



Kathy Batty
Tamarac Area Commissioner

T (780) 458 8230
C (780) 945 0219
W girlguides.ca

97 Forest Grove
St. Albert, Alberta
T8N 3K6

Welcome to Tamarac Area Council!

You have either been elected or asked to join us and we are very pleased that you have chosen to help us further Girl Guides in Tamarac Area.

We are all here for the girls, but we hope that you also get personal satisfaction out of your new position. There are lots of opportunities to use and develop existing skills and to learn new ones. In addition we hope you have fun and make new friends.

Please read this manual and keep it on hand for quick reference. It is just one of the many resources Tamarac Area provides. It gives a quick reference on many topics, but if you don't find the answer to your question, don't hesitate to ask the relevant person.

Other Tamarac Area resources include the Financial Policies booklet, *Nexus*, the Area newsletter, and our Area website which all have content you will find useful and informative. However, they all depend on your help. Please consider submitting articles and keep information in them updated.

On behalf of Tamarac Area Council, I would like to again say, "Welcome" and thank you for all you do!

Yours in Guiding,

Kathy Batty,
Tamarac Area Commissioner

GIRL GUIDES OF CANADA-GUIDES DU CANADA

CONSISTENT MESSAGES

- Girl Guides is for girls and women.
- Girl Guides is a voluntary organization open to all females willing to make the Promise.
- Girl Guides is a value-based organization.
- Female leadership and role modelling are essential parts of Guiding
- Girl Guides offers unique opportunities for girls and women.
- Guiding emphasizes citizenship, leadership, service and life skills development.
- The Girl Guide program is based on active learning.
- Canadian Girl Guides are members of the World Association of Girl Guides and Girl Scouts (WAGGGS).
- Global awareness, mutual understanding and peace are integral to Guiding's international education of girls and women.
- Environmental stewardship/conservation is an underlying philosophy of the organization.
- Fun, friendship and outdoor adventure are intrinsic to Girl Guides of Canada.



ORGANIZATION INFORMATION

DISTRICTS

TAMARAC AREA has 10 districts:

Aurora, Pembina Trail, Forest Waters, Three Sisters, Morinville, Muskotehk, Spruce Grove, Fireside, Pinedale, Rainbow

ORGANIZATIONAL CHART

Members of Council

Area Commissioner
Deputy Commissioner(s)
Secretary
Treasurer
District Commissioners
Awards adviser
Camping adviser
International adviser
Membership adviser
Product Marketing adviser
Program adviser
Public relations adviser
Training adviser
Trefoil Guild adviser

TAMARAC AREA MAP AND CREST

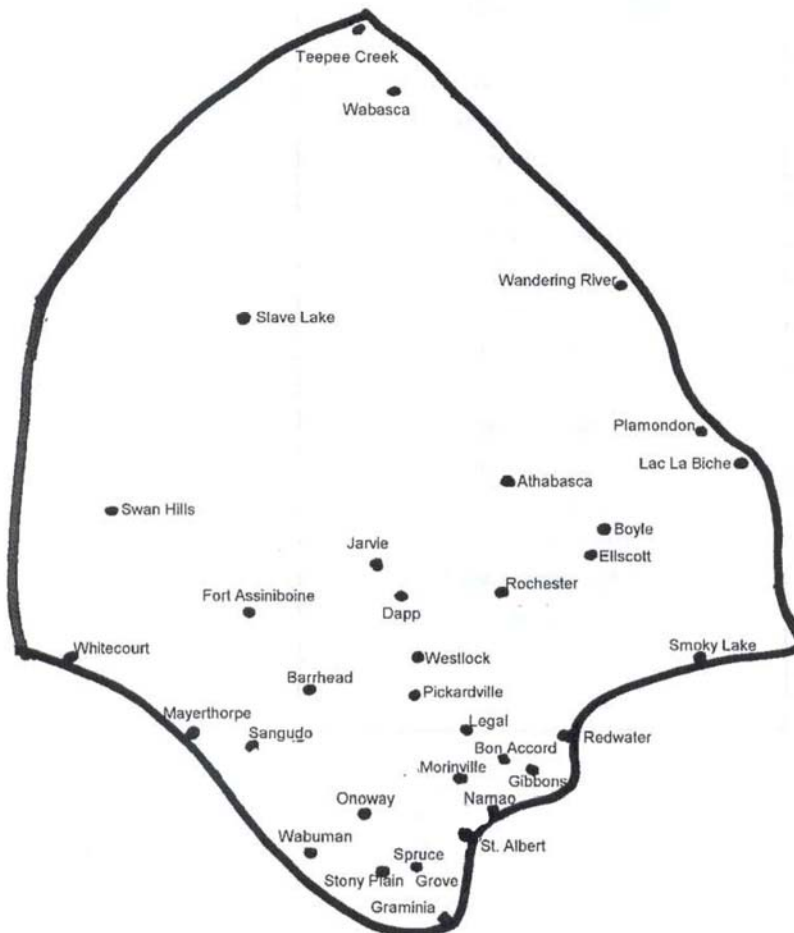


Tamarac Area was formed in 1971. In order to make the name unique the 'k' was dropped from Tamarack.

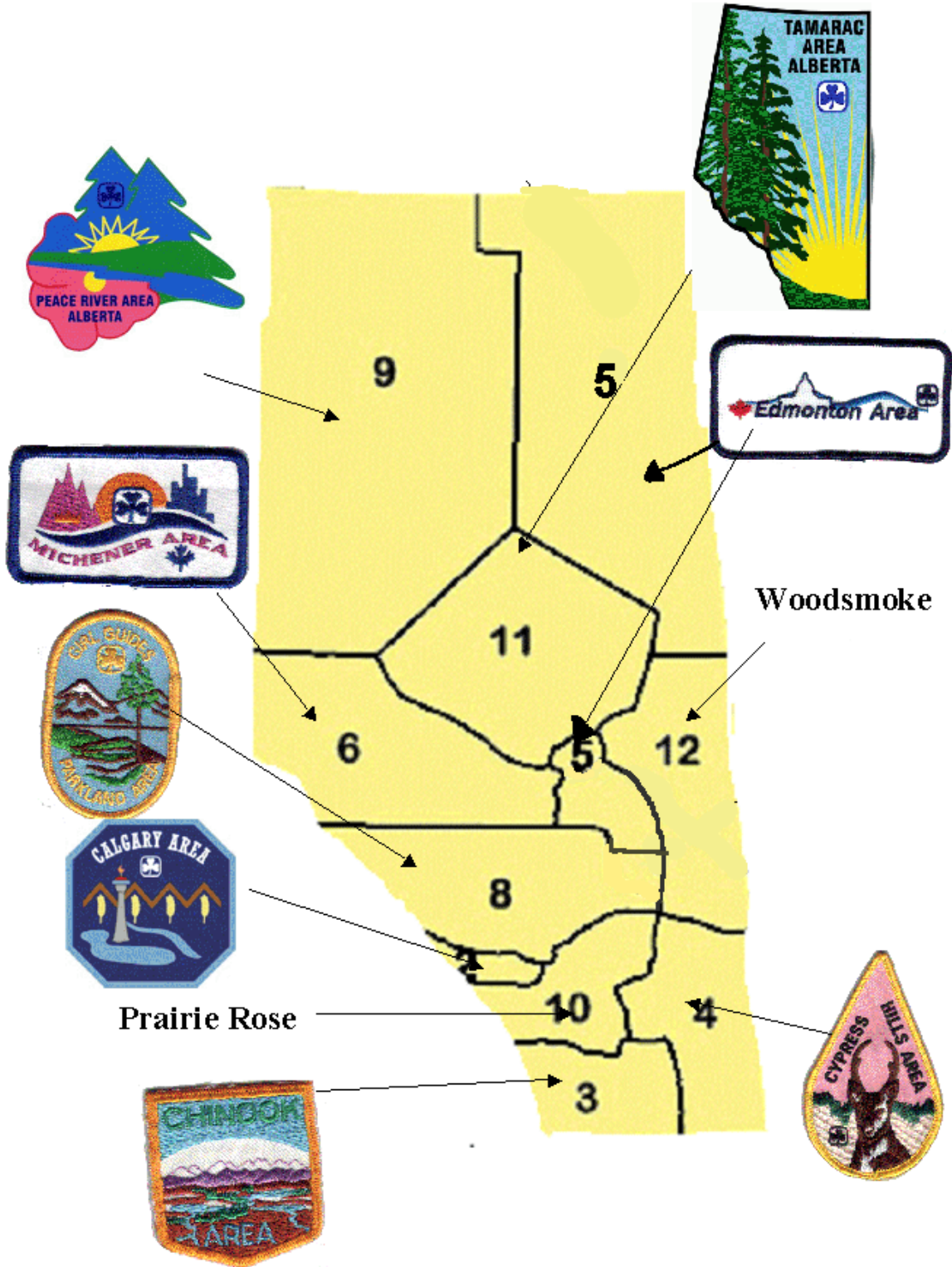
The first Area crest, depicting the Tamarack tree was designed in 1975. The current crest was designed in 2006.

The following cities, towns and communities fall within Tamarac Area. The bolded communities currently have Guiding.

Alberta Beach, **Athabasca**, Atmore, **Barrhead**, Bon Accord, **Boyle**, Calahoo, Carvel, Chisholm, Clyde, Dapp, Elscott, Fawcett, Fort Assinaboine, **Gibbons**, **Graminia**, Grassland, Gunn, Jarvie, **Lac La Biche**, Lake Isle, Legal, Mayerthorpe, **Morinville**, **Onoway**, Pickardville, **Plamonden**, Redwater, Rochester, Sandy Beach, Sandy Lake, Sangudo, Smoky Lake, **Spruce Grove**, **St. Albert**, **Stony Plain**, **Swan Hills**, Thorhild, Vimy, Wabamun, Wabasca, Wandering River, **Westlock**, **Whitecourt**



PROVINCIAL AREAS BOUNDARIES





COUNCIL INFORMATION

TERMS OF REFERENCE

Standing committee advisers may strike an *ad hoc committee* to deal with a specific issue as necessary.

AREA COUNCIL

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by administering the affairs of and being the policy making body for Tamarac Area.

MEMBERSHIP

Area Commissioner
Area Deputy Commissioner(s)
Area secretary
Area treasurer
Contact District Commissioners
Standing committee advisers
 Awards
 Camping
 Product Marketing
 International
 Membership
 Program
 Public Relations
 Training
 Trefoil Guild

FUNCTIONS

1. Study, develop and ratify policy for Tamarac Area.
2. Keep channels of communication open at all levels of Guiding.
3. Keep channels of communication open with other organizations.
4. Receive and study proposals and/or recommendations from standing committees, council members, other Guiding personnel, and outside groups or individuals.
5. Administer and maintain all assets of Tamarac Area.
6. Undertake specific assignments delegated by Provincial and/or National Councils.

RESPONSIBILITIES

1. Ratify the annual budget.
2. Ensure that adequate funds are available for use of Tamarac Area and to approve the allocation of these funds.
3. Maintain an adequate recording system.
4. Attend Area Council meetings and the Tamarac Area Annual General Meeting, notifying the Area Commissioner in advance, if unable to attend.



TRAINING COMMITTEE

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and implementing the TEAM Program and advising on training matters in the area.

MEMBERSHIP

Area training adviser

Area trainers and Guiders who have entered the trainer development program

Ex officio - Area Commissioner and/or Area Deputy Commissioner

FUNCTIONS

1. Establish objectives for the area training committee consistent with those of the area council, National and provincial training committees and to maintain relevancy of these by regular review.
2. Work cooperatively with other area standing committees ensuring participation of the training committee in matters affecting leadership and the girls' program and ensuring that other committees are aware of the training committees objectives and policies.
3. Maintain close liaison with the provincial training committee, responding to requests for information, opinions and comments and adhering to deadline dates.
4. Maintain liaison with other organizations in the area having aims similar to those of the training committee.

RESPONSIBILITIES AND DUTIES

1. Leadership development:
 - a) Promote a high standard of adult leadership training in the area by promoting the trainer development program.
 - b) Ensure the provision of trainings that give adult members the opportunity to develop interpersonal, program and leadership skills.
2. Submit reports to area council.
3. Undertake specific assignments delegated by area council by choosing and recommending trainers.
4. Consider recommendations related to training from within the area and forward to the area council and/or provincial training committee.
5. Maintain adequate recording systems for the business of the committee.
6. Be familiar with *Safe Guide*, *Guiding Essentials* and girls' program.
7. Submit articles and information on trainings to *Nexus*.
8. Submit an annual budget to the area treasurer by August 01.
9. Submit an annual report to the provincial training adviser.



AREA COUNCIL MEETINGS

GENERAL GUIDELINES

NUMBER OF COUNCIL MEETINGS

Area council meets four times a year. The dates are determined by council. Refer to the current calendar for the actual dates.

QUORUM

A quorum consists of 50% of the members of area council. The GGC by-laws state that no meeting can be held without a quorum. Each member of council gets one vote. The Area Commissioner gets one vote, but only uses it in the case of a tie.

ANNUAL GENERAL MEETING

The Annual General Meeting of Tamarac Area must be held before May 15th every year. Members of Area Council are expected to make every effort to attend.

COUNCIL MEETINGS

Council meetings are held in Edmonton at the Provincial Guide House or other venue as decided by council.

ATTENDANCE

Any member of area council failing to attend three consecutive meetings without sufficient reason will cease to be a member of council.

DRESS CODE

Uniform or Guiding gear is worn.

REGRETS

Regrets must be forwarded to the Area Commissioner in advance of all meetings.

SUBSTITUTES

A deputy or an appointee may attend the meeting on behalf of the commissioners and standing committee advisers. Appointed delegates have the right to vote.

VISITORS

Members attending by invitation are welcome but may not make or second motions, nor may they vote.

INVITATIONS

Prior to the end of their term, commissioners and standing committee advisers should invite their successors to join them at a council meeting. Notify the Area Commissioner of such plans in advance.

COFFEE/MEALS/BREAKS

Regular coffee breaks are scheduled and lunch is provided at all-day meetings.

TRAVEL TO MEETINGS

The current amount for travel is \$0.25 per kilometre.

REIMBURSEMENT OF EXPENSES

At the beginning of a council meeting, expense forms with appropriate receipts are submitted to the area treasurer.

Tamarac Area will pay the membership fee for any area council member whose fees are not paid by any other level.



PARTICIPATION

Each member is expected to be familiar with the agenda and come prepared to enter discussions. Members should be objective and listen with open minds.

REPORT EXPECTATIONS

STANDING COMMITTEE REPORTS

Standing committee advisers should send their reports to the Area Commissioner so that they can be circulated before the meeting. Please refer to the template for submission suggestions.

During the meeting, advisers highlight important items, clarify information and answer questions. The entire report need not be read to council.

DISTRICT COMMISSIONER REPORTS

Contact district commissioners should submit a written report about the happenings in their districts to the Area Commissioner for circulation before the meeting. Photos are welcome where appropriate.

ANNUAL REPORT

The above reports are used to compile the Area report required by Province, which is due September 30th and the annual report required for the Tamarac Area Annual General Meeting.

FINANCIAL REPORTING REQUIREMENTS

Please refer to the Financial Policies appendix

MEETING FOLLOW-UP

MINUTES

Minutes of the area council meetings are distributed to all council members and the Provincial Commissioner within two weeks of the meeting.

One copy of the minutes and financial report of each standing committee and district council meeting are to be submitted to the Area Commissioner after each meeting.

DUTIES FOLLOWING MEETINGS

Contact commissioners and committee advisers are encouraged to be as familiar as possible with all matters handled at council meetings and to pass the information to their respective council/committee members as accurately as possible. It is the right of all members of our organization to have information on all matters concerning them.

PARLIAMENTARY PROCEDURE

When recommendations are brought to Tamarac Area Council by committees, members should keep in mind that the committee has already put a lot of work and thought into the recommendations. Area council members are encouraged to ask questions, ask for clarification and enter into the discussion expressing ideas both "pro" and "con".

When a vote is taken, remember that the majority of area council members are either commissioners or standing committee advisers who should not represent solely their council or committee but should consider the best interest of Guiding in Tamarac Area.



At times it is appropriate for commissioners and standing committee advisers to vote according to the wishes of their council or committee.

Area council follows **Robert's Rules of Order**. Any council member may make or second a motion and all council members or their appointed delegate has the right to vote.

Some clarifications:

A motion is made in order to put a matter "on the floor". The person who makes a motion does not necessarily have to be in favour of the motion; she is merely making a statement which she thinks merits discussion. The motion cannot be discussed unless a second person thinks it merits discussion. This person seconds the motion. She too need not be in favour of the motion. At the vote, the mover and seconder of a motion may vote against it.

A member may abstain from voting on a motion, but abstentions are placed with the majority.

All council members are expected to support the decisions of council whether or not they voted in favour of them.

ELECTION OF AREA COMMISSIONER

PROCEDURE FOR ELECTION

1. The Provincial Commissioner will initiate the procedure with the Area Commissioner. An area nomination chairwoman is appointed if one is not already in place.
2. Approximately six months before a new commissioner is to take over, the area determines the process: application or nominations.

NOMINATION PROCESS:

The area nominations chairwoman sends out nomination forms to all voting members of area council inviting nominations for the position. Each member may submit more than one nomination. A deadline for return of nominations is set. After the deadline, the nominations chairwoman contacts all nominees asking them if they are willing to accept nomination. A job description is sent to those nominees willing to do so.

APPLICATION PROCESS:

An application form and job description is available to all area Guiders (through area newsletter or mailout). After the deadline, the area nominations chairwoman interviews and checks references.

3. A slate is prepared and presented to the Provincial Commissioner for her approval. Voting is by voting area council members at a meeting or mailed out. If using application process, complete applications are sent to all voting members prior to the election.
4. The ballots are counted by the area nominations chairwoman together with two scrutineers. Area council and the Provincial Commissioner are then informed of the outcome of the election.

This procedure will begin early enough to allow the incoming commissioner to attend the last provincial council meeting with the outgoing commissioner. It is also very beneficial for the new commissioner and the area, if the election is held early enough to allow the two a few months to work together – this makes for a smoother transition.

If only one person is on the slate, a ratification ballot is held. If favourable, this tells the nominee that she has the confidence, support and co-operation of her council.



PROCEDURE FOR RE-APPOINTMENT OF AN AREA COMMISSIONER

At the beginning of the third year of the area commissioner's term, a performance review is conducted by the Provincial Commissioner to determine if an offer of an additional two years will be given.

The performance review is mailed to all voting area council members. If the response is less than 50%, the review will be re-issued. The Provincial Commissioner will discuss the results with the Area Commissioner.

If the majority of members vote "Yes", the Provincial Commissioner informs the Area Commissioner, and area council of the outcome and the Area Commissioner is reappointed for a further two years.

If the majority of members vote "No", the Provincial Commissioner informs all of the above and an election procedure is initiated.

APPOINTMENT OF DISTRICT COMMISSIONERS

A district commissioner is elected/endorsed by their council in consultation with the Area Commissioner. The Area Commissioner must give final approval.

The Area Commissioner will correspond with the new contact commissioner as soon as possible after she has assumed the position to give an orientation and discuss goals and concerns.

The Area Commissioner will obtain the insignia and present them at a Tamarac Area council meeting.



GENERAL INFORMATION

CONTRACTS

When it is necessary to enter into a contract for professional or commercial services (e.g. rental of camp equipment, boats, canoes, cars, facility usage, professional guides or instructors, contractors etc.) the contract must be signed by Area Commissioner or her designate, who is responsible for taking the Contracts Training.

RETAINING RECORDS - Guidelines for the length of time records should be kept

FINANCIAL RECORDS

Reviewed financial statements are to be kept as stated in the Forms Retention Schedule.

Receipts, cancelled cheques, bank statements, cheque stubs, bank books are kept for the current year, plus six years.

CORRESPONDENCE

Legal matters: all records should be submitted to the Provincial Commissioner.

Government correspondence may prove useful so should be kept.

General correspondence may be destroyed once the matter has been dealt with and it has no obvious future value.

Other: some correspondence should be retained for archives. If no archives are available, the provincial archives accept such correspondence if it is of long-term interest.

FORMS RETENTION SCHEDULE

Forms should be submitted to Province in January and June, together with Form AB Council.05. (<http://albertagirlguides.com/forms.html>) All units must submit an SG.4 Emergency Response Plan form (http://forms.girlguides.ca/SitePages/Home.aspx#sg_english) in June that was done for their unit meetings. Photocopies or electronic copies of Form AB-Council.05 **must** be sent to the Area Compliance adviser through your District Commissioner.

WHEN IN DOUBT, KEEP IT!

MINUTES

Each council and committee must keep a permanent written record of its own minutes but does not have to keep those of another level. The latter minutes should be kept for a year or two.

Councils and committees should keep a record book or file of motions and policy recommendations, complete with date, which must be retained indefinitely.

SPECIAL EVENTS

Keep records and reports. They may prove useful as a guide for some future event.

OUT OF DATE HANDBOOKS

These may be good for reference but be aware that dated information may confuse or misinform a new guider.

GIRLS' RECORDS

The girl should be given her own records when she moves to the next level or leaves the organization.



CIRCLE/PATROL DUES BOOKS

These should be kept with the unit financial records.

EQUIPMENT

Old uniforms and insignia could be given to archives.

UNIT CLOSURES

1. Form B1 must be completed and sent to the Provincial Office, for iMIS update.
2. Funds are held in trust for two years by the district. If at this time the unit does not reopen, the funds become district funds.
3. The financial records, a final financial statement, bank book etc. must be given to the commissioner concerned.
4. Books, equipment, etc. may be kept in district or advertised in the area newsletter.
5. The District Commissioner should keep the flags but advise the area about their existence and whereabouts for circulation to new units.
6. See *Guiding Essentials* for more information

DISTRICT CLOSURES

1. Form B1 must be completed and sent to the Provincial Office, for iMIS update.
2. Funds go to the area to hold in trust for two years. If in this time the district does not reopen, the funds become area funds.
3. Books, equipment, etc. are held or disposed of as seen appropriate by area council.

AREA EQUIPMENT

ITEM	COST	VALUE	WHERE
Brother 970MC Fax Machine	\$350.00	\$125.00	Anne Denman
Overhead Projector	\$250.00	\$75.00	Kathy Batty
Fire Safe Box	\$90.00	\$30.00	Julie Perras
2 Gold GGC Banners	\$50.00	\$0.00	In storage
4 Metal Girl Guide Signs	\$100.00	\$50.00	Kathy Batty
2 Attachable Metal Signs	\$90.00	\$40.00	In storage
1 Metal File Cabinet	\$150.00	\$0.00	In storage
Coffee Percolator		\$0	Kathy Batty
Rubbermaid Storage (Stores)	\$25.00	\$5.00	Pat Klann
2 Weather radios	\$300	\$0	Kathy Batty
2 Banners	\$100	\$0	Kathy Batty



AWARDS

See the Provincial website for the sequence of awards available for girls and guiders.
(<http://albertagirlguides.com/awards.html>)

MEMBERSHIP PINS

Membership pins are based on years of membership, including those as a girl, and are awarded at the beginning of the year.

LIFE MEMBERS

Life Members are not required to pay an annual membership fee but must subscribe to all other obligations of membership.

Alberta council acknowledges annually Life Members by inviting them to appropriate council functions. Area and District Councils should also try to include Honorary Life Members in their activities.

TAMARAC AREA AWARD – BRONZE, SILVER AND GOLD

GOLD Tamarac Area Award is the highest award granted by the Tamarac Area. This award is for girls of any age who regularly demonstrate exceptional leadership skills and seeks out opportunities to empower others through their leadership skills and personal values within their community or group. Girls will receive a Tamarac Area Gold Crest and Certificate.

SILVER Tamarac Area Award is granted by the Tamarac Area to girls who demonstrate leadership skills, career interests, and personal values together to serve their community or group. Girls will receive a Tamarac Area Silver Crest and Certificate.

BRONZE Tamarac Area Award is granted by the Tamarac Area to young girls of any age who have discovered their leadership skills, have dedication to improving their community and causes important to them. Girls will receive a Tamarac Area Bronze Crest and Certificate.

Nominator, Crests and Certificates - Unit Guiders are to write a letter detailing the reasons behind the nomination. The letter along with a completed R3 form is then submitted to the Area Awards Adviser either by the Unit Guider or the DC. Once received the crest and certificate (signed by the Area Commissioner) will be forwarded to the nominator. The Area Awards Adviser will ensure the girl's iMIS profile is updated accordingly.

Presentation – The award should be presented either at an appropriate unit or District event, with the presentation being done by either the Area Commissioner and/or District Commissioner.

USE OF THE GIRL GUIDE NAME AND LOGOS

APPROVAL IS REQUIRED FOR ALL CRESTS, PINS, ETC. USING THE GIRL GUIDE NAME AND/OR LOGO OR THE ALBERTA LOGO. For more information see *Guiding Essentials*.

APPROVAL SUBMISSIONS MUST BE SENT TO THE PROVINCIAL OFFICE USING AB-PR.01 CREST APPROVAL FORM (<http://albertagirlguides.com/forms.html>)

For information on using the Provincial logo see the Provincial website. The Alberta logo is intended for use by Alberta council, its committees and provincially sponsored events and items.

The Area PR person can assist in either case.

LOGOS IN OBITUARIES

The Trefoil logo may be put into the obituary column for any member of Girl Guides of Canada.



COPYRIGHT

For a definition of copyright and how it affects Girl Guides, refer to current *Guiding Essentials*. It is most important that all guidelines be honoured.

PUBLICATION OF ORIGINAL MATERIAL

Prior to writing a manuscript about Girl Guides, contact the area publications adviser or the provincial publications adviser, who will supply an *Intent to Publish* Form.

CANADIAN WORLD FRIENDSHIP FUND

While not mandatory, there is a very strong tradition dating back to the 1920's of collecting money primarily for those who are in Guiding organizations in other countries where assistance is needed

Units/districts/members of council are strongly encouraged to donate, with an aim of raising \$5 per member on an annual basis.

Refer to *Guiding Essentials* or ask the area international adviser or the provincial international adviser for more information or advice on how to incorporate raising funds for CWFF within your unit activities.

Funds collected within the areas must be forward to provincial office for forwarding to National office. In this way Alberta council knows how much support our members are giving to this fund.



MONEY COLLECTION GUIDELINES

RECEIVING COOKIES

1. When the freight company delivers cookies, whoever receives them must count the cases and sign the delivery bill for the number of cases accepted. Discrepancies must be reported immediately to the appropriate commissioners.
2. Any parent, guardian or Guider picking up cookies from a central distribution point must sign the documents provided for the number of cases of cookies received.
3. Every Guider handing out cookies at her unit must keep an accurate record of how many boxes or cases of cookies she gives to each girl, parent or guardian and record money received.
4. Any and all cookies must be signed for - refer to the Provincial website for the current form.
5. If payment for cookies from a previous campaign has not been received from the body ordering them, although cookies may be ordered, they will not be given to that body.

ALBERTA COUNCIL HAS ADOPTED A ZERO TOLERANCE FOR MISSING OR MISAPPROPRIATED FUNDS.

Overdue money must be dealt with promptly in order to deal with a potential problem.

1. Written documentation of the facts must be kept throughout the process.
2. Membership fees and cookie money is due from every unit on a specified date as determined by the area. If money is not received by the due date, the appropriate commissioner must contact the Guider and advise her that the money is due and that payment is required.
3. If there is **NO** contact or there is dissatisfaction with the response, prepare and send a letter as in sample letter #1, with a copy to the appropriate commissioner.
4. If after ten days, you have had no response at all, then prepare and send letter as in sample letter #2, with a copy to the appropriate commissioner.
5. If after ten days no response has been received, the Area and Provincial Commissioners must be consulted.



SAMPLE LETTER #1 - re money due to from district/unit

(To be sent by registered mail)

Your address

Date

Dear ():

Our Girl Guide (*membership/cookie*) campaign has now ended and the money was due to the (*district/area/Province*) on _____.

As of today's date, I have not yet received your cheque of \$_____, the amount due from your (*unit/council*).

In order that we may, in turn, meet our deadline, please take care of this matter immediately. If there is a problem, call me. I can be reached at _____ or at _____.

Sincerely,

Cc: (*to appropriate commissioner*)

SAMPLE LETTER #2

(If still no contact at all, send in 15 days by courier, registered or any way that requires the recipient to sign acceptance).

Your address

Date

Dear ():

It is with concern that I am writing you again with regard to (*membership/cookie*) payment. A letter was sent to you by registered mail on (*date*), a copy of which is attached. I would remind you that all Girl Guide monies are public funds and must be accounted for at all times.

Payment may be remitted by certified cheque or money order, made payable to Girl Guides of Canada.

If payment is not received within 15 days from the date of this letter, further action will be taken and a higher authority will be notified.

Sincerely,

Cc: (*to appropriate commissioner*)



REPORTING MISAPPROPRIATION OF FUNDS TO AUTHORITIES

PROCEDURE

Alberta Council has adopted a zero tolerance for missing or misappropriated funds. If outstanding funds are not remitted by the designated date, collection action will be taken. In an incident where collection action is required, the commissioner concerned will ensure the following steps are completed.

1. Establish a file of records (notebook, binder, duo-tang) for each issue. Two copies should be made, as one will be turned over to the authorities.
2. List all the people involved in each issue. Record their name, position in the organization, relationship to issue, address, and contact numbers
3. Clearly identify the product missing and its value; e.g. 50 cases of cookies X \$36.00 per case = \$1,800.00
4. Produce documentation that identifies the deadlines established (copies of minutes, etc.).
5. Identify what happened on the deadlines.
6. Identify what steps and processes were taken thereafter.
7. Record reasons given for non-payment of funds.
8. Attach copies of formal demand or accounting and results.

At this time, the Area Commissioner reviews the file of records. In consultation with the commissioner concerned and the Provincial Commissioner, a decision is made whether to turn the issue over to the police.

The commissioner concerned will contact the police and turn over the file of records. They will review the file to establish completeness of information.

NOTE: Thorough and concise information and full documentation increases the opportunity for quick action by the Police.

POLICE RECOMMENDATIONS

- Do not threaten the person in any way or use threats of legal action. Leave that to the police to handle. State only "further action will be taken".
- Do not extend the deadline established. Stick to it. Accept partial payments if they come, but continue to maintain the same deadline, even if it is past due.
- You must be prepared to go to Small Claims Court to get your money back. Approximately \$100.00 for claims under \$7500.00 will be charged. This money will be returned upon successful completion of the court case. The police recommend that you take this route to get your money back.
- Do not deem this action as bad publicity. It is viewed as being fiscally responsible.
- Document everything.



CRISIS MANAGEMENT (Alberta Council)

DEFINITION OF A CRISIS:

A crisis is a situation that:

- requires immediate attention
- is usually an isolated incident that can pose negative implications
- cannot be ignored and needs to be managed, and resolved through a specific action plan.

Some situations that constitute a crisis situation are:

1. Death of a girl, Guider, employee, or family member.
2. Serious injury of a member or employee or sudden acute illness, affecting members of the group.
3. Disaster of natural causes at an event (camp, meeting, outing).
4. Missing member through losing their way or by abduction.
5. Abuse of a member of Guiding at a Guiding event.
6. Controversial behaviour of a member of Guiding (substance abuse, sexual improprieties, unsafe behaviour)
7. Misuse of Guiding funds.
8. A tragedy involving one of our members or groups travelling outside Canada.
9. Charges of racial or sexual discrimination or violation of civil rights by adults seeking to be volunteers, or by those who have applied for or been fired from staff positions.

GIRL GUIDES OF CANADA-ALBERTA COUNCIL UPHOLDS TWO PRINCIPLES:

- A crisis must be resolved as swiftly and equitably as possible and
- That both Girl Guides and the public are best served by honest, candid and timely communication

REFER TO THE EMERGENCY RESPONSE CARD FOR PROCEDURES AND CONTACT INFORMATION



TRAINING

Training Makes Guiders Great!

Training will help you to be the best leader possible. **Training and Enrichment for Adult Members is called TEAM** and is divided into 'streams'. Your guiding position and experience determines where you start and continue in the stream. Refer to the chart in this section.

Training is offered in several different venues. **Meeting format** trainings are offered and are a great way to network with other Guiders. Another option is **e-Learning** at the National website; there is a minimal charge and can be taken at your convenience. There may also be telephone trainings offered which you will find listed at the Alberta website.

Mandatory trainings must be taken in the first six months of joining Guiding. They help you understand the Organization and the safety required to execute meetings and activities. At this time **Safe Guide** is the only mandatory training.

It is best to complete the new **Guider Training** as soon as you can, even if you are working with experienced Guiders as the most up to date information is presented. Mentorship is recommended if there are no experienced Guiders in your unit. If you have previous experience in any of the topics you can be granted 'equivalency' by your Commissioner or Area Training Adviser.

Foundation training enriches your knowledge of the girls and increases skill to run meetings. You can continue in **Enrichment training** to broaden your experiences. The **Outdoor Activity Leader** stream prepares you to take girls on outdoor activities or camping.

Trainings are offered through your District or Area. There is also trainings taking place in other Districts and Areas that you are welcome to attend. Talk to your District Commissioner or Area Training Adviser for more details. Alberta has a '**Multifaceted Event**' each year with an assortment of training topics. It is an excellent way to condense your training into one weekend. Your Commissioner will announce training events at your District meeting. Look in publications or online for upcoming trainings. If you are interested in other topics make your request for training to your District Commissioner or Area Training Adviser. Training can also include the girls in your unit. Training you take outside of Guiding can also qualify, speak with your Commissioner or Training Adviser.

It is up to you to record the training you complete. You can use '**Training Module Tracking Form**' (TR.9) on the next page or you can find it with this link (<http://forms.girlguides.ca/SitePages/Home.aspx#training>). Please note that there is a separate **OAL Program Tracking Form**, it can be found at the same address above. Inform your Commissioner of what you have taken as well so that it can be filed into your iMIS file in the Girl Guide national records.

The trainers in your Training Committee are experienced Guiders and are here to help you!

Just let us know what you need!

Happy Guiding!

Please always remember to check the National or Provincial website for the most up to date form.



TRAINING MODULE TRACKING FORM

Use this form to track your completion of Training and Enrichment for Adult Members (TEAM) trainings.

Name:	iMIS:
Address:	Tel:
	E-mail:

	<i>Date</i>	<i>Trainer</i>
MANDATORY TRAININGS		
Safe Guide		

GUIDER STREAM		
About the Girl (or Relating with...)		
Programming for the Girl		
Quick Start		
Putting the Pieces Together		

DISTRICT COMMISSIONER STREAM		
DC Getting Started: Foundation of your Position		
DC Getting Started: District Administration		
DC Getting Started: Building your District		
DC Getting Started: Human Resources		
DC Getting Started: Risk Management		

ADMINISTRATOR STREAM		
Effective Communication		
Time Management		
Building Strong Teams		
Conflict Management		
1 Enrichment Module: (please list)		

OUTDOOR ACTIVITY LEADER STREAM		
Getting Outside (under development)		
Residential - Leading		
Residential - Planning		
Residential - Food and Nutrition		
Residential - Camp Life		



For Current Information on all the following please refer to *Safe Guide* and the National website

An electronic copy of Safe Guide can be found at this address:

<http://forms.girlguides.ca/SafeGuide/SitePages/Home.aspx>

- Accident report procedure
- Parent/volunteer drivers
- Use of car seats and seat belts
- Waiver forms (http://forms.girlguides.ca/SitePages/Home.aspx#sg_english)
- Certificate of liability (<http://forms.girlguides.ca/SitePages/Home.aspx#insurance>)
- Liability insurance (<http://forms.girlguides.ca/SitePages/Home.aspx#insurance>)
- Medical insurance
- Equipment insurance
- Rented premises
- Property insurance
- Out-of-pocket expenses



FLAG PROTOCOL

Canada has had its own flag since February 15, 1965.

The flag is red, twice as long as it is wide, with a white square the width of the flag in the centre. In the centre is a single red maple leaf with eleven points. The points have no special significance.

The flag is the symbol of Canada and should be treated with respect, honour and dignity.

Guiding follows the protocol and rules for flying, carrying and displaying flags as outlined on the Government web site: www.canadianflags.com

Flags are often referred to as *colours*; thus the word colour bearer and colour guard.

The Guiding publication *Let's Try It* has an excellent description and diagram of flag folding, knots to use and colour party instructions - volume two, pages 16 through 21. This book is now out of print.

COLOUR BEARER

The colour bearer has the privilege to carry the flag. A carrier is used to help bear the weight. The strap is worn over the left shoulder and under the right arm. The cup of the carrier comes to the centre front of the body.

The correct way to carry a flag is to gather the fly (the end that flies freely) in the right hand and to hold it against the pole at face height. The back of the hand should face outward, with the elbow held close to the side of the body.

COLOUR GUARD (PARTY)

The colour guard is usually composed of the colour bearer and two other persons (escorts). Custom indicates a guard on each side of the flag. It is not necessary to have a colour guard in a church.

Depending on space a colour party can walk three abreast or single file with the guard to the right of the bearer leading the way.

CARRYING TWO FLAGS

When the Canadian flag and unit flag are carried in the same party, the Canadian flag bearer is always on the marching right.

Guards are positioned one between the flags and one behind each flag (total of three guards).

Members of colour parties should be in correct uniform and should be able to march. The girls of a colour party should be much the same size or at least balance in appearance.



DISPLAYING THE CANADIAN FLAG

The Canadian flag may be hung horizontally or vertically. If hung vertically against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

If the wall is at the back of a platform where people will be speaking from, the flag should be above and behind the speaker.

If the flag is displayed flat against a wall in a building with another flag, the staffs (poles) are crossed. The Canadian flag is on the left as you face it. Its staff is in front of the other flag's staff.

FLAG CARE

The flag should not touch the ground or drag in water. When a flag is worn, obviously faded, tattered or otherwise unfit for service, it should be disposed of in a dignified way by burning it privately.

COLOURS OF AN INACTIVE UNIT

On closure of a unit, the colours are returned to the appropriate commissioner who safeguards them until needed. If it is with a pole, the flag should be correctly folded and stored in an appropriate container.

FLAGS AT GUIDING OCCASIONS

UNIT MEETING

The most formal presentation is done at a Guide meeting when girls are in horseshoe. Brownies, Pathfinders and Senior Branches units can develop their own special time to present colours using the following information as a guideline.

Once a horseshoe has been formed the Guider requests "Colour party fall out". Format is determined by whether one or more flags are being presented.

For one flag the three-person colour party may walk abreast or single file. If they carry the Canadian flag they would walk up the right side of the horseshoe as seen from the Guider's view at the top of the horseshoe; with the World flag they would walk up the left side of the horseshoe. For impressive ceremonial occasions, the Canadian flag is carried up the left side of the horseshoe, the World flag on the right.

Between the mouth of the horseshoe and the Guiders, the colour parties halt after wheeling into position. The colour parties then march across in front of the Guiders at the same time, three abreast if room; single file with right hand guard leading if not enough room. The colour party with the Canadian flag is closest to the Guiders when walking across.

Colours are presented to those accepting the colours after the parties have halted and turned inwards or wheeled.

The Canadian anthem should be sung if the Canadian flag is presented. The colour party(ies) and the person(s) accepting the flag do not sing.

The colour parties are then instructed to "about face" and march down each side of the horseshoe (this is opposite to the side they walked up).



To *march off the colours* or retire them, the colour parties come up the opposite side they did to present them but once they receive them, they cross in front of the Guiders and go back down the other side of the horseshoe.

At a less formal meeting the colours may be retired at the end of the meeting by the colour party marching to the flag stand. A short whistle blast is blown at which everyone within hearing distance becomes silent and stands still. The flag is given to the colour party, one short whistle blast is given; the rest of the unit resumes activities; the colour party marches the colours off and safely stores them.

FORMAL

There are several choices:

1. The Canadian flag may be displayed flat on the wall, but above and behind where the speaker will be. No flag, banner or pennant should be displayed above the Canadian flag.
2. The flag can be placed in position prior to the function. It should be to the right of the audience as they view it. Flags displayed together should be approximately the same size and on separate staff of the same height. The Canadian flag should be given the place of honour which is to the far left of a group of flags or in the case of three flags, it should be central with the next ranking flag to the left and the third ranking flag to the right as seen by the spectators.
3. The flags can be marched in. The Canadian flag enters first and exits first. The positioning stated above applies. Colour guards are used. It is wise to have the colour parties practice. Guiders accepting colours should know their duties and be in place prior to marching in. All colour parties stand at attention until the Canadian anthem has been sung and then march off in an orderly way before resuming their table places. Those in the colour party do not sing the anthem.

When retiring the colours the colour parties march up, receive their flag (Canadian received first) and march off in order of marching in. All flags should be received before any of the colour parties start to march off.

The flag should not be used to cover a speaker's table or be draped in front of a platform, nor should it be allowed to touch the floor.

A PLACE OF WORSHIP

A sanctuary is historically considered a *safe* place and therefore colour guards are not required.

The Canadian flag enters first and exits first.

If the aisle is wide enough for two or more flags, the Canadian flag should be in the position of honour at the marching right or centre front.

If the flag is to stand in the body of the church it is to the right of the congregation. If the flag is in the chancel of the church it should be to the right of the clergyman or speaker.



PARADES

Where several flags are carried the Canadian flag should be in the position of honour at the marching right or at the centre front.

On a long march it is permitted to *slope* the colours, the pole is allowed to rest on the right shoulder, the flag gathered and held with the right hand. Held tightly against the pole, the flag offers less wind resistance. The pole and flag can be changed to the other shoulder when convenient. REST: Order colours; the pole vertical, its foot on the ground beside the bearer's right foot.

REMEMBRANCE DAY

By custom flags are usually lowered during the *Last Post*. To lower the flag, first allow the flag to fly. The base of the pole is brought back under right arm and the top of pole lowered slowly until it is just clear of ground. The flag is allowed to fall on the ground unless there is danger of it being soiled. In that case, it is not released before lowering but is gathered against the pole using left hand.

At the conclusion, colours are returned to the carrying position, flags held against their poles. Smaller girls may be allowed to rest the pole mount on the ground rather than lower the flag.

Colour parties salute with their flags by allowing them to fly (blow free) when passing a saluting base during a parade and when the National and Royal anthem are played.

CAMP

Usually a flag is *hoisted* at camp. When possible the flag is flown from sunrise to sunset. It is not contrary to etiquette to have the flag flying at night.

If flags of more than one country (or World or Province) are flown, separate staffs of the same height should be used. When two flags are flown, the Canadian flag should be on viewers left. When three flags are flown, the Canadian flag is central. When more than three are flown, the Canadian flag is either on the far left or there is one at each end.

When raising more than one flag, they should be hoisted and lowered at the same time. If possible, the Canadian flag should be raised first and lowered last.



JOB DESCRIPTIONS

AREA COMMISSIONER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of Tamarac Area.

ORIENTATION: Provided by the outgoing Area Commissioner and/or Provincial Commissioner.

APPOINTMENT: Appointed by the Provincial Commissioner for a term of three years and may be re-appointed for a further term of two years.

RESPONSIBILITIES TO AREA COUNCIL

1. Conduct regular meetings of the council preparing agendas for them.
2. Keep the council informed of developments, special events, etc. within Guiding.
3. Coordinate activities of the council, delegating responsibilities and encouraging participation.
4. Be responsible for council planning, both long and short term.
5. Be an ex-officio member of all area committees.
6. Accept responsibility as one of the authorized signing officers on the area and district accounts.
7. Ensure the proper maintenance of all council records - financial, personnel, minutes, and correspondence.
8. Ensure the efficient processing of correspondence, reports, personnel forms, etc.
9. Ensure satisfactory accounting of all council funds.
10. Submit the annual compliance document, annual reports and a reviewed financial statement to Alberta Council.
11. Maintain an inventory of major pieces of equipment held in the area.
12. Establish and maintain good relationships with the community, particularly with religious, educational, service and youth organizations.
13. Recruit, interview, orient and recommend for appointment all area council personnel and provide the support they need to perform their duties.

RESPONSIBILITIES TO DISTRICT COMMISSIONERS

1. Assist in the recruitment and orientation of District Commissioners.
2. Evaluate and appoint District Commissioners.
3. Be available to District Commissioners for consultation, support and encouragement.
4. Communicate regularly with District Commissioners keeping them informed of activities and challenges in the area.
5. Organize new district councils as required.
6. Ensure continuity of administration of any district temporarily without a commissioner.
7. Ensure all district accounts are reviewed annually.

RESPONSIBILITIES TO ALBERTA COUNCIL

1. Attend Alberta Council meetings, representing Tamarac Area and acting as liaison between the two.
2. Cooperate and participate in the work of the Alberta Council.
3. Cooperate and participate in the work at the Standing Committee Workshops.
4. Report to Alberta Council, including the submission of annual reports, annual reviewed financial statements and other documentation such as the Annual Compliance Statement, as required.



OTHER

1. Ensure all government regulations pertaining to area activities are adhered to.
2. Ensure that all activities within the area are compliant with Girl Guides of Canada risk management policies and procedures as published in the current issue of *Safe Guide* and *Guiding Essentials*.
3. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
4. Attend the Commissioners Conference.
5. Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws.
6. Be familiar with the Terms of Reference of Tamarac Area council and other area standing committees.



AREA DEPUTY COMMISSIONER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by helping to promote and administer the affairs of Tamarac Area.

ORIENTATION: Provided by the Area Commissioner.

APPOINTMENT: Appointed by the Area Commissioner. Her term ends when the term of the Area Commissioner ends.

RESPONSIBILITIES TO AREA COUNCIL

1. Be available to help the Area Commissioner as needed.
2. Attend all area council meetings, participating in the work of council.
3. Accept responsibility as one of the authorized signing officers on the area accounts.
4. Keep communication lines open as to happenings in the area in order to assume the Area Commissioner's position if needed.
5. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
6. Attend the Standing Committee Workshop and the Commissioners Conference.
7. Maintain current knowledge of Girl Guides of Canada, its policies, regulations and programs and bylaws.
8. Be familiar with the Terms of Reference of Tamarac Area council.



SECRETARY

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by recording the business transacted at meetings and maintaining a permanent minute book.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing secretary.

APPOINTMENT: Appointed by the Area Commissioner and elected annually with the approval of area council for a term of one year. She retires annually and is eligible for appointment for a further one-year term. She may not hold office for more than five consecutive years.

RESPONSIBILITIES

1. Attend all area council meetings keeping accurate records of all business transacted.
2. Be familiar with and use the *Guide Style Guide* of Girl Guides of Canada in all written material.
3. Write up the minutes as soon as possible after each meeting and submit them to the Area Commissioner for distribution to all area council members and the Provincial Commissioner within two weeks.
4. Maintain a current area motions file and a permanent minutes book.
5. Update the Tamarac Area Manual as needed in consultation with the Area Commissioner.
6. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
7. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and bylaws.
8. Be familiar with the Terms of Reference of Tamarac Area council.



TREASURER

PURPOSE: To administer the financial affairs of Tamarac Area according to the policy of the Girl Guides of Canada-Guides du Canada.

ORIENTATION: Provided by the Area Commissioner and/or outgoing area treasurer.

APPOINTMENT: Appointed by the Area Commissioner and elected annually with the approval of area council for a term of one year. She retires annually and is eligible for appointment for a further one-year term. She may not hold office for more than five consecutive years.

RESPONSIBILITIES

1. Attend meetings of area council, and the executive committee.
2. Submit a financial report at each area meeting and answer or investigate all inquiries and concerns.
3. Present the annual budget to area council.
4. Ensure approved Area Budget is submitted to the Provincial Treasurer by October 31st.
5. Ensure that all money payable to area council is deposited in a financial institution approved by area council.
6. Accept responsibility as one of the authorized signing officers on the area accounts.
7. Compare budgeted to actual expenditures and investigate any significant discrepancies.
8. Make recommendations regarding the investment of funds in consultation with the Area Commissioner.
9. Oversee the auditing of district books at year-end.
10. Ensure that the Tamarac Area Financial Policies Manual is kept current and all applicable motions are recorded.
11. Assist district treasurers if required.
12. Present to area council the annual audited financial statement.
13. Implement system changes when required.
14. Administer the travel/event/ training assistance fund, distributing application forms as requested and assisting members in completing applications.
15. Receive all area travel/event/training application forms, approve them as per guidelines and forward payment to the applicant.
16. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
17. Attend the Standing Committee Workshop as required
18. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and bylaws.
19. Be familiar with the Terms of Reference of Tamarac Area council.

DISTRICT COMMISSIONER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of her designated district.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing district commissioner.

APPOINTMENT: Appointed by the Area Commissioner for a term of three years and may be re-appointed for the further term of two years.

RESPONSIBILITIES TO THE DISTRICT

1. Conduct regular meetings of the district council and prepare agendas.
2. Keep the council informed of developments, special events, etc.
3. Coordinate activities of the council, delegating responsibilities and encouraging participation.
4. Be available to council members for consultation, support and encouragement.
5. Be responsible for district planning, both long and short term.
6. Ensure the proper maintenance of all council records e.g. personnel, minutes, correspondence, updating iMIS information as required.
7. Ensure the efficient processing of correspondence, reports, personnel forms, etc.
8. Ensure that all non-member adults who are treasurers, volunteer at meetings on a regular basis or at camps have a current PRC.
9. Ensure satisfactory accounting of all district/unit funds. Submit reports and all district/unit accounts to the area treasurer for annual review as required.
10. Establish and maintain good relationships with the community, particularly with religious, educational, service and youth organizations.
11. Assist in the recruitment, screening and orientation of unit/council personnel and of potential members.
12. Evaluate and appoint unit personnel.
13. Encourage adult members to participate in trainings.
14. Organize new units as required.
15. Ensure all units have a Guider with *Safe Guide* training.
16. Ensure all adult members take the *Safe Guide* training within six months of their join date.
17. Ensure all members adhere to *Safe Guide* regulations.

RESPONSIBILITIES TO AREA COUNCIL

1. Attend all area council meetings, representing the designated district council and acting as liaison between the two.
2. Ensure that copies of district meetings minutes and financial reports are forwarded to the Area Commissioner.
3. Cooperate and participate in the work of the area council.
4. Submit reports to area council meetings.
5. Submit all district accounts to the area treasurer for annual review as required.
6. Submit copies of reviewed unit account reports to the area treasurer as required.
7. Submit District Compliance Document to Area Compliance recorder by required dates.

OTHER

1. Ensure all government regulations pertaining to district activities are adhered to.
2. Ensure that all activities within the district are compliant with Girl Guides of Canada risk management policies and procedures as published in the current issue of *Safe Guide* and *Guiding Essentials*.
3. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.

TAMARAC AREA COUNCIL MANUAL



Girl Guides of Canada Guides du Canada

4. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and bylaws.
5. Be familiar with the Terms of Reference of Tamarac Area council.



AWARDS ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by encouraging the recognition of service to Guiding.

ORIENTATION: Provided by the Area Commissioner and/or outgoing awards adviser.

APPOINTMENT: Appointed by the Area Commissioner for a three year term and may be re-appointed for a further term of two years.

RESPONSIBILITIES

1. Attend all area council meetings, participating in the work of council.
2. Give advice on appropriate awards.
3. Encourage the giving of awards.
4. Publish awards information in *Nexus* at least once a year.
5. Send information to commissioners as needed.
6. Advise the Provincial Awards Adviser and the iMIS data clerk to update records.
7. Submit a list of award recipients to the provincial office for publication in *Blue-Print*.
8. Submit reports to area council meetings.
9. Submit reports to the provincial awards adviser as required.
10. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
11. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
12. Be familiar with the Terms of Reference of Tamarac Area council.



CAMPING ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting camping within the area.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing camping adviser.

APPOINTMENT: Appointed by the Area Commissioner for a three year term and may be re-appointed for a further term of two years.

RESPONSIBILITIES

1. Attend all area council meetings, participating in the work of council.
2. Attend the Standing Committee Workshop.
3. Ensure that the District Commissioners receive current information.
4. Encourage the District Commissioners, in consultation with area camping adviser, to appoint suitably qualified camping advisers.
5. Orientate new camping advisers.
6. Attend Alberta camping committee annual meetings and the camping workshop, reporting as required and participating in the work of the committee.
7. Assist area members with camping matters.
8. Promote camping among girls and adults.
9. Ensure that members are kept informed of current camping developments within the organization.
10. Submit articles on camping and outdoor activities to *Nexus*.
11. Ensure that personnel conducting camp trainings have current, relevant knowledge.
12. Submit an annual budget to the area treasurer by August 01.
13. Submit reports to area council meetings.
14. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
15. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
16. Be familiar with the Terms of Reference of Tamarac Area council.



INTERNATIONAL ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by stimulating an interest in world Guiding throughout the area.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing area international adviser or the provincial international adviser.

APPOINTMENT: Appointed by the Area Commissioner for a three year term and may be re-appointed for a further term of two years.

RESPONSIBILITIES

1. Attend all area council meetings, participating in the work of council.
2. Attend the Standing Committee Workshop.
3. Foster and encourage projects which will further interest in world Guiding.
4. Promote the *Canadian World Friendship Fund*, twinning projects and any other international projects.
5. Distribute information and the application forms for international events, and area travel/events/training assistance forms.
6. Assist members in completing applications.
7. Receive completed application forms for international events and forward them to the provincial international committee by the deadline date.
8. Receive area travel/event/training assistance forms; approve them as per guidelines and forward to the area treasurer for payment.
9. Assist and advise Guiders who wish to arrange independent group travel.
10. Arrange hosting for guests from WAGGGS countries when required.
11. Distribute applications for the World Letter of Introduction.
12. Circulate materials received from the provincial international committee regarding organizations such as UNICEF and the World Food Day, fostering global awareness and education on developing countries.
13. Distribute information using *Nexus* or any other expedient means to get the information out in time.
14. Attend meetings and workshops arranged by the provincial international committee, reporting as required.
15. Maintain international promotional materials for use by Guiding in Tamarac Area.
16. Submit an annual budget to the area treasurer by August 01.
17. Submit reports to area council meetings.
18. Report annually to the provincial international director on international activities in the area, attending the provincial international workshops and meetings as required.
19. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
20. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
21. Be familiar with the Terms of Reference of Tamarac Area council.

MEMBERSHIP ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by recruiting and retaining more Guiders and girls in our organization.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing membership development adviser.

APPOINTMENT: Appointed by the Area Commissioner for a term of three years and may be re-appointed for a further term of two years.

RESPONSIBILITIES AND DUTIES

1. Attend all area council meetings, participating in the work of council.
2. Attend the Standing Committee Workshop
3. Work in partnership with the provincial membership adviser, area public relations adviser, provincial iMIS adviser and area council.
4. Work in partnership with the provincial membership adviser and the provincial office to develop and update the 5-phase welcome process for new adult volunteers, including the welcome binders sent by Tamarac Area.
5. Be responsible for the coordination of member inquiries process, ensuring that inquiries are passed onto and followed up by the District Commissioners or District Membership Advisers in a timely fashion.
6. Strive to retain and increase the number of girl and adult membership in all branches of Guiding.
7. Identify and eliminate barriers to membership and develop flexible patterns of organization.
8. Encourage all members of Tamarac Area to retain and increase the number of girls and adults at all levels of Guiding by keeping council current on membership drive/promotion plans.
9. Encourage districts to initiate active outreach at fairs, displays and local events and to interact with diverse communities.
10. Promote bridging strategies for girls and adults.
11. Promote the recognition of Guiders through Guiding awards. Promote informal recognition such as saying *Thank You*, positive role modelling, certificates, newspaper articles, flowers, balloons, recognition nights, etc.
12. Encourage and facilitate training in membership development skills and issues, in liaison with the area training committee,
13. Be responsible for the processing of all correspondence, reports, etc. received by the membership adviser.
14. Attend all meetings of the provincial membership committee, reporting as required.
15. Submit an annual budget the area treasurer by August 01.
16. Submit reports to area council meetings.
1. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
17. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
18. Be familiar with the Terms of Reference of Tamarac Area council.



PRODUCT MARKETING ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by processing cookie and stores orders for area.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing product marketing adviser.

APPOINTMENT: Appointed by the Area Commissioner for a term of three years and may be re-appointed for a further term of two years.

RESPONSIBILITIES

1. Attend all area council meetings, participating in the work of council.
2. Attend the Standing Committee Workshop.
3. Solicit cookie orders from districts.
4. Ensure council members are updated on cookie ordering procedures etc. as received from the Provincial Cookie Adviser.
5. Enter the district cookie orders on the website by the provincial deadline.
6. Forward copies of the cookie orders to the area treasurer.
7. Be responsible for the distribution of stores as needed by districts.
8. Distribute promotional materials for cookie sales.
9. Keep current records and reports on all orders and information regarding cookies and stores.
10. Submit reports to area council meetings.
11. Participate in the TEAM program by attending trainings, conferences, etc.
12. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
13. Be familiar with the Terms of Reference of Tamarac Area council.

INVENTORY and SALES PROCEDURES

GUIDELINES

1. An accurate inventory must be kept.
2. The inventory must be reviewed annually and a written report submitted to area council by April 30 to facilitate the renewal of the inventory.
3. An accounting system must be in place to cover sales.

SALES

1. A cheque payable to Girl Guides of Canada **must** accompany all orders.
2. A shipping charge is included, if the order is to be sent. For the current amount contact the Product Marketing Adviser.
3. The order is sent and the cheque forwarded to the treasurer.
4. An authorized request **MUST** be made when area needs items from stores so that the inventory can be updated properly and the treasurer is informed of the debt.
5. No items may be taken on speculation.
6. A budget should be considered and submitted to the treasurer by August 01 to allow for postage and handling costs.
7. The inventory should be reviewed regularly for suitability and quantities.
8. The yearly calendar of events should be consulted to plan for stores to be available for sale (e.g. trainings and the Annual General Meeting).



PROGRAM ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting the varied aspects of the program.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing program adviser.

APPOINTMENT: Appointed by the Area Commissioner for a term of three years and may be re-appointed for a further term of two years.

RESPONSIBILITIES

1. Attend all area council meetings, participating in the work of council.
2. Attend the Standing Committee Workshop
3. Maintain relationships with other committees and the area council.
4. Be responsible for the processing of all reports, correspondence, etc.
5. Ensure that area council is kept informed of current developments within the organization, e.g. pilot projects, Lone Guiding, and the provincial challenges.
6. Provide support and assistance to Guiders in the delivery of the program.
7. Submit an annual budget to the area treasurer by August 01.
8. Submit reports to area council meetings.
9. Attend provincial program committee meetings, reporting as required.
10. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
11. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
12. Be familiar with the Terms of Reference of Tamarac Area council.



PUBLICATIONS COORDINATOR

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by keeping the lines of communication open for all levels of Guiding through the Area newsletter, [Nexus](http://albertagirlguides.com/publications.html#AreaNewsletters) (<http://albertagirlguides.com/publications.html#AreaNewsletters>) and the [Area website](http://albertagirlguides.com/TamaracArea/tam_index.htm) (http://albertagirlguides.com/TamaracArea/tam_index.htm)

ORIENTATION: Provided by the Area Commissioner and the Public Relations Adviser.

RESPONSIBILITIES

1. Attend area council meetings, to keep apprised of Area happenings to assist in keeping website and NEXUS current.
2. Receive submissions for use in current or future issues of the *Nexus* from girls, Guiders, and advisers.
3. Be familiar with the *Guide Style Guide* of Girl Guides of Canada.
4. Check copyright and obtain permission to reprint or borrow articles from all sources and to duly credit such sources.
5. Edit the current number of issues of the *Nexus* by:
 - a. Setting appropriate deadlines and making them known to all contributors.
 - b. Ensuring the issues are published and circulated as directed by area council.
6. Maintain and update the mailing list regularly.
7. Ensure that the Area website is current and of use and interest to members.
8. Submit an annual budget to the Public Relations Adviser prior to August 01.
9. Submit a report to the Public Relations Adviser prior to September 30..
10. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
11. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.



PUBLIC RELATIONS ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting an understanding and awareness of good public relations and fostering interest in and developing knowledge of Girl Guides of Canada.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing public relations adviser.

APPOINTMENT: Appointed by the Area Commissioner for a term of three years and may be re-appointed for a further term of two years.

RESPONSIBILITIES

1. Attend all area council meetings, participating in the work of council.
2. Attend the Standing Committee Workshop.
3. Assist in the orientation of the Publications Coordinator.
4. Act as a resource person for the Publications Coordinator.
5. Keep members informed of current developments within Guiding.
6. Maintain current information for outside organizations; e.g., media.
7. Keep council informed on current events by:
 - a. Distributing news releases and information from the provincial public relations adviser.
 - b. Communicating and encouraging promotion of outside events that will enhance our image and encourage public participation and involvement.
8. Be responsible for informing the public of Girl Guide activities and extending invitations to them.
9. Be familiar with the *Guide Style Guide*.
10. Promote an archival collection of media pictures and articles.
11. Submit an annual budget for Public Relations and Publications to the area treasurer by August 01.
12. Submit reports to area council meetings.
13. Attend provincial public relations committee meetings, submitting reports as required.
14. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
15. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws
16. Be familiar with the Terms of Reference of Tamarac Area council.



TRAINING ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by promoting and administering the affairs of the area training committee.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing training adviser.

APPOINTMENT: Appointed by the Area Commissioner for a term of three years and may be re-appointed for the further term of two years.

RESPONSIBILITIES TO AREA COUNCIL

1. Attend all area council meetings, participating in the work of council.
2. Attend the Standing Committee Workshop
3. Maintain relationships and lines of communications between the training committee, other area standing committees and area council.
4. Coordinate long range planning for presentation to council.
5. Ensure that activities carried out by the training committee are consistent with the policy of Girl Guides of Canada.
6. Submit articles and information to *Nexus* promoting trainings.
7. Submit an annual budget to the area treasurer by August 01.
8. Submit reports to area council meetings.

RESPONSIBILITIES TO AREA TRAINING COMMITTEE

1. Conduct regular meetings of the training committee and prepare agendas.
2. Ensure that members are kept informed of current developments within the organization.
3. Be responsible for the processing of all reports, correspondence, maintaining a suitable filing system of all the necessary records.
4. Ensure accounting of all funds.
5. Be aware of the qualifications required of potential members of the training committee and register the names of Guiders wanting to be trainers with the provincial training adviser.
6. Recruit, in consultation with the Area Commissioner, interview and orient potential trainers notifying council of these members.
7. Coordinate the activities of the training committee, delegating responsibilities and ensuring qualified personnel are available for area trainings.
8. Be aware of the achievements and abilities of all members of the committee.
9. Circulate information from the provincial training committee to all members of the area training committee and when appropriate to the area council.

RESPONSIBILITIES TO THE PROVINCIAL TRAINING COMMITTEE

1. Attend meetings of the provincial training committee and submit reports as required.
2. Coordinate hosting provincial training events as required.

OTHER

1. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
2. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
3. Be familiar with the Terms of Reference of the area training committee and Tamarac Area council.



TREFOIL GUILD ADVISER

PURPOSE: To carry out the Vision and Mission of Girl Guides of Canada-Guides du Canada by encouraging the continued participation of retiring/retired Guiders through membership in a Trefoil Guild.

ORIENTATION: Provided by the Area Commissioner and/or the outgoing Trefoil Guild adviser

APPOINTMENT: Appointed by the Area Commissioner for a term of three years and may be re-appointed for a further term of two years.

RESPONSIBILITIES

1. Attend all area council meetings, participating in the work of council.
2. Act as a contact person for all Trefoil Guilds in the area.
3. Encourage commissioners to inform retiring Guiders of existing Trefoil Guilds or the feasibility of forming a local Guild.
4. Encourage the inclusion of Guild members in local Guiding activities.
5. Maintain contact with the provincial Trefoil Guild adviser, reporting when required.
6. Keep the Guilds informed about area activities.
7. Promote the concept that Trefoil Guild members are the *active alumni* of Guiding.
8. Maintain communications with the provincial Trefoil Guild adviser, reporting as required.
9. Submit an annual budget to the area treasurer by August 01.
10. Submit reports to area council meetings.
11. Participate in the TEAM program by attending trainings, workshops and/or conferences provided by the organization and/or outside organizations.
12. Maintain current knowledge of Girl Guides of Canada, its policies, regulations, programs and by-laws.
13. Be familiar with the Terms of Reference of Tamarac Area council.