

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

PURPOSE:

The role of the Lougheed Area International Adviser is to promote International opportunities to the members and to support the District and Area Commissioners in the necessary processes.

QUALIFICATIONS:

The International Adviser will be fully conversant with the Vision and Mission of the Girl Guides of Canada - Guides du Canada. They will be an enthusiastic advocate for Guiding within Lougheed Area. They must have good communication skills, be approachable and enthusiastic to share knowledge about International activities and travel with both girls and adult members. They must be organized and able to deal with paperwork and deadlines.

MEMBERSHIP:

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

TERM OF OFFICE:

The International 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 Area International Committee and to chair regular meetings with these members.
2. To attend regular Area Council meetings and give a report on your committee work.
3. To promote events and raise awareness of all aspects of International opportunities including information regarding WAGGGS.
4. To assist Area International Independent trips with the processes.
5. To share information and facilitate applications from Guiders and Girls for Nationally and Provincially sponsored trips.
6. To promote the Canadian World Friendship Fund (CWFF) and raise funds to support them.
7. Offer information and ideas on the Twinning project
8. To promote and share ways to incorporate International in the Guiding program for all levels
9. Prepare and submit a report annually which will be included in the Area Annual report.
10. Participate in the annual Area Budget process, especially where it concerns the International Committee.
11. To communicate with Area Council and your committee to let them know when you are going to be unavailable.
12. To attend Provincial trainings and conferences when required.
13. To circulate relevant information and respond in a timely manner.