



Provincial Program Adviser Position Description

Purpose

To promote and administer the affairs of the Girl Guides of Canada-Guides du Canada according to the policy of the Organization and within the Terms of Reference of the Manitoba Council.

Orientation

Provided by the Provincial Commissioner and outgoing Program Adviser.

Appointment

Nominated by the Provincial Commissioner and appointed by the Chief Commissioner for a term of three years with optional reappointment for a further term of two years.

Responsible To

Manitoba Council

Responsible For

Members of the Provincial Program Committee

Responsibilities

1. To prepare an annual budget for Manitoba Council in consultation with the Program Committee for program activities.
2. To co-ordinate the activities of the Provincial Program Committee and to ensure they are consistent with Girl Guides of Canada-Guides du Canada.
3. To attend and participate in Manitoba Council and Standing Committee meetings.
4. To be familiar with the Terms of Reference of the Provincial Program Committee and to co-ordinate the work of the Committee and delegate responsibilities as appropriate.
5. To prepare reports for Manitoba Council including an annual report.
6. To approve all expenditures for her committee in accordance with financial approval policies using the appropriate forms.
7. To conduct regular meetings of the Provincial Program Committee, preparing the agenda and approving the minutes.
8. To delegate responsibilities for the work of the committee.
9. To provide reports to the Manitoba Council regarding program activities and committee projects.

10. To ensure that all proposed, new and revised program sections and badge/outlook requirements are circulated throughout the province.
11. To prepare correspondence and reports for National Program Service.
12. To monitor the expenses of the Committee throughout the year.
13. To participate in future planning for the Standing Committee events and activities.
14. To communicate with office staff, other Standing Committee Advisers, Deputy Provincial Commissioners and the Provincial Commissioner on a regular basis.
15. To co-ordinate Program Committee submissions for *The Buffalo*.
16. To produce the Program bulletins.
17. To co-ordinate the publication of the Lones, Senior Branches and Pathfinder newsletters.
18. To establish with committee input short and long term goals and objectives for the Program Committee.
19. To participate in the LDP, Provincial and National conferences and relevant workshops.
20. To recruit and orientate new members for the Program Committee (consult with Provincial Commissioner and the other Standing Committee Advisers.)
21. To have a current working knowledge of the programs of all branches.
22. To maintain a suitable filing system for records and information
24. To appoint sub committees as required to handle specific tasks or to act as liaison to other committees.
25. To provide orientation for new Area Program Advisers.