

Newfoundland and Labrador Council

PROVINCIAL SPECIAL EVENTS COMMITTEE

Job Description

EXPECTATIONS

Provincial Events Committee advises on the delivery and implementation of events, membership growth and ceremonies for girl and adult members. The Provincial Events Committee works as a provincial team in direct collaboration with the Provincial Membership Chair on communications and issues related to the delivery and implementation of events, membership growth and ceremonial activities and other initiatives.

RESPONSIBILITIES

- Solicit feedback from district and area levels and work with Provincial Membership Chair to make events and ceremonial initiatives successful.
- Work within the Committee and Membership Chair to publicize events and ceremony, membership growth opportunities for girl and adult members.
- Mentor, inform and offer practical support to the district and area levels in its endeavor to promote events and ceremonies consistent with policies of GGC.
- Promote and provide information on special activities such as membership events, award ceremonies or events that relate to membership.
- 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 plans.
- Participate in and/or support all events, ceremonies and membership growth at all levels of Guiding.
- Participate in teleconferences and attend meetings as required.
- Make recommendations to Provincial Membership Chair on behalf of district and area members.
- Be familiar with Provincial Office procedures pertinent to the operation of the Membership Committee.
- Assist with coordinating long range planning to discuss with Provincial Membership Chair.
- Assist with coordinating unit, district or area events as needed.
- Work within districts and areas to familiarize with locations available for events.
- Be in direct contact with units, districts, District and Area commissioners
- Support Committee members.



PERFORMANCE EXPECTATIONS

- Committee members are required to provide notification of absence to the Provincial Membership Chair 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 Membership 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 membership opportunities offered through the engagement of girls using age related tools.

REQUIREMENTS FOR POSITION

- Experience in, knowledge of, and a passion for special events, ceremonial and membership activities.
- Completion of Safe Guide.
- 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 a two year extension.

REPORT TO

Provincial Membership Chair