



Girl Guides
of Canada
Guides
du Canada

**Girl Guides of Canada – British Columbia Council
PROGRAM COMMITTEE
S.T.E.M. ADVISER
Position Description**

Purpose

To promote Science, Technology, Engineering and Math activities through British Columbia GGC programming for Girls and Guiders.

Qualifications

- Be conversant with the programs for all branches of Guiding.
- Be enthusiastic about S.T.E.M. and have some work experience in at least one of the fields.

Accountability

BC Council and Provincial Program Committee

Membership

Chosen by a selections committee, and appointed by the provincial program adviser; becomes a member of the Provincial Program Committee.

Term of Office

To serve a three year term with a further two years optional and final.

Responsibilities

- Actively promote and motivate S.T.E.M. awareness in girls and Guiders by offering programs during trainings, workshops, special events, and camps, as required.
- Develop, maintain and circulate a list of resource materials, agencies and people, and encouraging participation in programs such as Science World, Ms Infinity, etc.
- Encourage, initiate and maintain S.T.E.M. challenges.
- Be the event coordinator for G.U.E.S.T. each year, coordinating the event and complete required paperwork, including application packages, etc.
- Answer questions from the field on related topics.
- Attend Provincial Program Committee meetings and submit a report regularly.
- Communicate with other BC Council members, as appropriate.
- Participate in conferences and workshops, as appropriate.
- Participate in T.E.A.M.
- Complete budget request forms and working papers in preparation for project proposals.
- Ensure that planned activities are aligned with the GGC Strategic Priorities.
- Adhere to the Pledge of Confidentiality and the Code of Conduct of GGC.
- Submit articles and resource materials to Guiding publications, including *Canadian Guider*, *Pipeline*, *Fun Finder* and for posting to the provincial website, complying with media copyright laws and Guide Style Guide.