

Newfoundland and Labrador Council  
**PROVINCIAL INTERNATIONAL COMMITTEE**  
Job Description

## **EXPECTATIONS**

Provincial International Committee advises on the delivery and implementation of International program skills for girl and adult members. The Provincial International Committee works as a provincial team in direct collaboration with the Provincial International Lead on communications and issues related to the delivery and implementation of International program activities and other initiatives.

## **RESPONSIBILITIES**

- Solicit feedback from district and area levels and work with Provincial International Lead to make International program initiatives successful.
- Work within the Committee and with International Lead to publicize international opportunities for girl and adult members.
- Mentor, inform, and offer practical support to the district and area levels in its endeavor to promote international activities consistent with policies of GGC.
- Promote and provide information on activities such as special international initiatives, national service projects, travel opportunities, WAGGGS activities.
- Foster and encourage projects that will increase interest in World Guiding.
- Directly communicate with Committee as required.
- Liaise with the Safe Guide Committee.
- Maintain current knowledge of the Guiding Programs, Guiding Essentials, Safe Guide and activities of the organization. Ensure District and Area Commissioners are kept informed of current issues regarding International program.
- Participate and/or support all international programs at all levels of Guiding.
- Participate in teleconferences and attend meetings as required.
- Make recommendations to Provincial International Lead on behalf of district and area members.
- Be familiar with Provincial Office procedures pertinent to the operation of the International Committee.
- Assist in coordinating long range planning to discuss with Provincial International Lead.
- Assist with coordinating unit, district or area International events as needed.
- Work within districts and area to familiarize with locations available for International events.
- Support Committee members.
- Be in direct contact with assigned units, districts, District and Area Commissioners.

## **PERFORMANCE EXPECTATIONS**

- Committee members are required to provide notification of absence to the Provincial International Lead as soon as the inability to attend meetings is known.
- Read all relevant material in advance of each meeting and consider the implications of these findings on all levels and locations of GGC.
- Identify potential external trends that may have an impact on GGC's plans and activities.
- Publicly support and promote GGC activities.
- Make informed recommendations in the best interest of GGC.
- Support international Committee to communicate with one voice.
- Promote and support National and Provincial fund-raising initiatives.
- Be familiar with the current strategic plan of GGC.
- Review the number of international opportunities offered through the engagement of girls using age related tools.

## **REQUIREMENTS FOR POSITION**

- Experience in, knowledge of, and a passion for the International program and activities.
- Completion of Safe Guide.
- Knowledge of all levels of International program and WAGGGS.
- Ability to work both independently and with a team.
- Strong oral, written and comprehensive skills.
- Computer skills... Windows (common Microsoft applications).
- Ability to communicate effectively.
- Responding to District, Area members and others in a timely and responsible manner.
- Good organizational skills.
- Ability to organize and chair meetings and solicit views, opinions and advise.
- The Committee meets annually at the Committees' Conference.

## **TERM OF POSITION**

The term of office will be for one year with the possibility of an extension of two more years.

## **REPORT TO**

Provincial International Lead