



# **RIVERS NORTH AREA COUNCIL**

## **TERMS OF REFERENCE**

### **OCTOBER 2014**

#### **PURPOSE OF AREA COUNCIL**

- We support girls to experience unique opportunities.
- Through fun and friendship, we facilitate Guider development.
- As an active member of BC Council, we strive for positive outcomes for Rivers North members and Girl Guides of Canada.
- Support achievement of the National Strategic Priorities (Appendix 1).

#### **MEMBERSHIP – RIVERS NORTH AREA COUNCIL MEMBERS**

##### **Voting Members**

- Area Commissioner
- Treasurer
- Secretary
- District Commissioners or their representative
- Awards Adviser
- Camping Adviser
- International Adviser
- Program Adviser
- Training Adviser

##### **Non-Voting Members**

- Deputy Area Commissioners
- Deputy District Commissioners
- Archives Adviser
- Cookie Adviser
- Customer Service Representative
- iMIS Advisers
- Lones, Link, Ranger and Trefoil Adviser
- Property Adviser
- Waitlist Manager
- Newsletter Editor Website/Facebook Administrator

## **MEMBERSHIP – EXECUTIVE COUNCIL**

### **Voting Members**

- Area Commissioner
- Treasurer
- Secretary

## **MEETINGS**

- Area Council shall meet at least four times per year. Two of the meetings will be face-to-face and the remainder shall use another forum (e.g. conference call or video conference).
- Executive Council meetings and/or calls will be scheduled as necessary to address business requiring immediate attention between Area Council meetings or conference calls. Any decisions made by the Executive Council will be brought to Area Council for ratification of decision at the next scheduled meeting.
- Attendance at Area meetings, Area conference calls, and the Annual General Meeting is a priority for Council members.
- Council members shall receive a call to meeting notice and agenda prior to a Council meeting.
- If a Council Member must be absent from a meeting/call, she shall:
  - inform the Secretary of her absence as soon as possible after the call to meeting,
  - appoint a delegate and ensure her delegate has been briefed on the topics to be discussed at the meeting and understands her responsibilities within the Terms of Reference; and
  - submit all necessary reports prior to the meeting in electronic format
- Rivers North Area members are welcome to attend meetings. Area members are asked to identify their intention to attend at the call to meeting, and be aware that they may be asked to leave the meeting for confidential discussions.
- An evaluation will be conducted at the end of each Area meeting to evaluate the success of the meeting, and to improve future meetings.

## **VOICE AND VOTE**

- All members of Council and Area members have a voice.
- Voting and non-voting members of Council are noted under membership.
- A delegate for a voting member will have a voice and vote at the meeting.
- The Area Commissioner will have a tie breaking vote only for Area Council.
- Deputy Area/District Commissioners only have a vote when they are replacing their respective Commissioner or Adviser.
- When two Co-Commissioners or others, sharing a position, are both present at a meeting, only one may vote. At the start of the meeting, they shall inform the Secretary which member will be the voting party.

## **DECISION MAKING**

- Discussions and decisions not requiring a motion will strive to achieve consensus.
- When a motion is to be voted upon, a quorum must be present.
- Email voting is acceptable. The deadline for the vote will be stated, and will be no less than three (3) calendar days from the date the motion is sent. No late replies will be accepted.
- Quorum: Fifty (50) percent plus 1 of voting members in occupied positions.
- Council Vote: Fifty (50) percent plus 1 of voting members present at the meeting, who have not abstained from the vote.
- Executive Vote: Majority of voting members present at the meeting who have not abstained from the vote.

## **TERMS OF APPOINTMENT**

- The Area Commissioner or the Co-Commissioner is selected and appointed by BC Council, through nominations from Area Council.
- District Commissioners are selected and appointed by the Area Commissioner with nominations from District members.
- The Area Commissioner appoints her Deputy Commissioner, Secretary, and Treasurer.
- The Advisers and Members-At-Large are appointed by the Area Commissioner. Nominations may be held.
- All terms are three years with the possibility for a two year extension, except for the Treasurer, who is re-appointed annually.

## **RESPONSIBILITIES**

- Area Council member responsibilities are referenced in the separate document entitled Rivers North Area Council Responsibilities and Communications Guidelines.

## **MEETING PRINCIPLES**

- We take the time to get to know each other and share in laughter, fun and friendship.
- We are committed to the success of Area Council by being prompt, being prepared to contribute, utilizing our active listening skills, and being thoughtful and focussed in our responses.
- We pay attention to the quieter members of Council by creating a space for everyone to actively participate.
- We make decisions in a timely manner, and balance the needs of the local members with the interests of Girl Guides of Canada at all other levels.
- We support decisions by moving forward as a collective group in a positive manner.
- We bring forward past successes and look to the future with excitement.
- We have the courage to be open minded, creatively pursue options and challenge ideas in a respectful manner.
- We are accountable to ourselves and to each other.

## **TERMS OF REFERENCE REVIEW**

- The terms of reference will be reviewed every two years

Approved by Rivers North Area Council  
October 4, 2014

## **NATIONAL STRATEGIC PLAN 2013-2015**

### **SP1 Dynamic Programming for Girl Greatness**

#### **Proposed Objectives:**

#### **1.1 Define a programming model to better engage the girl, deliver on the mission, and that is creative, dynamic and flexible**

##### **Strategies**

1.1.1. We will facilitate learning to have a common understanding of girl engagement

#### **1.2 Develop and deliver programming and facilitate opportunities to enable girls to lead in a safe environment**

##### **Strategies**

1.2.1. We will continue to engage girls in designing and implementing leadership opportunities including leadership training, large events and camps

1.2.3. We will increase the number of girls taking part in international projects and opportunities.

### **SP2 Strong and Growing Membership**

#### **Proposed Objectives:**

#### **2.1. Recruit additional Members so more girls can experience great Guiding**

##### **Strategies:**

2.1.1. We will actively recruit girls within the age group of 5 – 11 years

2.1.2. We will actively recruit adult Members for Sparks and Brownie branches

2.1.3. We will review and utilize recent GGC research to determine growth markets and introduce Guiding within specific under-represented communities

2.1.4. We will target recruitment of girls to better use available Unit capacity

#### **2.2 Increase retention rates to sustain the membership**

##### **Strategies:**

2.2.1. We will focus retention efforts between branches

2.2.3. We will enhance the process and opportunities to close the gap and transition Rangers to become adult

### **SP3 The Confidence to Advocate:**

#### **Proposed Objectives:**

#### **3.1 Develop core competencies to increase our capacity to advocate**

##### **Strategies:**

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#### **3.3 Develop girl capacity and confidence to advocate**

##### **Strategies:**

3.3.2. We will utilize the WAGGGS Advocacy Tool Kit

### **SP4 Effective and efficient organization**

#### **4.2 Increase our cookie fundraising program to financially sustain all levels of the organization**

##### **Strategies:**

4.2.1. We will continue promoting and improving the Cookie All Star program to increase cookie sales

#### **4.4 Ensure brand consistency throughout the organization to strengthen GGC image and recognition**

##### **Strategies:**

4.4.1. We will implement usage of the brand centre

**4.5 Increase girl and young adult Member leadership to demonstrate fulfillment of our Mission**

**Strategies:**

4.5.1. We will position girls and young women at all levels in roles of influence and decision-making to advance the organization