

# Area Program Adviser

## Nova Scotia

### Position Description

Updated June 2021

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **PURPOSE**

To promote and support all activities relating to the GGC program.

#### **ACCOUNTABILITY**

Area Council and Provincial Program Advisory Committee

#### **RESPONSIBILITIES**

- Liaise between Area Council and the Provincial Program Adviser.
- Respond to communications in a timely manner.
- Participate in conference calls and Area Advisory Network Conferences.
- Provide the Provincial Program Adviser with an annual report and advise of Program needs in the Area.
- Attend Area Council meetings and provide ongoing updates for Program related activities.
- Have a working knowledge of branch specific programs.
- Provide resources and support to the Area Council and Unit Guider regarding delivery of the girls' programs.
- Assist with the placement of Lone Girls with units that will include her in their programming.
- Ensure that planned activities are aligned with the GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.

#### **TERM**

Three (3) Years

