

# **SCREENING LIAISON**

## **BC MEMBERSHIP COMMITTEE**

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### **Position Summary**

The Screening Liaison sits on the BC Membership Committee, as a member of the BC Membership team. She is responsible for overseeing the screening process within the province, monitoring the status of potential Members, and providing screening support to Commissioners, Link Advisers, and Trefoil Guilds. She liaises with the Commissioners, BC Link Liaison, BC Trefoil Liaison, BC iMIS Specialist, the Member Records Administrator and the Member Records Clerk.

The Screening Adviser is selected by the BC Membership Committee and appointed to her role. She reports to the BC Membership Adviser.

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### **Screening Adviser Responsibilities**

- Attend and be an active member at BC Membership Committee meetings.
- Submit a report for all meetings on activities, challenges and successes with regard to the screening of potential Members.
- Keep current on Girl Guides of Canada policies and procedures.
- Keep current with and adhere to privacy legislation.
- Monitor the status of all potential Members in BC to ensure that screening is completed in accordance with Girl Guides of Canada policy.
- Attend and participate in workshops and conferences as required.

### **Relationship/Communication**

- Respond to inquiries about the screening process.
- Communicate with Commissioners/Advisers regarding the status of their potential Members.
- Communicate with Commissioners/Advisers as needed to provide information, updates, training, advice, and assistance regarding the screening process.
- Communicate with potential Members to provide information regarding the screening process, specifically with regard to the Police Record Check and Orientation to Guiding training.
- Liaise with the Member Records Administrator and Member Records Clerk regarding the screening of potential Members.

### **Term**

- Three year term

### **Skills/Qualifications**

- Active Guiding Member
- Sign the Code of Conduct / Confidentiality agreement
- Excellent communication skills, both written and verbal.
- Strong organizational skills
- Self-motivating
- Have access to a computer and be comfortable using email and basic word processing programs, as well as with learning how to use iMIS access reports to assist in monitoring the screening process.
- Knowledge of the screening process, and GGC policies and procedures.

### **Benefits and Opportunities**

- To connect with Guiding members across BC
- Contribute to the BC Membership Committee's purpose to recruit, retain, recognize and regain members