**Email Etiquette**

- Email is accepted as our standard form of communication.

- When sharing documents, save it in a version that most can read (like Word).

- Keep it simple.

- Keep the subject line relevant. If replying to the sender on a different subject, change the subject line.

 Include reference to GGC and recommended date for a response in the subject line.

- Do not type UPPERCASE. It feels like shouting and is difficult to read.

- Be patient. A response may be delayed for many reasons. If a quick reply is needed, make contact by

 telephone.

- If a member is named in your email, she should be copied on the message.

**General Information about Information Sharing**

- BC Council sends information directly to Commissioners, Area Advisers, Link Members and Trefoil Guild

 Secretaries.

- Each Adviser should be available to Districts to act as a resource and provide suggestions in her field of

 expertise.

- Each Adviser will periodically report recent activities and/or upcoming plans to Area Council via the pre-meeting report sent from the office. Said report to be received in the office a minimum of one week before the Area meeting.

- District Commissioner should be copied on all correspondence sent to her District members.

- Lines of communication follow the committee structure of SVI Area.

- Requests for access to contact information outside the usual rules of sharing will require approval by an Area

 Co-Commissioner. She will advise the iMIS Specialist to prepare the appropriate report/roster.

- It is the responsibility of each member to keep contact information up to date (especially email

 address). This is possible on the GGC national website.

**Area Commissioner(s)**

**As an active member of BC Council, Area Commissioner(s) will:**

- Represent SVI Area at BC Council through attendance and reports.

- Summarize BC Council meeting information for distribution to Area Council members.

- Prepare and provide reports to BC Council, based on information received from District Commissioners and

 Area Advisers, aligned with the National Strategic Plan.

- Review and forward applications for Provincial Conferences and Training within Provincial timelines.

- Prepare Area Annual Report for inclusion in Area Compliance Report.

- Ensure delivery of the Area Compliance Report by May 31st of each year.

- Respond to requests for information from Province in a timely manner.

**As an active member of SVI Area Council, Area Co-Commissioners will:**

- Support Area Council members with issues that may arise with other Adult members or as a result of parent

 complaints.

- Organize and chair Area Council meetings, including conference calls and email voting.

- Address business requiring immediate attention between Area Council meetings.

- Assist in the preparation and review of documents originating from Area Council.

- Review Area Council meeting minutes prepared by the Secretary, prior to distribution.

- In concert with SOAR Liaison, determine appropriate distribution of Area SOAR funds.

- Ensure all term appointments are met and undertake appropriate selection processes for new Council

 members.

- Forward changes to Area Council membership to Province.

- Inform Area Council of changes to Area Council membership.

- Ensure Area Council members are apprised of the Area Co-Commissioners or Area Deputies ‘ways of work

 that outlines the contact Area Co-Commissioner for the different Area Co-Commissioner responsibilities.

- Prepare agendas and call to meeting for Area Council meetings.

- Organize and deliver Area Council meetings and conference calls.

- Provide highlights from Area meetings and conference calls to all Adult members via the SVI News email

 newsletter.

- Organize Area Annual General Meeting prior to the BC Council Annual General Meeting each year.

- In concert with the Treasurer, confirm expenditures and sign cheques to pay Area expenses and be a signing

 authority on all District bank accounts.

- In concert with Treasurer and Financial Support Team, prepare an annual budget for the Area, including

 operating and project budgets.

- Maintain Area Council Responsibilities and Communications Guidelines.

- In concert with Awards Adviser, provide formal (e.g. awards) and informal recognition (e.g. gifts),

 membership pins, and appointment pins to Area Council members.

- In concert with District Commissioners, set-up new Units as required.

- Undertake systematic monitoring and evaluation of Area Council. This can be completed through review of

 District Council meeting minutes, follow-up with District Commissioners or through Area Council surveys.

**District Commissioners**

**As an active member of SVI Area Council, District Commissioners will:**

- Represent District on Area Council through attendance and reports.

- Provide to Area Commissioners:

 - District Council Guidelines, which are to contain Terms of Reference as outlined by National Council.

 - District Council meeting minutes and reports to Area Council that include references to Girl successes in alignment with the National Strategic Plan;

- Annual District Budget; and

 - District write-up for the Annual Report (to be submitted in January of each year for the preceding year).

***-*** Ensure that the Area Cookie Orderer receives the District cookie orders and District cookie delivery points.

- Track correct receipt of cookies within the District.

- Respond to requests for membership information from Provincial or Area Council.

**As an active member of District Council, District Commissioners will:**

- Support District Council members with issues that may arise with other Adult members or as a result of

 complaints received from parents.

- In concert with District Council, provide submissions to the Lamplighter newsletter, prior to the deadline.

- Forward changes to District Council membership to the iMIS Specialist in a timely manner.

- Organize and deliver District Council meetings that:

 - Conduct the business of the District;

 - Summarize and present to District Council results of BC Council and Area meetings;

 - Solicit input from District Council regarding items identified for discussion at Area meetings; and

 - Solicit input from District Council regarding Girl successes in alignment with the National Strategic Plan for inclusion in meeting minutes or reports to Area Council.

- Undertake quality assurance of District Council responsibilities.

- In concert with District Secretary, prepare District Council minutes.

- In concert with District Treasurer, prepare an annual budget and track expenditures for its District, including

 operating and project budgets.

- Undertake screening interview and orientation of new Guiders.

- Contact Adult inquiries as provided by provincial office and confirm their intent to join Girl Guides of Canada

 as an Adult Member

- Ensure District Council members have up to date Safe Guide and treasurer training (if applicable).

- Coordinate awards and recognition of District Council.

- Invite Lones Girls and Guiders to District events, if applicable.

**Advisers – Camping, International, Membership (including iMIS and Awards), Program, Public Relations, Training & Area Treasurer – General Responsibilities**

 **Please refer to BC Council Commissioner’s Handbook for specific Job Descriptions**

**As an active member of SVI Area Council, the Advisers and Treasurer will:**

- Ensure all reporting requirements are met in a timely manner with paperwork (application, permission

 forms, financial report, etc.) filed with BC Council.

- Provide to Area Co-Commissioners updates in advance of Area Council meetings, and information for Annual Report, in alignment with the National Strategic Plan in January of each year for the year preceding.

- Communicate changes to Committee members (i.e. new Advisers &/or resignations).

- Respond to requests for information from Province in a timely manner.

**As an active Committee Chair, an Adviser will:**

- Be responsible for direct contact with her committee members (using contact committee roster requested from the iMIS Specialist), including periodically connecting with committee members via email, phone or in person.

- Be available by phone, email, or in person to discuss and resolve issues that must be finalized before the next Area Council meeting.

- Be available to delegate tasks or perform duties when committee members are unavailable.

- In concert with Committee members, provide submissions to the Lamplighter newsletter, prior to the deadline.

- Encourage committee members to set Guiding goals and personal training goals for the year.

- Remain familiar with the Procedures approved by Area Council and be able to give meaningful and relevant guidance.

- Prepare an annual operating budget and track expenditures for their committee.

- By October 31st of each year, prepare project plans and budgets for the following year for activities and events undertaken by the committee.

- Make connections with Guiders from all Districts to encourage Guiders with an interest in the specific adviser field to join the relevant Committee.

**Adviser and other Position Specific Responsibilities (see Job Description in Commissioner’s Handbook)**

(*note that items detailed here are SVI specific and are not necessarily contained in the formal job description)*

**Awards Adviser**

* Co-ordinate Canada Cord/Chief Commissioner’s Awards event – as of 2018 this event is to take place in June of each year
* Administer the selection process for the SVI Education Awards.
* Accept by email or hard copy nominations and applications
* Initiate (With the help of the AC) and organize the awards process for area level awards
* Run report annually for guiders who may be due membership pins or certificates - order them, organize presentation of them
* Update iMIS with presentation dates
* Awards budget

**Camping Adviser**

* Share camping information/requests with SVI Area Properties Committee.

**iMIS Specialist**

- Assist District Commissioners and Advisers with iMIS processes, including advising when and how to deal directly with Provincial office.

**International Adviser**

* Co-ordinate Tetley Tea at annual Oak Bay Tea Party; responsibilities include preparation of FR1 and submission to province for waiver of cookie selling percentage; communicate with product representative to organize equipment and supplies; offer fundraising opportunity to girls selected for Provincial and National trips (may be offered to independent trips if more workers are required).
* Co-ordinate Area International Night (showcase of trips participated in by girls and/or Guiders in the current

 year).

**Program Adviser**

* Co-ordinate Lady Baden-Powell Award event in May or June of each year; create and update event outline

 requirements to be retained on file for future events.

**Properties Committee**

* Terms of Reference and responsibilities of SVI Area Properties Committee are recorded in the SVI Area Terms

 of Reference

**Public Relations Adviser**

- Prepare news releases or articles after all Area Adult and Girl events.

- Submit news releases or articles in a timely manner to newspapers in communities where events were held and to SVI Area Lamplighter Newsletter, Pipeline and Canadian Guider, as appropriate.

- Offer to write or review media articles about Guiding. Article may be about Area or District activities and should be reviewed by the appropriate Guiding Council closest to the members mentioned in the article.

- Connect with Area Advisers and District Commisioners to create listing of requested PR materials; Order PR

 materials from Province in the spring of each year.

- Encourage local members to speak to the media across the Area to promote Guiding by providing

 appropriate PR materials and training as appropriate.

- Communicate directly with District Commissioners (Deputy and Co-Commissioners) to promote membership

 in GGC and distribute promotional materials across the Area.

- With prior approval of Area Council, the Adviser may arrange more permanent forms of advertising such as

 billboards, banners and permanent signage.

* Co-ordinate with District Commissioners and Website Manager to advertise cookie sales.
* Act as administrator for Area Facebook page and update as required
* Act as administrator for District Facebook pages as required by the BC Social Media Guidelines
* Assist Districts and Units with implementation of BC Social Media Guidelines.

**Training Adviser**

* Provide Area Commissioner(s) with records of all Area Trainers on a regular basis – such documentation to

include observations, training records and any other relevant information to enable regular review of the Area Training team

**Secretary**

- Forward to Area Council, the Area Council Meeting Package which includes:

 - Call to meeting;

 - Agenda;

 - Action items from the previous meeting;

 - Summary of District and Adviser Reports received by Area; and

 - Request for reports from all Advisers and Districts that have not submitted minutes.

 - Collect and organize the Call to Meeting responses.

- In concert with the Area Commissioner(s), prepare and distribute meeting minutes to the Area Council within 2 weeks of the meeting end date. All action items arising out of the Area Meeting will be summarized at the end of the minutes.

- Tracks action items from the Area Council meetings.

- Receive District and Adviser Committee meeting minutes.

- Compile a summary of highlights focused on Girl successes that align with the National Strategic Plan goals and forward the prepared report to the Area Co-Commissioners three weeks prior to each BC Council meeting. (Follow-up may be required with Districts/Advisers to ensure all minutes/quarterly reports are received in a timely manner.)

- Support the development and update of the Area Council and Area Adult Member Communications Guidelines.

- Establish and maintain separate email groups for the distribution of information/correspondence/minutes from Area Co-Commissioners to such groups as Area Advisers, District Commissioners (includes Deputy and Co-Commissioners).

- With the assistance of iMIS Specialist and/or Office Co-ordinator, forward communications from the Area Co-Commissioners to Area Council and/or Adult Members.

**Treasurer and Area Financial Support Team**

- Manage Area Council Bank Account.

- Track all Area finances using acceptable Guiding practices.

- Provide monthly reports to Province regarding expenses to date.

- Identify expenditures, write and sign cheques to pay Area expenses.

- Compile census and cookie monies and forward to Province.

- Communicate directly with District Treasurers (using a list provided by the iMIS Specialist) to request current information.

- Be available to offer direction and support to District Treasurers should she be contacted. The District Commissioner should be copied on the reply.

- Prepare annual Area Budget for review and approval by Area Council.

 **Treasurer only**

* Assist Area Committees with operating and project budgeting.
* Report to Area Council financial status of Area at each Area meeting.
* Review information prepared by Area Financial Support Team.
* Review all District budgets in preparation for approval by Area Council.
* Co-ordinate semi-annual review of all Unit, District, Trefoil, etc. financial records.
* Report to Area on results of semi-annual reviews.
* Assist with improvement of financial record keeping as indicated by financial reviews.

**Job Descriptions - Other**

**Lamplighter Newsletter Editor**

- Establish a publication schedule for the newsletter. Currently set 4 times per year.

- Prepare newsletters, working with editor, proofreader and other required participants.

- Review District and Adviser reports to for relevant material and connect with those Districts/Adviser to

 obtain newsletter contributions.

- Prior to distribution, forward the draft newsletter to Public Relations Adviser for review.

- Distribute email link to newsletters to Area Adult, Transitioning and Ranger Members, based on current email listing of all adult members received from the iMIS Specialist.

**Website Manager**

- Update website as requested by Advisers, Area Commissioners and other relevant parties.

- Ensure that website is in adherence with BC Media Guidelines.

- Ensure that all appropriate fees are paid to ensure that website remains current.

**SOAR Liaison**

Position filled in the year prior to and year of SOAR

- Area contact between Area SOAR patrols and Provincial SOAR committee.

- Forward Provincial SOAR committee information to SOAR patrols.

- Assist with ensuring that all patrol information is forwarded to SOAR committee using the system in place for that particular SOAR.

- Solicit interest for additional girls and Guiders where patrols have space available.

- With Area Commissioner(s) and Treasurer determine appropriate distribution of Area SOAR funds to travel,

 accommodation or event costs.

- Co-ordinate pre-SOAR camps across Area as necessary. Note that this is defined as ensuring that a team is

 organized to present pre-SOAR camp.

- Work with Area Treasurer and Area Commissioner(s) to prepare budget and track expenditures.

- Provide a report to Area Council on the successes and challenges of SOAR and being the SOAR liaison.

- Complete screening process for any homestay families.

These responsibilities may be assigned separately from the other responsibilities.

- Organize travel and appropriate overnight accommodation for all Area SOAR patrols.

- Provide the Treasurer with monthly updates of costs arising from the transportation and accommodation. ----- Give a final report and reconciliation.

- Ensure appropriate Safe Guide forms are in place for travel.

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| - Ensure all SOAR patrols arrive and depart from SOAR location at the assigned time.  |
|  |

**Archives Committee**

- Point of contact for Heritage Uniforms.

- Receive returned uniforms and review condition and completeness of each loan, and follow up if there is a

 concern.

- Compile current newspaper articles and other public relations information into a format for future archival purposes. This may include digital storage, scrapbooking, or any other reasonable method of compiling and preserving records.

**Cookie Orderer**

- Communicate with District Cookie Bookers (or District Commissioners in the absence of a Cookie Booker) to receive information on the number of cookies and cookie delivery points to order for the next cookie campaign. This information will be submitted to National Cookie Order website, on or before the established deadline.

- Order chocolate mint cookie and classic cookie Public Relations supplies for the Area.

- Informs Province of adjustments to distribution points and contact information for District Cookie Bookers.

- Arrange delivery of cookie Public Relations supplies to Districts.

- Co-ordinate with Area Public Relations Adviser to advertise cookie sales.