



Job Description

Provincial Trefoil Guild Adviser – Girl Guides of Canada Manitoba Council

Girl Guides of Canada is a not-for-profit organization for girls aged 5 to 17+, led by women who are young at heart. We provide program opportunities centered on fun, friendship and adventurous activities.

Purpose

To carry out the Vision, Mission and Principle of the Girl Guides of Canada-Guides du Canada by promoting the spirit and fellowship of Guiding to members who are not currently active.

Orientation

Provided by the Provincial Commissioner and outgoing Trefoil Guild Adviser.

Appointment

Appointed by the Provincial Commissioner. Appointed for a term of three years with optional reappointment for a further term of two years.

Terms of Reference

Responsible to the Manitoba Council through the Provincial Commissioner.

Responsibilities

1. To submit an Annual Report to the National Trefoil Guild Adviser.
2. To promote Trefoil Guilds throughout the province.
3. Preparation and updating of Trefoil Guild pamphlets.
4. To circulate Trefoil Guild newsletter.
5. To register Trefoil Guilds and complete mailing list of all members.
6. To submit an annual report for inclusion in the Provincial Annual Report.
7. To encourage communication between Trefoil Guilds.
8. To attend by invitation one Provincial Council meeting per year to report to the Council on current Trefoil Guild activities in the province.
9. To carry out specific assignments as delegated by the Provincial Council.
10. Acts as the liaison between the Provincial Councils/Trefoil Guilds and/or the National Trefoil coordinator as required.

If you are interested in this position, please fill in the volunteer application form (<http://girlguides.mb.ca/Downloads/Forms/VolunteerApp.pdf>) and send to:

Debra Halligan
Provincial Commissioner
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