

POSITION DESCRIPTION

POSITION:	Governance Chair
APPOINTED BY:	Executive Committee
DATE:	June 2019
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 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 in accordance with its constitution and by-laws. 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 and the Chief Executive Officer to ensure that:

- 1.1. a supportive and inclusive culture is promoted;
- 1.2. the constitution, by-laws, policies and procedures of Girl Guides Victoria and Girl Guides Australia are accessible and disseminated;
- 1.3. that the grievance, complaints and conflict resolution processes are followed in an appropriate and timely manner;
- 1.4. the commitment of Girl Guides Australia to a child safe and child friendly culture is maintained.

2. Organisational Relationships

The Governance Chair will:

- 2.1. meet and communicate regularly with the State Commissioner and Chief Executive Officer to facilitate the exchange of information on matters related to the governance of Girl Guides Victoria

3. Executive and Executive Sub-Committees of Girl Guides Victoria

The Governance Chair will:

- 3.1. chair the Executive Committee, State Council and the Annual General Meeting if requested by the President
- 3.2. ensure that information for Executive Committee meetings is clear and comprehensive
- 3.3. manage the recruitment and election of Executive Committee members
- 3.4. manage the recruitment and selection of the State Commissioner
- 3.5. manage the recruitment and selection of the Chief Executive Officer
- 3.6. support the learning and development of Executive Committee members
- 3.7. be an ex officio member of the Executive Sub Committees
- 3.8. Strategic Planning
- 3.9. ensure the Strategic Plan for Girl Guides Victoria is developed and implemented;
- 3.10. attend meetings of Executive sub-committees as required.

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 (ALQP);
- 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 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.