

Member, Provincial Council: Property Management

Position Description

Jan 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To provide direct input to the delivery of Guiding within the jurisdiction of the Provincial Council.

ACCOUNTABILITY

Provincial Council

RESPONSIBILITIES:

- To bring the perspective and opinion of the membership to deliberations of the Provincial Council,
- May be assigned special responsibilities or other Council projects or committee assignments as directed by the Council/Provincial Commissioner,
- Implement the National Property Management Strategy as it applies to Nova Scotia.
- Provide guidance on the sale of GGC Properties held in Nova Scotia.
- To contribute to the creation and publication of articles/newsletters and messaging on matters of interest, trends, and provincial happenings to which the elected member may be assigned.
- Ensure that planned activities are aligned with the GGC Strategic Priorities

NS SPECIFIC:

- To provide Property Management guidance as it pertains for GGC properties held in the provincial jurisdiction.
- Develop and monitor the Advisory budget and approve and sign expense claims as appropriate;
- Liaise with the Area Camp Committee Chairs to support the implementation of property mgmt. and regulations in their respective areas, champion and advise on GGC and Governmental issues and directives that provide key messages;
- Provide written updates for each Provincial Council meeting and an annual report as requested;
- Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office;
- Maintains and monitors, at least 3 times weekly, the respective Provincial email and respond in a timely manner;
- When creating and executing Provincial events, adhere to event timeline;
- Complies with all Provincial Processes.

EXPECTATIONS AS A MEMBER OF PROVINCIAL COUNCIL:

- To act in the best interests of the Council as a whole rather than a particular location or personal interests,
- To contribute to the advancement of Guiding within the Provincial Council jurisdiction,
- To participate fully as a member of the Provincial Council on all matters under discussion,
- To maintain close communication with the Provincial Commissioner and Executive Committee to inform them of issues of importance as they arise,
- To prepare for and participate in all meetings by reading all pre-meeting documents, seeking clarification on an issue as needed, making decisions in the best interest of GGC, and respecting the Council's decision-making processes and majority decision,
- To work collaboratively with all council members to ensure best management and stewardship of Guiding within the provincial jurisdiction,
- To participate on any Provincial Council review or assessment processes,
- To identify any personal learning needs that will enhance performance as a member of the Council.

QUALIFICATIONS:

- Experience with Property Management issues and processes.
- A commitment to and passion for GGC,
- Ability to work with a team and to assume a leadership role, when requested,
- Ability to separate personal interests from the discussion and to respond in the best interests of the membership,
- Ability to exercise critical, analytical, and decision focused skills,
- Good communication, listening, and interpersonal skills with ability to communicate effectively via various media source,
- Availability to attend meetings, as scheduled, and through various means, including in-person, teleconference, skype, etc.

Term of Office

Three (3) years