

# Provincial Commissioner

## Position Description

Board Approved: June 2016

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### **MISSION**

Girl Guides of Canada-Guides du Canada (GGC) enables girls to be confident, resourceful and courageous, and to make a difference in the world.

### **PURPOSE**

The Provincial Commissioner holds the highest position in the Province. She is chair of the Provincial Council and Executive Committee (if applicable), and is a signing officer, senior spokesperson, and ambassador for the provincial jurisdiction.

### **ACCOUNTABILITY**

The Board of Directors through the Vice-Chair of the Board

### **RESPONSIBILITIES**

#### **The Provincial Commissioner:**

1. Is responsible and accountable for the activities of the Province through the authorities delegated to her, and leads the Provincial Council;
2. Is Chair of the Provincial Council, the Executive Committee (if applicable), and is a member of all Provincial Council committees;
3. Oversees the implementation of Guiding in the jurisdiction of the Provincial Council in accordance with the policies and strategic priorities of GGC;
4. Stewards all human resources in the province;
5. Stewards all financial and real property assets in the province, including submission of the annual provincial compliance documents;
6. Ensures the voice and influence of girl and adult Members is considered in Provincial issues and decision making through the engagement of the Youth Forum and the Provincial Council;
7. Provides leadership in the design and implementation of the provincial operational and action plans that support the strategic plan of GGC;
8. Ensures effective change management practices are implemented as required;
9. Ensures the integrity of Provincial Council processes, including effectiveness of meetings, Council member development, and adherence to meeting standards;
10. Is the spokesperson and representative for GGC in the Province for internal and external relations;
11. Oversees and provides direction to Area and District Councils in their administration and implementation of Guiding;
12. Ensures risk management policies and strategy are implemented and followed;
13. Participates fully in the monitoring and evaluation of the fulfillment of her duties, including her regular review;



14. Assists the Board in the identification of potential nominees to fill National positions;
15. Fosters collaborative working partnerships, positive public relations, and good communication;
16. Delegates certain or all of her duties and responsibilities to a Deputy Provincial Commissioner to act on her behalf during her absence or unavailability;
17. Fulfills her duties as a member of the Board Standing Committees - Council of Provincial Commissioners (governance), and Operations Committee (delivery of Guiding).

Refer to DICA decision matrix for support and guidance on **D**ecision-making, **I**mplementation, and stakeholder **C**onsultation and **A**dvisement as appropriate.

### **REQUIREMENTS FOR POSITION**

- Member with proven and effective leadership experience and skills;
- Extensive knowledge of GGC culture and operations;
- Understanding and appreciation of issues in the nationwide context of Guiding;
- Willingness to champion the core values of inclusion and girl engagement;
- Engagement in and support of GGC's governance model;
- Strong communication and interpersonal skills, including experience with conflict resolution;
- Ability to exercise critical thinking in decision making and to balance competing priorities; and,
- Proven ability in facilitating and chairing meetings.
- Understanding and experience with effective change management practices.

The Provincial Commissioner is supported in her role by the Director of Provincial Operations in order to ensure both the Provincial Commissioner and her Council are successful and able to meet all obligations of the organization.

### **TERM**

Three (3) years

