

BC Council Structure

BC Council Membership

Honourary Patron

BC Lieutenant Governor, if a woman, or the wife of the Lieutenant Governor

Honorary Officers

Former Provincial Commissioners

Voting Members

Provincial Commissioner

Deputy Provincial Commissioner(s)

Provincial Treasurer

Area Commissioners (Deputy, Co-Commissioner, or designate may vote in the absence of the Area Commissioner)

Girl Engagement Coordinator

Member Services Coordinator

Youth Forum Coordinator

Risk and Compliance Coordinator

Members (two members “elected from around the province”, who are actively working with girls).

Non-voting members

Operations Manager – attends the meetings, has a voice but no vote on council

Executive Assistant – attends the meetings to record the minutes

Meetings

BC Council shall meet not fewer than three times per year.

Quorum

At least 50% plus one of the voting council members must be present at each meeting of the council for the valid transaction of business. If the number of voting council members at a meeting falls below quorum, there can be no further transaction of business until a quorum is again present, except to set the date of the next meeting.

BC Council Nominations Committee

The provincial Nominations Committee ensures that there are qualified candidates for all elected offices of the provincial council and facilitates the nomination and election process. Five members are elected from the voting membership of BC Council for a two-year term. The Nominations Committee is chaired by the Member Services Coordinator.

Standing Committees

Standing Committees are established by BC Council. Their work is defined in the Terms of Reference presented for approval to BC Council and regularly reviewed by BC Council every two years, but may be updated as required. The committees are Camping, Finance, International, Membership, Program, Public Relations and Training.



If special committees/ad hoc committees/task groups are required and created, their Terms of Reference are presented to and approved by BC Council.

Guidelines for Selections and Appointment of Members of Provincial Council

All positions on BC Council are elected and appointed for a three-year term.

Provincial Commissioner

Nominated and elected by ballot by members of the provincial council. Vetting performed by national office.

Deputy Provincial Commissioner(s)

Recommended by the Provincial Commissioner, and approved by the provincial council. Vetting performed by national office.

Provincial Treasurer

Nominations are sought from members across the province and the Nominations Committee prepares the selections process. Candidates are vetted by the PC Team and once selected the Provincial Treasurer is elected annually at the May BC Council meeting for a one-year term. Eligible for re-election for a period of one year to a maximum of five consecutive years.

Area Commissioners (also applicable to District Commissioners)

Area council positions (and, wherever possible, district) should be filled using the selections process which provides an opportunity for council members to nominate candidates. Positions may also be “advertised” in council publications and on the area/provincial website. Nominees are sent an application form to fill out at which time they may opt out of being considered for the position. This should result in a list of as many names as possible from which the selections committee can choose suitable candidates.

The selections committee is usually chaired by the Commissioner of the parent council or her Deputy. It is made up of council members and, if appropriate, members of the committee with which the council member will be working, e.g. to choose an area international adviser - members of area council and district international advisers; or to choose an area training representative - members of area council, a trainer, and district training representative.

After the process is complete and a Guider has agreed to assume the position, the Commissioner will recommend to her council that this choice be approved. All council positions are for a term of three years.

A council treasurer is elected or selected annually by the council concerned. She is eligible for re-election/re-appointment annually to a maximum of five years.

In consultation with the Deputy Provincial Commissioner (“DPC”), the current Area Commissioner chooses a chair of the committee (“chair”), who has knowledge of the work of area council (“council”) but is not a current member of area council.

The chair, in consultation with the DPC, sends out a request for people to apply, or to nominate others, and reviews the existing list of adult members of the area to identify potential people to approach.



The chair contacts each person nominated to ask if they are willing to complete an application form, and sets a deadline date for the application forms to be returned.

Once all applications forms are returned, the chair will convene a committee of not more than five (5) members (not necessarily area council members) to review the application forms, with a list of criteria required for the position.

The committee will create a final slate of the candidates to be presented on a ballot to area council.

The PC Team is informed of the names of the candidates prior to circulation for voting and may ask for an unsuitable candidate to be removed from the list.

If an applicant has not made the final slate of the candidates, the chair is to advise those applicants at that time.

The area council will then review the ballot presented and vote, by secret ballot, for the next Area Commissioner.

The chair will then contact all those who were on the final ballot to advise them of the result of the area council vote.

Once all applicants have been contacted, the PC will announce to the area, and to BC Council, the results of the election.

The committee will then be struck.

Deputy Commissioners

Deputy Area Commissioners are nominated by the Area Commissioner after consultation with the PC Team and area council and are then approved by the area council. Co-Commissioners must have the approval of the PC Team and selections committee.

The term of a Deputy Commissioner shall end with the Commissioner. A Deputy is eligible for appointment as Commissioner.

Risk and Compliance Coordinator/Member Services Coordinator/Girl Engagement Coordinator

Nominations are sought from members across the province and the Nominations Committee prepares the selections process. Candidates are vetted by the PC Team and once selected the Coordinator is appointed for a three-year term.

Members

Nominated by the members of the provincial council and elected three-year term. Guiders may also self-nominate for the position. Eligible for re-election after being a non-member of BC Council for a period of one year.

When "Member" resigns her position on BC Council, a new Member is elected to council for a full three-year term, rather than for the outstanding period left vacant by the original Member's resignation. The new Member's term will be deemed to have begun at the previous annual meeting.



If a position as Member becomes vacant after December 31, the position will remain vacant until the next annual meeting, at which time it will be filled for a full three-year term.

Provincial Advisers

Nominations are sought from members across the province and the Nominations Committee prepares the selections process. Candidates are vetted by the PC Team and once selected the Provincial Adviser is appointed for a three-year term.

Standing Committee Members

Adding New Committee members:

1. Compile a list of nominations or applications using iMIS as a resource when possible.
2. Consider area representation on other committees in order to obtain a variety of perspectives on provincial committees.
3. Present the list to the PC Team for approval of names.
4. Discuss the possible nominee with the pertinent Area Commissioner regarding availability/suitability.
5. Ask the person. Register her. Appoint her after three months, if performance is satisfactory.
6. Positions may also be posted on the provincial website, and circulated for nominations using Informz. Full screening of non-members will be required.

Please refer to BC Council's Terms of Reference for more information.

BC Council Hostess Committee Responsibilities

Prior to the meeting weekend

A grocery list is prepared and a volunteer will deliver the items to Guide House prior to the meeting start time. The Hostess Committee is responsible for preparing, putting out and cleaning up food and beverage items at each of the designated break and meal times, and as well at the end of each meeting day.

Friday

- Arrive early to prepare for catering delivery (delivery approx. 6pm), place pitchers of water and glasses on the tables and make coffee/tea to begin the AC Roundtable.
- Following the Roundtable, clean up the kitchen, load and turn on the dishwasher.
- Setup the boardroom for Saturday's BC Council Meeting.

Saturday

- Arrive early to make coffee/tea, unload the dishwasher, place pitchers of water and glasses on the table.
- Please replenish water pitchers.
- At lunch break replenish water pitchers and prepare coffee/tea for afternoon break.
- Following the meeting, clean up the kitchen, load and turn on the dishwasher.
- Assist with tidying up following the AGM.

Sunday

- Arrive early to make coffee/tea, unload the dishwasher, place pitchers of water and glasses on the tables.
- Ensure morning snack is ready.
- Please replenish water pitchers.



- Following the meeting, clean up the kitchen, load and turn on the dishwasher.

Invitations to the PC Team

Area Commissioners: Please submit the dates of your Area Annual Meeting as well as the dates of any special events (e.g. award ceremonies) to which you may be inviting the PC Team as early as possible so that their attendance may be possible.

Related resources:

[BC Council Terms of Reference](#)

[BC Nominations process](#)

[Guiding Essentials](#) (for details on council structure)