



Girl Guides
of Canada
Guides
du Canada

Provincial Camp Adviser Position Description

Purpose

To promote and administer the affairs of the Girl Guides of Canada-Guides du Canada according to the policy of the Organization and within the Terms of Reference of the Manitoba Council.

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 Camp Committee

Responsibilities

1. To prepare an annual budget for Manitoba Council in consultation with the Camp Committee for camp activities.
2. To ensure that activities carried out by the Provincial Camp Committee are consistent with the policy of the Girl Guides of Canada-Guides du Canada.
3. To attend Manitoba Council and Standing Committee meetings, reporting as required, and co-operating in the work of the Councils.
4. To be familiar with the Terms of Reference of the Provincial Camp Committee and to co-ordinate the work of the committee and delegate responsibilities as appropriate.
5. To prepare an annual report for presentation to the Manitoba Council and inclusion in the Provincial Annual Report.
6. To approve all expenditures for her committee in accordance with financial approval using the appropriate forms.
7. To conduct regular meetings of the Provincial Camp Committee, preparing the agenda and approving the minutes.
8. To be responsible for the processing of all correspondence, reports, etc.

9. To maintain relationships and lines of communication with other members, staff, other Provincial Standing Committees, and the Council.
10. To participate in the Leadership Development Plan by attending trainings and conferences provided by the Organization and/or organizations within the community.
11. To recruit (in consultation with the Provincial Commissioner and other Standing Committee Commissioners), interview, and provide orientation for Provincial Camp Committee members; notify the Manitoba Council of new members.
12. To monitor the expenses of the committee throughout the year.
13. To act as liaison to Program Delivery Service and report to them as required.
14. To provide liaison members to other Provincial Committees as required.
15. To co-ordinate long range planning for presentation to Council.
16. To maintain current knowledge of the Organization and of relevant outside organizations.
17. To attend National Conferences where applicable.
18. To be familiar with Provincial office procedures pertinent to the operation of the Camp Committee.
19. To form, co-ordinate and stimulate sub-committees as required.
20. To establish, promote and maintain high standards of camping within the province.
21. To be aware of the current trends in camping and application of same.
22. To be responsible for issuing Camp Applications for Area camps and to visit Area camps when feasible.
23. To administer the Camp Leadership Certificate Program and the Canoe Trip Leadership Program.