



Girl Guides
of Canada
Guides
du Canada

**Girl Guides of Canada – British Columbia Council
PROGRAM COMMITTEE
Provincial Program Adviser
Position Description**

Purpose

- Stimulate interest and promote programs of all branches within the province.
- Develop and implement program resources for girls and Guiders in the province.
- Develop and implement program experiences for girls and Guiders in the province.
- National Network: to represent the province and act as a spokesperson for the province on the National Program Network; to relay information to BC Council from the National Program Network.

Qualifications

- Be conversant with the programs for all branches of Guiding.
- Be passionate about girls and Guiders having fun, while completing the different levels of program.
- Understand the principles of change, be receptive, and have an open and positive attitude toward suggestions and ideas.
- Understand Girl Guides of Canada policies and procedures (Guiding Essentials, Safe Guide, Pledge of Confidentiality, Code of Conduct, Style Guide, etc) and can implement them effectively.
- Must have computer skills.

Accountability

- BC Council

Membership

- Application, then appointed by the Provincial Commissioner

Term of Office

- Appointed for a three-year term.

Responsibilities

- Attends meetings at the Provincial level
- Participates in short and long term planning of activities that support overall BC Council goals and the national strategic priorities.
- Maintains current knowledge of trends and issues affecting program.
- Collaborates and coordinates activities with other provincial advisers and provincial council, where applicable.

Communication:

- Maintains communication with other provincial advisers, provincial council, and national staff.
- Establishes feedback mechanisms to understand and evaluate the needs of BC Guiders.
- Consults with Members in BC and provides a collective provincial view of issues and opportunities in discussions with other provincial level advisors

- Informs Provincial Commissioner about discussions with national and seeks advice and direction as appropriate.
- Informs Guiders of program updates and program opportunities using the provincial newsletter, website, email and speaks on behalf of the province.
- Liaises with relevant external agencies to support program.
- Submits and presents reports for BC Council as required
- Reports to the Deputy Provincial Commissioner for issues and challenges.

Provides support:

- Provides orientation and support to Area Program Advisers.
- Provides orientation and support to, and coordinates the work of, provincial program committee members.
- Coaches, mentors and ensures training opportunities for provincial program committee members.
- Develops and maintains a team atmosphere among provincial program committee members.
- Facilitates the creation and distribution of program support materials and resources.
- Supports provincial program events.

Administration:

- Chair of the BC Program Committee; conducts provincial program committee meetings a minimum of four times per year, including preparation of the agenda and distribution of the minutes/reports.
- Establishes a budget within BC Council guidelines; monitors budget and resolves variances throughout the cycle.
- Recruits provincial program committee members.
- In partnership with staff, maintains records and prepares reports as needed.
- Be familiar with and keep current the terms of reference for the provincial program committee.
- Be familiar with and keep current the position descriptions for all members of the provincial program committee.

Staff:

- Maintains relationships and liaises with staff.

Training:

- Participates in Training Enrichment for Adult Members (TEAM (Training and Enrichment for Adult Members)).
- Participates in and/or provides program trainings.
- Has completed current Safe Guide training.

Additional tasks (some may be delegated):

- Supports and mentors Guiders.
- Encourages program events throughout the province.
- Plan, coordinate, execute and evaluate initiatives, events, publications and partnerships to support and enhance program delivery to girl Members, including Lones.
- In collaboration with Members and employees, advise on the development and implementation of both core programs and supplemental programming (i.e. website

resources, challenges, instant meeting events) for each branch, as well as make program-related resources available to Guiders.

- Explore and develop new methodologies to attract and support Lones Members; identify and make contact with potential partnership organizations/associations (i.e. home schooling associations, foreign service groups) to promote Lones.
- Develop and implement initiatives to promote environmental stewardship.
- Develop and implement initiatives to promote STEM within the program.
- Develop and implement initiatives to promote Arts within the program.
- Develop and implement initiatives to promote Healthy Lifestyle choices and activities within the program.
- Edit committee submissions for Guiding publications, including the FunFinder, Pipeline and other resources, ensuring they meet copyright requirements and are accurate, to the best of your knowledge.
- Frequently request iMIS lists of program advisers in the province, ensuring that they are included in communications.