



## Now You're a Unit Guider

Welcome! .....	2
Getting started .....	2
The Unit Guider's position – Overview .....	3
Position sharing .....	3
Expectations .....	3
Other adults in Guiding .....	4
Code of Conduct .....	5
Your District Commissioner – Administrative Community Leader (Ontario).....	6
Resources for YOU .....	6

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## Welcome!

In becoming a Unit Guider, you have accepted a very important role. How important? So important that all other positions, programs and structures in our organization are in place to serve and support you and the girls in your Unit.

With Units all across Canada, it is understood and expected that each one will approach things just a little bit differently. How do you and your Unit balance what you may – and must – do to meet Guiding’s requirements as well as your own needs? This handbook offers ideas for accessing people and information that will help you put together a great program.

### ***Getting started***

As a Unit Guider, you

- work directly with the girls
- liaise with others in Guiding
- are one of the links to parents and to the community

You can learn this position through self-study; training and seminars offered through Guiding; and the GGC Mentoring Program, which connects all new Unit Guiders with an experienced Guider.

Resources to help you understand, learn, manage and be effective in your position as a Unit Guider are found:

- on Member Zone, a password-protected website for adult Members; to access it you can set up your password using your iMIS (membership) number via [www.girlguides.ca/memberzone](http://www.girlguides.ca/memberzone)
- on your provincial website
- in your Area there may also have other material available

By collecting them or bookmarking them you’ll have your own comprehensive Guiders’ resource library. Other Members of Guiding, parents and people in the community are also valuable resources. Consult them and ask for their assistance.



## The Unit Guider's position – Overview

The purpose of a Unit Guider is to provide girls with an active, engaging and exciting program that enriches their current knowledge and activity levels. The Unit Guider's position description describes the accountability and limits of the position.

### Responsibilities are as follows:

1. Provide responsible leadership for your Unit.
2. Adhere to the Code of Conduct.
3. Provide a program that is girl-centered, fun and engaging.
4. Foster and maintain good relations with your Council, peers, other Guiders and the public.
5. Be an active member of the appropriate council (district or area).
6. Maintain qualifications/competency. Attend trainings; it really is to your advantage to do so.
7. Take reasonable precautions to ensure that your behaviour with children and adults is not open to misinterpretation or accusations of mistreatment or abuse.

### *Position sharing*

Guiding should be enjoyable, fun and satisfying for everyone. Although there are many responsibilities in the Unit Guider's position description, you are not expected to handle everything on your own. You are encouraged to involve others – such as the other Guiders in your Unit or parent volunteers – and share your leadership and tasks with them. As well as relieving you of some tasks, task sharing gives others valuable opportunities to try new things, to learn and to grow.

### *Expectations*

GGC's expectations of a Unit Guider are flexible. However, there are a few critical areas that you need to know about for the safety of the girls, as well as for your own protection. They are outlined here:

- **Duty of care**  
Duty of care is a legal concept. Generally it means that everyone has a general obligation to conduct herself in a manner that does not cause damage to other people or their property. The duty of care is most obvious where a relationship of dependence exists such as that between a Member and the girls for which she has taken responsibility.



- **Screening of our adult Members**

Members volunteer with Girl Guides of Canada in a variety of roles. Some of these are positions of significant trust. In keeping with our legal and moral duties, Members are subject to initial and ongoing screening and supervision. The screening includes:

- completing an application
- an interview
- two reference checks
- an initial police records check (PRC) and once every five years thereafter
- completion of Orientation to Guiding

- **Safe Guide**

Safe Guide is a document that outlines the policies and procedures to follow when organizing activities for girls.

You are required to take training on Safe Guide within your first *six months* of joining Girl Guides.

## ***Other adults in Guiding***

Many adults other than our Members support the organization and participate in Unit activities. Examples include:

- Non-Member volunteers
- Resource people
- Homestay host families – either for visitors to Canada, within Canada or internationally
- Camp helpers

Safe Guide outlines when non-Member volunteer will require a PRC. Generally, any adult who volunteers regularly at Unit meetings, attends at an overnight or who is a treasurer requires a PRC. Only females are counted as adult supervisors.

Responsibility for supervising girls while taking part in Girl Guides of Canada activities remains with screened adult Members.

Unit Guiders and event organizers are responsible for ensuring that parents are aware when unscreened adults are participating in any way in a program. Safety strategies should be in place to ensure the protection and the wellbeing of all our girl Members.



## Code of Conduct

*This Code of Conduct is an integral part of involvement with Girl Guides of Canada – Guides du Canada (GGC). The Code of Conduct requires all Members, all volunteers, all Employees, and all parents and guardians of Members to:*

1. Refrain from words, actions and behaviour – in any medium -- that demonstrate disrespect for other Members, volunteers, employees, or the family members of such individuals.
2. Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online, or otherwise, brings honour and dignity to GGC.
3. Be vigilant in ensuring an environment that is safe and protects girl and adult Members, volunteers and employees from emotional, physical, verbal and sexual abuse.
4. Respect other Members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.
5. Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.
6. Respect and abide by the laws of Canada and of the relevant Province or Territory.
7. Treat Members, volunteers, employees and Members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health-related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.

*In addition, Members, volunteers and employees will:*

1. Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.
2. Fulfill their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.
3. Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.

Girl Guides of Canada-Guides du Canada reserves the right to take action regarding any breach of the Code of Conduct.



## Your District Commissioner – Administrative Community Leader (Ontario)

### District Commissioners (DCs)

The purpose of a District Commissioner is to provide leadership, support and management for a district. She is there not only to ensure that the district operates in a responsible manner, but also to act as a resource for you. She has considerable knowledge about Guiding which she will gladly share with you.

### Your Administrative Community Leader (ACL)

The purpose of an ACL is to provide leadership and support to the Unit Guiders within a specific administrative community in Ontario. She has considerable knowledge about Guiding, which she will gladly share with you.

## Resources for YOU

The following resources are found on Member Zone. You can access them directly by clicking on the titles in the left column.

Resource in Member Zone	Description
<a href="#"><u>Programming Ideas and Activities</u></a>  Look under Program Resources	On these pages in Member Zone you'll find resources for program activities for girls.
<a href="#"><u>The Guidepost</u></a>  Sent by e-mail. Also available on Member Zone	The Guide Post is a national electronic newsletter published monthly, containing program initiatives and/or changes in procedures that Members need to be aware of.



<p><b><u>Safe Guide</u></b></p> <p>Look for this heading.</p>	<p>Safe Guide is the organization’s risk management document. It provides Guiders with a systematic process for planning and implementing safe Guiding activities. All Guiders are required to follow Safe Guide procedures and to complete the Safe Guide training module. In this training, Guiders will learn about activity planning, safety assessment and safety management strategies. Following Safe Guide procedures and using good judgment will minimize and reduce the risks involved in activities.</p> <p>Every new Member receives a copy of the current Safe Guide. Safe Guide is also available on Member Zone.</p> <p>Training is available face-to-face and through e-learning. Please see Member Zone for details on <a href="#">e-learning</a>.</p>
<p><b><u>National Insurance Program</u></b></p> <p>Linked from the Safe Guide page.</p>	<p>A summary of insurance coverage maintained by the national office, including an FAQ.</p>
<p><b><u>Guiding Essentials</u></b></p> <p>Linked from the Safe Guide page.</p>	<p>Guiding Essentials describes the policies, procedures and guidelines of Girl Guides of Canada and explains the philosophy and structure of the organization.</p>
<p><b><u>Adult Member Support Modules</u></b></p> <p>Look under the Membership heading.</p>	<p>Module 4: Girl Protection and Self-Harm - How to respond to of child abuse          Module 5: Girl Misconduct and Bullying          Module 6: Awards and Recognition</p>
<p><b><u>Girl Guide Cookies: Unit Guider Handbook</u></b></p> <p>Look under the Unit Support Resources heading.</p>	<p>This handbook introduces the cookie campaigns and explains:</p> <ul style="list-style-type: none"> <li>• Why fundraising is essential to Girl Guides of Canada-Guides du Canada.</li> <li>• The role of the Unit Guider in the cookie program..</li> <li>• The cookie communication chain.</li> <li>• The many different ways to sell cookies.</li> </ul>



<p><b><u><a href="#">Cookie Selling Resources</a></u></b></p> <p>Look under Unit Support Resources heading.</p>	<p>Here you will find up-to-date information about Girl Guide Cookies.</p>
<p><b><u><a href="#">Cookie FAQ</a></u></b></p> <p>Available on <a href="http://www.girlguides.ca">www.girlguides.ca</a></p>	<p>This web page answers frequently asked questions (FAQs) about cookies.</p>
<p><b><u><a href="#">TEAM</a></u></b> (Training and Enrichment for Adult Members)</p> <p>For details, look under the Training heading or ask your training adviser.</p>	<p>TEAM is divided into five training streams: Guider, District Commissioner, Administrator, Outdoor Activity Leader and Trainer. Each stream is designed to meet the training needs of Members based on their position. The streams are open to all adult Members.</p>
<p><b><u><a href="#">Outdoor Activity Leadership Program</a></u></b> (used by training and camping advisers)</p> <p>Look on the Camping and Outdoors page.</p>	<p>This program provides Guiders with core competencies for providing fun and safe outdoor activities. The topics covered are technical camping skills, planning and leadership techniques.</p> <p>It includes the OAL Guide to Camping plus planning templates and camp program activity ideas.</p>
<p><b><u><a href="#">Standard Financial Reporting Manual</a></u></b></p> <p>Available from <a href="http://www.thegirlguidestore.ca">www.thegirlguidestore.ca</a> or on the Forms page of the GGC website</p>	<p>This is used by treasurers and unit Guiders and gives step-by-step instructions for complete financial record keeping for Guiding at all levels.</p> <p>Sold through Guide Store <a href="http://www.thegirlguidestore.ca">www.thegirlguidestore.ca</a>.</p>
<p><b><u><a href="#">GGC online store</a></u></b></p> <p><a href="http://www.thegirlguidestore.ca">www.thegirlguidestore.ca</a></p>	<p>The online store contains a wide variety of items available for purchase – uniforms for all branches of Guiding, program aids, camping gear and gifts.</p>
<p><b><u><a href="#">GGC Fact Sheets</a></u></b></p> <p>Available on <a href="http://www.girlguides.ca">www.girlguides.ca</a> and Member Zone</p>	<p>There are multiple fact sheets containing basic information about GGC, our programs and activities.</p>