



Girl Guides
of Canada
Guides
du Canada

Provincial Public Relations Adviser Job Description

Purpose

Promote and administer the affairs of Girl Guides of Canada-Guides du Canada according to the policy of the organization and within the terms of reference of the public relations committee.

Orientation

Provided by the Provincial Commissioner.

Appointment

Nominated by the Provincial Commissioner and appointed by the Chief Commissioner for a term of three years with optional reappointment for a further term of two years.

Responsible To

Manitoba Council

Responsible For

Members of the Provincial Public Relations Committee

Responsibilities

1. Maintain communication, process all correspondence, and prepare and submit reports, including an annual report, to Manitoba Council by the required dates
2. Ensure accounting of all funds
3. Prepare and submit an annual budget to finance committee by the required date
4. Make recommendations to Manitoba Council, on behalf of the committee
5. Attend Manitoba Council meetings, reporting as required and cooperating in the work of the Council
6. Schedule and conduct regular meetings of the committee
7. Maintain committee records, including minutes, financial and other reports, correspondence, personnel, legal and business documents
8. Ensure that the terms of reference for the committee are carried out
9. Recruit, interview and provide orientation for committee members
10. Provide support for committee members by recognizing them formally (long service and other awards) and informally and providing performance review feedback

11. Maintain current knowledge of the Guiding programs; *Policy, Organization and Rules*; and activities of the organization and ensure committee members are kept informed of current developments within the organization and of external issues and trends related to the work of the committee
12. Coordinate the work of the committee members, delegating responsibilities as appropriate
13. Solicit, approve and submit articles to the *Bison Bits* and *Buffalo*
14. Provide support, orientation, on-going communication and guidance to area public relations advisers.
15. Maintain relationships with other members, staff, other committees/groups and Manitoba Council
16. Maintain communication and/or membership with relevant outside organizations
17. Authorize travel support for members selected by the committee to attend provincially approved events
18. Increase awareness of Guiding in all Manitoba communities