

Nominations & Selections Process

All “positions” in Guiding, aside from Unit Guider, have a limited, three-year term. This includes Commissioners, Advisers and Committee Chairs. There are a few exceptions, including council Treasurers, who are elected or appointed for a one-year term for a maximum of five consecutive years, and Trainers, who serve indefinitely as long as they meet the requirements of their position.

Filling council vacancies can be challenging. You need to find someone with time, energy and enthusiasm as well as a particular set of skills and experiences. You can also highlight all the things the volunteer stands to gain in taking on a new position: leadership skills, increased self-confidence, fun and friendship.

BC Girl Guides has traditionally used the selections process in order to find a replacement for a person whose term is ending. The selections process includes circulating for nominations, holding a selections committee meeting and approaching the individual (or individuals) who were recommended.

Commissioners need to be flexible in choosing the most appropriate procedure to follow when filling a vacancy. In some cases, nominations followed by an election is the most appropriate process. At other times, you will wish to use the selections process. You may choose to recommend a person to your council and ask their approval in appointing her to a particular position. You may also choose to invite applications and then interview the applicants. Keep in mind at all times your principal objectives: to find a well-qualified person, to look wide in your search and to involve the membership in decision making. The steps in a selections process to fill a vacant position are outlined below.

Nominations Form/Nominations Communication

The first step is to prepare a nominations form or email communication. This should include the following:

- Position which will be vacant and the reason for the vacancy
- Job description (what does the job entail, what tasks are involved)
- Skills and qualifications required in the position (e.g. camping experience, communications skills)
- Request for nominations (reminder that you are nominating people who you think would do a good job: it is up to them to decide whether or not they have time or interest)
- Reason why the person has been nominated
- Deadline date for nominations and applications

The nominations form is then circulated to the membership concerned (e.g. District Council if seeking a new District Commissioner). You may also wish to circulate it more widely in order to obtain greater input (for example, a notice in the area newsletter).

An application form is then mailed to the qualified nominee(s) and if interested, they are to fill it out and return a copy to the Chair of the Selections Committee. The position can also be posted on the provincial/area/district website with the application form and instructions for its return.

Sample email wording for call for nominations:

TO: All adult members in BC

We are calling for nominations to fill the position of Provincial Membership Adviser.



The Membership Adviser position offers opportunities to engage in Guiding throughout the province. Communicating with members in all 10 areas, while working together with the provincial operations team with a focus of recruiting and retaining members. This position is perfect for a member who has a passion for Guiding and a desire to grow membership in the province. Imagination and a sense of fun are required assets in working with a dynamic team of dedicated Guiders on this committee.

The Provincial Membership Adviser must be a good administrator, and must understand the membership needs at all levels of Guiding. The purpose of the Provincial Membership Committee is to: develop strategies to recruit, retain and regain membership within the province, encourage recognition of service to Guiding by both members and non-members, support the National Strategic Plan and develop BC strategies and long-term plans to enhance membership work and develop and promote use of membership tools. The Provincial Awards Committee, iMIS Support and Trefoil Liaison also fall under the Membership Adviser's purview.

There is no need to list Guiding experience as this is on file in iMIS, but regardless of whether you submit your own name or nominate someone else, please state why you feel the candidate(s) would be suitable.

Please return your confidential nominations to the provincial office by [date]. You may e-mail your nomination to [contact email] with the subject "Provincial Membership Adviser".

*We thank you for your consideration.
[Chair, Selections process]*

Preparing for the Selections Meeting

Once the deadline for nominations is past, prepare a list of all the individuals who have been nominated. In order to obtain a good understanding of the nominees' experience and qualifications, iMIS records should be requested from provincial office and the comments from the nominations forms should be compiled, along with the completed applications.

You will then need to contact four to six people from the relevant Council to sit on the selections committee. It is important to select a representative sample of people. For example, if the selections are for a District Commissioner, you should try and have one representative per unit. You may wish to choose people with camping experience when selecting a Camp Adviser and you should try and have one committee member who holds a position similar to that being selected as she will be knowledgeable about the duties and responsibilities of the position. Look for positive, outward-looking Guiders with some experience in Guiding so that they understand what is involved in the position. Remind Guiders when you contact them to set up a selections committee meeting that the selections process is completely confidential. Other people should not be aware of who was nominated, who sat on a selections committee or of any of the committee's discussions.

The Selections Meeting

The first step at the meeting is to discuss the position – what does it involve and what qualifications are required. Next provide committee members with a list of the people who have been nominated and ask for feedback from the group. If there is a candidate on the list that the committee agrees is not suitable, then that name should be removed from the list. **Committee members should agree that all the people remaining on the list are qualified to fill the position.**



Then ask the committee members to individually prioritize the remaining names by assigning a number to each: 1 being the first choice, 2 the second, etc. These numbers are totaled for each candidate indicating the order in which the candidates will be contacted. A tie will be dealt with by consensus. All papers are destroyed to maintain confidentiality.

Follow-Up

You will then contact the candidates in order of choice. Explain what the position involves (tasks, time commitment) as well as why this particular person is being approached (what particular skills the selections committee feels she has to offer). The Guider should be given time to consider accepting the position. If the first candidate is unable or unwilling to accept the position, proceed to the next name on the list. If none of the candidates are willing to accept the position, you will need to reopen the selections process or try an alternate approach.

If a candidate has accepted and wishes to share the position (i.e. Co-Commissioner) the other candidate must be approved by the selections committee.

When a candidate agrees to accept a position, the following people are notified, in order:

- the parent Commissioner (if she is not the chairwoman)
- the outgoing Commissioner or Adviser
- the members of the selections committee
- the members of the Council concerned.

In the case of a Camping Adviser, you will need to fill out the appropriate forms and obtain provincial approval by way of having the member vetted by the PC Team. Be sure to complete a “Qualifications Update List” (A.4) to cancel the outgoing Guider and to register the new commissioner or adviser. If the incoming person is new to Guiding, be sure to complete all the steps in the Screening Procedure.

Finally, prepare an information package and hold an orientation session with the Guider who has accepted the new position. Include Council information (address list, Council policies and meeting schedules, expense claim forms) as well as information pertinent to the specific position.

Related resources:

[Volunteer opportunities on our website](#)

[Informz mailing work order form](#)

[BC Position descriptions](#)