



## TREFOIL LIAISON Job Description

### BC MEMBERSHIP COMMITTEE

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### **Position Summary**

The BC Trefoil Liaison sits on the BC Membership Committee. She is responsible for overseeing all Trefoil Guilds within the Province. She liaises with Area Trefoil Liaisons, Commissioners, and the Membership Adviser. The BC Trefoil Liaison is nominated by the BC Trefoil Guilds and members and elected at the Rendezvous. She is appointed after consultation with the Provincial Commissioner and reports to the BC Membership Adviser. A deputy Trefoil Adviser can be appointed if required.

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### **Trefoil Adviser Responsibilities**

- Attend and participate at BC Membership Committee meetings.
- Works together with the Membership team (LINK, Membership, Trefoil, Awards) to complement each other.
- Submit a report when requested and at Committee meetings on activities, challenges and successes.
- Keep current on Girl Guides of Canada policies and procedures.
- Attend and participate in workshops and conferences as required.
- Encourage and identify recruitment opportunities for Trefoil Guilds Membership.
- Encourages Area to hold a Rendezvous each year and attend.
- Put out the BC Trefoil Bulletin in May and November.
- Attend the National Gathering held every three years.
- Ensures all Trefoil Publications, Handbook, Brochure and Website are reviewed and kept current.
- Advises potential Guilds and potential lone Guild members on registration procedures.

### **Relationship/Communication**

- Respond to enquiries regarding the formation of new Guilds and new members.

### **Term**

- Three year term

### **Skills/Qualifications**

- Active Guiding Member
- Sign the Confidentiality agreement
- Excellent communication skills, both written and verbal.
- Strong organizational skills

### **Benefits and Opportunities**

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