

Link Liaison

Position Description

Updated January 8, 2019

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To promote and support Link membership for women 18 to 30 years of age within Provincial Council. To facilitate the advancement of ideas and recommendations initiated by Link and Ranger members to the Provincial Office, and champion Link membership within the organization and to the public.

ACCOUNTABILITY

Provincial Commissioner through Provincial Commissioner or designate

RESPONSIBILITIES

- To be conversant with Guiding, its Vision, Mission, and Principles as well as its programs;
- Encourage the involvement and active participation of guiding members 18 to 30 years of age through Link membership and activities;
- Collaborate with Office staff and/or website coordinator to verify links to registration forms and website pages;
- Register members, promote the program, and liaise between the Link members and Provincial Council as well as amongst Link members;
- Support the transition of Rangers to adult members through the promotion of Link by working with Membership Adviser, Area Commissioners and/or District Commissioners;
- Increase the awareness of Link and encourage and support Link activities;
- Encourage Link members to apply for provincial, national, and international events and participate in trainings. May authorize travel support for members selected to attend provincially approved events;
- Prepare and distribute a Link e-newsletter on a regular basis as established by Provincial Council. Involve the Membership Adviser, PR & Communications Adviser and adhere to applicable publication guidelines;
- Solicit, approve, and submit Link articles to any provincial publications and the Provincial Girl Guide website;
- Organize a Provincial Council sponsored Link event at least once every three years;
- Process all correspondence, including communication with the Provincial Council office, Area Commissioners, National Link Adviser, and other provincial link liaisons;
- Ensure that activities carried out by Link provincial jurisdiction are consistent with the policies of Girl Guides of Canada;
- Make recommendations to Provincial Council, on behalf of Link members by researching and advising on Link-related matters and facilitating the advancement of ideas;
- Ensure accounting of all funds;
- Maintain relationships with other members, staff, committees / groups, and Provincial Council;
- Maintain communication and / or membership with relevant outside organizations; and,
- Maintain current knowledge of the guiding programs, Guiding policies and procedures and activities of the organization and ensure members are kept informed of current developments within the organization and of external issues and trends affecting Link members.



EXPECTATIONS

- Act in the best interests as Link as a whole;
- To be a member of the Provincial Council Ops Forum, attending meetings, reporting as required and cooperating in the work of the committee;
- Prepare for and participate in all meetings by reading all pre-meeting documents, seeking clarification on an issue as needed, making decisions in the best interest of GGC, and respecting decision making processes;
- To submit regular reports as required;
- To submit an annual report and budget to the Provincial Council by the required date;
- To attend Provincial Council meetings on invitation and to report as required; and,
- To participate in TEAM (Training and Enrichment of Adult Members).

QUALIFICATIONS

- A commitment to and passion for GGC;
- Has a passion to increase and encourage the membership of Link;
- Ability to work with a team; and,
- Good communication, listening, and interpersonal skills with ability to communicate effectively.

TERM

Three (3) Years

