

GIRL GUIDES OF CANADA-GUIDES DU CANADA

ALBERTA COUNCIL

JOB DESCRIPTION

DIVERSITY ADVISER

PURPOSE

Promote and administer the affairs of Girl Guides of Canada-Guides du Canada according to the policy of the organization and within the terms of reference of the membership committee by encouraging and promoting inclusivity including cultural sensitivity and economic differences.

ORIENTATION

Provided by the provincial membership adviser and/or the previous diversity adviser.

APPOINTMENT

Nominated by the provincial membership adviser and appointed by the Chief Commissioner for a term of three (3) years and may be renewed for a further two (2) years.

RESPONSIBILITIES

1. Maintain communication, process all correspondence, and prepare and submit reports, including an annual report, to the membership committee by the required date.
2. Attend membership committee meetings and participate in committee teleconferences, reporting as required and co-operating in the work of the committee.
3. Ensure accounting of all funds.
4. Prepare and submit an annual budget to the provincial membership adviser by the required date.
5. Maintain current knowledge of the Guiding programs; *Guiding Essentials*; and activities of the organization.
6. Make recommendations to the membership committee regarding diversity and ensure committee Members are kept informed of current developments within the organization and of external issues and trends related to the work of the committee.
7. Keep committee publications current.
8. Submit articles for the *Blue-Print* to the provincial membership adviser when requested.
9. Provide support, on-going communication and guidance to area membership advisers.
10. Process all correspondence, including communication with provincial office, area commissioners, provincial diversity advisers and membership committee Members.
11. Maintain relationships with other Members, staff, other committees/groups and Alberta council.
12. Maintain communication and/or Membership with relevant outside organizations.
13. Participate in performance reviews with the provincial membership adviser, or designate.
14. Participate in the TEAM program.

DUTIES

1. To create and promote awareness of the needs of underserved groups of girls and women including girls and women from different ethno cultural and/or low socio-economic backgrounds.
2. To encourage participation of Members in the development and process of diversity awareness.
3. To encourage flexible ways of work and leadership adaptability.
4. To liaise and work in co-operation with non-Guiding organizations who have similar goals.
5. To develop projects and events that promote diversity within Guiding.
6. To develop and promote projects and events for the non-Guiding population to increase awareness of Guiding and the organization's openness to Membership diversity.
7. To participate in and provide training sessions that focus on diversity and cultural sensitivity.
8. To seek opportunities for active outreach by presenting at/attending volunteer fairs and displays and by interacting with diverse groups/communities.