

**GIRL GUIDES OF CANADA – BRITISH COLUMBIA COUNCIL  
PROVINCIAL OPERATIONS COMMITTEE**

**TERMS OF REFERENCE**

**(To be used in conjunction with the Committees' specific Terms of Reference)**

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**PURPOSE**

To carry out the work of the Provincial Council, as directed by the council and the *National Strategic Plan*.

To consult and bring together the Provincial Committees in order to combine the expertise of all for the benefit of Guiding in British Columbia.

**MEMBERSHIP**

Membership to include:

Girl Engagement Coordinator (*maximum of 3 years*)

Membership Services Coordinator (*maximum of 3 years*)

Are the Committee Co-Chairs and are members of BC Council. Committee Chairs are appointed by the Provincial Commissioner. The Co-Chairs will serve to represent the Provincial Committees of International, Camping, Program, Membership, Training and Public Relations at Provincial Council meetings.

Committee Members (*maximum of 3 years*)

The Operations Committee is made up of the six Provincial Advisers and their respective Coordinators. Provincial Advisers are recommended by the Chairs; approved by the Provincial Commissioner and appointed by the Committee Chairs.

Provincial Committee and Adviser positions are approved by the PC team.

Ex-officio

Provincial Commissioner or her Deputy.

**TERMS OF OFFICE**

Each Coordinator shall be appointed for a period of three years ending at the May AGM.

Provincial Advisers shall be appointed for a period of three years ending at the May AGM.

**MEETINGS**

Regularly scheduled, or at the call of the Co-Chairs, but no fewer than four per year. Any member failing to attend three consecutive meetings without adequate notification to the Chair shall automatically cease to be a member of the committee.

**RECOMMENDATIONS**

The Co-Chairs seek consensus from the committee for all recommendations.

**QUORUM**

Fifty per cent, plus one, of the membership of the committee shall constitute a quorum.

## **RESPONSIBILITIES**

In addition to the Generic Terms of Reference, the Provincial Operations Committee shall:

1. Work in accordance with the *National Strategic Plan*.
2. Report regularly and make recommendations to the Provincial Council as required.
3. Act as a liaison between the Provincial Advisers, the Provincial Council and the national level.
4. Assist in regular communication among the Provincial Advisers.
5. Keep accurate records of every meeting and submit to the provincial office for distribution and storage.
6. Attend provincial and national workshops/conferences as required.
7. Submit an annual budget and proposed expenditures to the Finance Committee for approval by the Provincial Council.
8. Prepare and submit an Annual Report to the Provincial Commissioner as requested.
9. Work in close co-operation with other standing committees and keep them informed of any internal changes relevant to their committees.
10. Maintain contact, as necessary, with other organizations engaged in related activities or fields of interest.
11. Recommend potential and appropriate opportunities for partnerships to the Provincial Council.
12. Recommend to the national level suggested changes to national documents.

**These Terms of Reference to be reviewed every two years.**

***Approval date: September 2017***