



POSITION DESCRIPTION

POSITION:	State Commissioner
APPOINTED BY:	State Council on the recommendation of the Executive Committee
DATE:	June 2014
TERM:	Three years with a possible extension of up to 2 years

GIRL GUIDES VICTORIA

Girl Guides Victoria is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 145 countries. This progressive, non-political voluntary organisation helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organisational leadership at all levels is provided by skilled, open-minded women.

The State Commissioner must be a member of Girl Guides Victoria who has made the Promise by the commencement of her term. She should have a strong commitment to the aim and policy of Guiding.

The State Commissioner may appoint up to three Assistant State Commissioners to assist and support her in carrying out her role. Together these positions make up the State Team.

PRIMARY PURPOSE OF THE POSITION OF STATE COMMISSIONER

The State Commissioner's primary role is to model and promote the Promise and Law by supporting and representing all members of Girl Guides Victoria.

KEY RESPONSIBILITIES

1. Members

The State Commissioner works with the Governance Chair, Executive Committee and the CEO to:

- 1.1 promote Guiding throughout the community in Victoria;
- 1.2 build a supportive and inclusive culture;
- 1.3 ensure the policies and procedures of Girl Guides Victoria and Girl Guides Australia are known and followed;
- 1.4 ensure that the conflict resolution process is followed in an appropriate and timely manner;
- 1.5 build and retain members; and
- 1.6 maintain the commitment of Girl Guides Australia to a child safe and child friendly culture.

Specifically the State Commissioner will be responsible to:

2. Stakeholder Relationships

- 2.1 meet and communicate regularly with the Governance Chair to facilitate information exchange
- 2.2 meet with the Chief Executive Officer (who is responsible for the management of Girl Guides Victoria and its affairs) on a regular basis to facilitate information exchange and in particular to provide feedback from members;
- 2.3 in consultation with the Chief Executive Officer define areas of responsibility for specific situations for media and public statements / responses;
- 2.4 ensure she remains informed regarding relationships with external organisations; and
- 2.5 develop and maintain relationships with the Chief Commissioner, State President, Life Members and members of Girl Guides Victoria.

3. Executive Committee of Girl Guides Victoria

- 3.1 attend Executive Committee meetings (need not be face to face);
- 3.2 report regularly to Executive Committee;
- 3.3 be an ex officio member of the Executive Sub Committees; and

4. Girl Guides Australia

- 4.1 foster the relationship between Girl Guides Australia and Girl Guides Victoria; and
- 4.2 participate in meetings as required by Girl Guides Australia.

POSITION REQUIREMENTS

Knowledge

This position requires an understanding of the following:

- Guiding at State, National and International level;
- the role of the different groups within GGV and of the Australian Guide Program and Australian Learning and Qualification Program (ALQP);
- governance of a not for profit organisation; and
- financial matters, occupational health and safety and risk management.

Personal Skills

The State Commissioner will have:

- demonstrated ability to relate well to a wide variety of people;
- leadership and organisational skills;
- good time management skills;
- demonstrated skills as a strong team player;
- a breadth of communication skills including written and oral communication skills; and
- the ability to speak readily and well in public situations.

Qualifications

- will hold AALP, or be working towards completing the Management Qualification ALQP.

Time Commitment

The position of State Commissioner requires attendance at a variety of day, evening and weekend functions and meetings across the State throughout the year.

The time commitment is flexible and can accommodate working hours, holidays and other commitments. Attendance at functions and events can be shared with members of the State Team.

There will be a performance appraisal of this position after 18 months by Executive Committee using the prescribed process.



POSITION DESCRIPTION

POSITION:	Governance Chair
APPOINTED BY:	Executive Committee in consultation with the State Commissioner
DATE:	June 2016
TERM:	Three years with a possible extension of up to 2 years

GIRL GUIDES VICTORIA

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The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organisational leadership at all levels is provided by skilled, open-minded women.

The Governance Chair must be a member of Girl Guides Victoria who has a strong commitment to the aim and policy of Guiding.

PRIMARY PURPOSE OF THE POSITION OF GOVERNANCE CHAIR

The primary role of the Governance Chair is to be responsible for the governance function of Girl Guides Victoria. She will promote and model the ideals of Girl Guides Victoria.

KEY RESPONSIBILITIES

1. Members

The Governance Chair will work with the State Commissioner, the Executive Committee, the Director and the Chief Executive Officer to ensure:

- 1.1 a supportive and inclusive culture is promoted;
- 1.2 the policies and procedures of Girl Guides Victoria and Girl Guides Australia are known and followed;
- 1.3 that the conflict resolution process is followed in an appropriate and timely manner;
- 1.4 to foster the relationship between Girl Guides Australia and Girl Guides Victoria; and
- 1.5 maintain the commitment of Girl Guides Australia to a child safe and child friendly culture.

2. Stakeholder Relationships

The Governance Chair will:

- 2.1 meet and communicate regularly with the State Commissioner to facilitate an information exchange on matters related to the governance of Girl Guides Victoria;
- 2.2 Meet and communicate regularly with GGV's nominee as Director of GGA to facilitate an information exchange on matters related to the governance of Girl Guides Victoria
- 2.3 communicate regularly with the Chief Executive Officer regarding the meetings of Executive Committee and other relevant matters.

3. Executive Committee of Girl Guides Victoria

The Governance Chair will:

- 3.1 be responsible for governance in Girl Guides Victoria;
- 3.2 chair the Executive Committee;
- 3.3 report regularly to the Executive Committee;
- 3.4 ensure that information for Executive Committee meetings is provided in a clear format;
- 3.5 ensure that Executive Committee members are provided with professional development opportunities when necessary;
- 3.6 appraise elected members of Executive Committee;
- 3.7 be an ex officio member of the Executive Sub Committees;
- 3.8 ensure the Strategic Plan for Girl Guides Victoria is developed and implemented;
- 3.9 ensure that the appraisal process for the State Commissioner and Governance Chair is implemented;
- 3.10 chair meetings of State Council, including the Annual General Meeting, if requested by the President;
- 3.11 drive the implementation of the GGA Strategic Plan in Victoria.

POSITION REQUIREMENTS

Knowledge

This position requires an understanding of the following:

- Guiding at State, National and International level;
- The role of the different groups within Girl Guides Victoria and of the Australian Guide Program and Australian Learning and Qualification Program;
- governance of a not for profit organisation; and
- financial matters, occupational health and safety and risk management.

Personal Skills

The Governance Chair will have:

- ability to relate well with members ;
- leadership and organisational skills;
- good time management skills;
- demonstrated skill as a strong team player;
- a breadth of communication skills including written and oral communication skills; and
- the ability to speak readily and well in meetings.

Time Commitment

The position of Governance Chair requires attendance at:

- Executive Committee meetings of Girl Guides Victoria;
- State Council of Girl Guides Victoria;
- Finance subcommittee of Girl Guides Victoria;
- Annual General Meeting of Girl Guides Victoria;

The time commitment for this position is estimated to be an average of 10 hours per week.

There will be a performance appraisal of this position after 18 months by the Executive Committee using the prescribed process.



POSITION DESCRIPTION

POSITION:	Director of Girl Guides Australia Incorporated
APPOINTED BY:	Executive Committee in consultation with the State Commissioner
DATE:	June 2016
TERM:	Three years with a possible extension of up to 2 years

GIRL GUIDES VICTORIA

Girl Guides Victoria is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 145 countries. This progressive, non-political voluntary organisation helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organisational leadership at all levels is provided by skilled, open-minded women.

The Director of the Board of Girl Guides Australia will have the ability to provide governance leadership at a national level. (See Position Description for the Director of Board of GGA). The Director must be a person who has a strong commitment to the aim and policy of Guiding.

The Executive Committee is able to appoint the positions of Director and Governance Chair to the same person if this deemed necessary. However for this to occur she must be a member of Girl Guides Victoria.

PRIMARY PURPOSE OF THE POSITION OF DIRECTOR OF GGA

The primary role of the Director of GGA is to be the Girl Guides Victoria nominee to be a Director of Girl Guides Australia. She will promote and model the ideals of Girl Guides Victoria.

KEY RESPONSIBILITIES

1. Members

The Director will work with the State Commissioner, the Governance Chair, the Executive Committee and the Chief Executive Officer to ensure:

- 1.1. a supportive and inclusive culture is promoted;
- 1.2. the policies and procedures of Girl Guides Victoria and Girl Guides Australia are known and followed;
- 1.3. to foster the relationship between Girl Guides Australia and Girl Guides Victoria; and
- 1.4. maintain the commitment of Girl Guides Australia to a child safe and child friendly culture.

2. Stakeholder Relationships

The Director will:

- 2.1. Meet and communicate regularly with the Chief Commissioner and National Executive Officer of Girl Guides Australia
- 2.2. meet and communicate regularly with the State Commissioner and Governance Chair of Victoria to facilitate an information exchange on matters related to the governance of Girl Guides Victoria and Girl Guides Australia; and
- 2.3. communicate regularly with the Chief Executive Officer regarding relevant matters.

3. Executive Committee of Girl Guides Victoria

The Director will:

- 3.1. be an ex officio non voting member of the Executive Committee
- 3.2. report regularly to the Executive Committee where appropriate.

4. Girl Guides Australia

The Director will:

- 4.1. be a Director of the Board of Girl Guides Australia having the ability to provide governance leadership at a national level; and
- 4.2. be a member of subcommittees of the Board of Girl Guides Australia as applicable.

POSITION REQUIREMENTS

Knowledge

This position requires an understanding of the following:

- Guiding at State, National and International level;
- the role of the different groups within Girl Guides Australia and Girl Guides Victoria;
- knowledge of the Australian Guide Program and Australian Learning and Qualification Program (ALQP);
- governance of a not for profit organisation; and
- financial matters, occupational health and safety and risk management.
- Knowledge of the Constitution of Girl Guides Australia Inc

Personal Skills

The Director will have:

- leadership and organisational skills;
- good time management skills;
- demonstrated skill as a strong team player;
- a breadth of communication skills including written and oral communication skills; and
- the ability to speak readily and well in meetings.

Time Commitment

The position of Director requires attendance at:

- Executive Committee of Girl Guides Victoria;
- State Council of Girl Guides Victoria;
- Annual General Meeting of Girl Guides Victoria;
- Annual General meeting of Girl Guides Australia
- meetings of the Board of Girl Guides Australia including interstate travel; and
- Girl Guides Australia subcommittees as applicable.

The time commitment for this position is estimated to be an average of 10 hours per week.

There will be a performance appraisal of this position after 18 months by Executive Committee using the prescribed process.