labrador and the top of the Northern Peninsula
- **Long Range Trails Area:** The west coast of Newfoundland from Port aux Choix to Port aux Basques and along the south coast to Francois
- **Trefoil Central Area:** The central portion of the island, from François to Recontre East on the South Coast and from the Baie Verte Peninsula to the west side of Terra Nova National Park on the North Coast
- **Eastern Bays Area:** Burin Peninsula, Bonavista Peninsula and the west side of the Avalon Peninsula (going west from Exit 31 on the TCH)
- **Con Ba Su Area:** The mid-section of the Avalon Peninsula, from Paradise to Marysvale in the north and from Harricott to St. Vincent's in the south.
- **Tuckamore Area:** Metro St. John's area to Pouch Cove, including Bell Island
- **Ocean's Edge Area:** Eastern edge of the Avalon Peninsula, from Mount Pearl to Trepassey.

Appendix B: Recruiting new Senior Volunteers

As we move toward the future, it's essential that 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.

Appendix C: Role Descriptions

District Commissioner

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

ACCOUNTABILITY

Provincial Council, where applicable through the District Representative

RESPONSIBILITIES

Leadership & Collaboration

- Recommends and approved appropriate unit placements for new Guiders in a timely manner
- Supports the Guider renewal process by approving position change requests for the next Guiding year
- Provides support to District leadership as needed
- Supports efforts to meet membership acquisition and cookie fundraising goals with staff partnerships
- Ensures all relevant District Committees are established, populated and effectively supported, where applicable
- Works as a non-voting member of all District Committees, where applicable

District Management & Support

- Ensures regular meetings of the District Council are held regularly with proper records kept
- Provides oversight of the District budget in conjunction with the District Treasurer, District Representative or Provincial Treasurer, ensuring it is managed responsibly and within budget
- Submits all reports and required documentation to the Provincial Council by established deadlines
- Coordinates orientation and training for District Council and Unit Guiders, ensuring they understand and meet the expectations of their roles
- Coordinates performance management and training for District Council and Unit Guiders to ensure consistent and high-quality experiences for girls and youth
- Assists with the maintenance of existing relationships and Unit meeting locations and seeks new opportunities to ensure there are meeting spaces for current and new units
- Actively participate in the planning and forecasting of the District projections for membership targets, opening, merging, splitting, and closing units as required, working with the Member & Unit Support team

Handling Risks & Issues

- Oversees managing escalations related to performance and other issues
- Completes follow-up and resolution of Incident Reports, Girl Protection Reports, and Investigations as required
- Completes follow-up with Guiders who are nearing due for Police Records Check completion

Engaging with Members & the Community

- Coordinates activities of the District, such as Guiding gatherings, girl and youth-focused events, and award ceremonies, delegating responsibility and encouraging participation
- Ensures attendance at trade shows, exhibitions, and other community promotional opportunities, working with the Member Growth staff team
- Ensures the submission of GGC Award nominations for the District Council

Fostering a Girl-Centered, Inclusive & High-Performance Culture

- Ensures Guiding is accessible to all by increasing awareness, understanding, and acceptance of members with special needs and embracing cultural diversity and inclusivity
- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all members
- Helps create awareness and understanding of cultural diversity and inclusivity within Guiding

Other Responsibilities

- Completes other duties as assigned by the Provincial Council and/pr District Representative

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 critical thinking, analytical, and decision-making skills
- Experience leading and facilitating meetings, encouraging input from others, and managing challenging conversations
- 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 district interests
- Contribute to the growth and success of Guiding within the District or Provincial Council
- Keep open communication with the District Representative and/or Provincial Council about important issues
- Prepare for and actively participate in all meetings by reviewing materials, seeking clarifications as needed, and making decisions that align with GGC's best interests
- Time Commitment: 5-10 hours/week (variable based on size of District and time of year; spring and fall are busiest)

TERM

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

Deputy District Commissioner

As a Deputy District Commissioner, you are the support of your District team. Your primary roles are:

- Step into the role of Commissioner to represent your District when requested or required
- Liaising with the Girl and Youth Experience, and Adult Experience Advisors
- Supporting Guiders as they work directly with girls
- Being a link to the community

As a Deputy District Commissioner, you can expect:

- An orientation to your position
- District 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 support to the District Commissioner and Experience Advisors, and provide ongoing leadership to the Guiders in your District by:

- **Communicating and supporting - leadership**, team building, motivating your Guiders, unit visits, recognition, mentorship, feedback
- **Administration** - records management, management of council meetings where needed, risk management
- **Supporting Performance Management** – effective communication, addressing concerns, conflict management, effective use of Guiding Essentials and our Membership Procedures, where needed
- **Networking** - position support, succession planning, reporting
- **Contributing** – implementing GGCs vision: a better world, by girls.

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
- 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.
- Deputy District Commissioners are not authorized to sign any type of contract or lease.
- Uphold GGC policies and Code of Conduct.

District Treasurer

As a District Treasurer, you will manage your District's finances, lead the budgeting process and make sure funds consisting of revenue and expenses are allocated and verified into the Unified Banking System.

Your primary roles are:

- General financial oversight of your District

As a Treasurer, you can expect:

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

Duties of the Position:

You will ensure the District meets its goals and participates in activities, events, and experiences by ensuring the District is financially healthy by:

- Monitoring the District account for accuracy
- Verifying transactions regularly
- Submitting manual expense transactions for non-purchase card transactions
- Support cookie sales and fundraising
- Ensure cookie funds are deposited before the payment due date
- Financial planning and budgeting
- Submitting financial reporting when required.
- Deposit any District revenue
- Complete the Year-End reconciliation

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 and independently
- Has good organizational skills
- 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.
- Uphold GGC policies and Code of Conduct.

District Representative

District Representatives are the liaisons between District Commissioners and Provincial Council. They hold a voting position on Provincial Council as representative for Districts in the zone where they live. The District Representatives foster a culture of inclusivity, communication, and collaboration to help GGC thrive in their zone and Provincial Council.

Responsibilities:

- Serves as a member of the Provincial Council, representing the Districts in their respective zone
- Assists with recruitment for District Council positions.
- Provides support to District leadership as needed.
- Supports efforts to meet membership acquisition and cookie goals with staff partnerships.
- Keep the Districts in their zone informed of Provincial developments, activities, special events.
- Assists with managing escalations related to performance and other issues.
- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all.
- Supports initiatives that increase awareness, understanding, and acceptance of diverse members within the organization.
- Completes other duties as assigned by the Provincial Council.

Our Ideal Candidate has:

- Passion for and commitment to Girl Guides of Canada and its mission.
- Ability to work both independently and as part of a team.
- Skills in gathering input and representation
- 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 district interests.
- Contribute to the growth and success of Guiding within the Districts and Provincial Council.
- Participate fully in all Provincial Council discussions and activities.
- Keep open communication with the Provincial Council and Executive Committee
- 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:

- 5-10 hours/week (variable based on size of zone and time of year; spring and fall are busiest).

TERM:

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

Girl and Youth Experience Adviser

Mission: to be a catalyst for girls empowering girls

Purpose: support their District in the areas of program, travel, camping & outdoors

Responsibilities:

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

Adult Experience Adviser

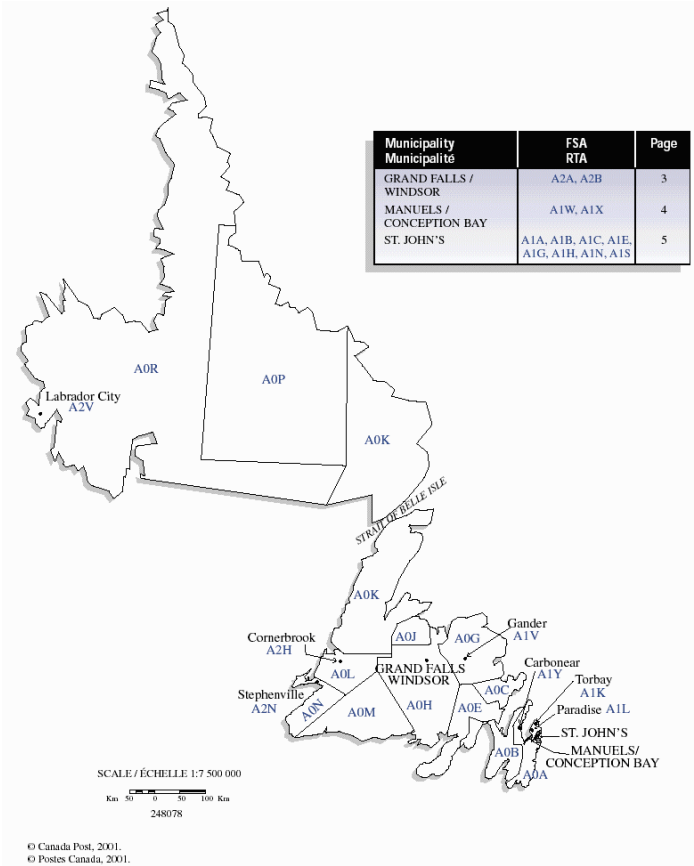
Mission: to be a catalyst for girls empowering girls

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

Responsibilities:

- Member of the Provincial Adult Experience Committee
- Communicates and engages with Guiders to share plans and activities that support GGCs strategic plan
- Assists District Commissioner in creating and executing exceptional adult experiences.

Appendix D: Postal Code Map



Appendix E: Area
Area Motions

I, _____, motion that we dissolve the _____ Area effective August 31, 2025. The Area will cease operations as an administrative level of Newfoundland & Labrador Girl Guides. All policies or previously motioned decisions will become invalid on this date and will not impact or hinder the future operations or use of finances by any level of Girl Guides of Canada.

I, _____, motion that the full balance of _____ Area financial accounts be transferred to Newfoundland and Labrador Provincial Council in July 2025 to be held until transfer to the financial account of the Districts that the Area has been assigned to is completed. The transfer of funds will be on a prorated basis dependent on membership numbers assigned to each District.