

## POSITION DESCRIPTION

<b>POSITION:</b>	State Commissioner
<b>APPOINTED BY:</b>	State Council
<b>DATE:</b>	June 2019
<b>TERM:</b>	Three years with a possible extension of up to 2 years

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### **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 and who has a strong commitment to the aims 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 ROLE OF STATE COMMISSIONER**

The primary role of the State Commissioner's 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 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 for:

### **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. chair meetings of State Management Team;
- 2.5. ensure she remains informed regarding relationships with external organisations; and
- 2.6. 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. provide a written report to Executive Committee;
- 3.3. be an ex officio member of the Executive Sub Committees.

#### **4. Girl Guides Australia**

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

#### **POSITION REQUIREMENTS**

##### **Knowledge**

This position requires a thorough understanding of:

- Guiding in Victoria and GGV's affiliated groups;
- GGV's governance and management including child safe requirements, financial management and risk management, including health and safety;
- Guiding at State, National and International level;
- the Australian Guide Program and Australian Learning and Qualification Program.

##### **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 or be working towards completing the ALQP Management Qualification.

##### **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 by Executive after 18 months.