

**GIRL GUIDES OF CANADA - LOUGHEED AREA
MEMBERSHIP ADVISER
JOB DESCRIPTION**

PURPOSE:

The role of the Lougheed Area Membership Adviser is to promote Guiding within the community and to support District and Area Commissioners with the membership process. She will also represent the interests of the CSR's (Customer Service Reps), iMIS Advisers, Awards, Link and Trefoil.

QUALIFICATIONS:

The Membership Adviser will be fully conversant with the Vision and Mission of the Girl Guides of Canada - Guides du Canada. She will be an enthusiastic advocate for Guiding within Lougheed Area.

MEMBERSHIP:

Nominated by either herself or a member of the Area, the Membership Adviser will be chosen by a selection committee and appointed by the Area Council.

TERM OF OFFICE:

The Membership Adviser role is appointed for no longer than a term of three years, commencing on the date they assume responsibility for the position. A vacant position may be filled at any time of the year, as long as it ends three years from the start date.

RESPONSIBILITIES:

1. To be responsible for the Membership Committee which consists of the following positions, if filled: Awards Adviser, iMIS Adviser, Link Adviser, Screening/Mentoring Specialists, Trefoil Adviser and to chair regular meetings.
2. To attend regular Area Council meetings and give reports on current activities. To report to Area Council on committee activities and progress.
3. To encourage and recommend activities that facilitate the recruitment and retention of girls and women.
4. To inform Area of strategies that work with regard to promoting Membership initiatives.
5. To promote Guiding in diverse communities within the Area, especially amongst those who are not familiar with Girl Guides, or who have not previously shown an interest.
6. To follow up and facilitate suitable placement of volunteers referred by National and Province (eg. 1-800 number and online inquiries)
7. To assist Districts with opening new units, closing units, recruiting leaders and finding meeting places, as required.
8. To apply for membership promotion grants, and if received, to complete the evaluation form in a timely manner. If applicable, to encourage Districts to apply for grants and follow up to ensure the process has been completed in a timely manner.
9. To work with the Area Council and Committees to encourage viewing and planning of events and activities from a Retention, Recruitment and Recognition perspective.
10. To communicate with Area Council and your committee to let them know when you are going to be unavailable.
11. To attend Provincial trainings and conferences as required.
12. To circulate relevant information and respond as necessary.