



**Girl Guides  
of Canada**  
**Guides  
du Canada**

## **Now You're a Unit Guider**

Welcome! .....	2
Getting started .....	2
The Unit Guider's position – Overview.....	3
Position sharing .....	3
Expectations .....	3
Other adults in Guiding .....	4
Your District Commissioner – Administrative Community Leader (Ontario) .....	5
Girl registration .....	5
iMIS and Member Zone .....	5
Resources for YOU .....	6
Main GGC Website - <a href="http://www.GirlGuides.ca">www.GirlGuides.ca</a> .....	6

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## Welcome!

In becoming a Unit Guider, you have accepted a very important role. How important? So important that all other positions, programs and structures in our organization are in place to serve and support you and the girls in your unit.

With units all across Canada, it is understood and expected that each one will approach things just a little bit differently. How do you and your unit balance what you may – and must – do to meet Guiding's requirements as well as your own needs? This handbook offers ideas for accessing people and information that will help you put together a great program.

### ***Getting started***

As a Unit Guider, you

- work directly with the girls
- liaise with others in Guiding
- are one of the links to parents/guardians and to the community

You can learn this role through training, workshops offered through Guiding, mentoring by an experienced Guider and self-study.

Resources to help you understand, learn, manage and be effective in your position as a Unit Guider are found on the national websites:

- [www.girlguides.ca](http://www.girlguides.ca)
- The [Guider Resource](http://forms.girlguides.ca/GuiderResources) page (forms.girlguides.ca/GuiderResources )
- Member Zone - a password-protected website for adult members; to access it you can set up your password using your iMIS (membership) number via [www.girlguides.ca/memberzone](http://www.girlguides.ca/memberzone)

See the Resources for You section for a complete explanation of where to find information.

You will also find more information:

- on your [provincial website](#)
- in your Area there may also be other material available

By collecting these resources or bookmarking them you'll have your own comprehensive Guiders' resource library. Other members of Guiding, parents and people in the community are also valuable resources. Consult them and ask for their assistance.



## The Unit Guider's position – Overview

The purpose of a Unit Guider is to provide girls with an active, engaging and exciting program that enriches their current knowledge and activity levels. The Unit Guider's position description describes the accountability and limits of the position.

### Responsibilities are as follows:

1. Provide responsible leadership for your unit.
2. Adhere to the Code of Conduct.
3. Create a safe environment for girls, both emotional and physical.
4. Provide a program that is girl-centered, fun and engaging.
5. Communicate with parents/guardians.
6. Foster and maintain good relations with your Council, peers, other Guiders and the public.
7. Be an active member of the appropriate council (district or area).
8. Maintain qualifications/competency. Attend trainings; it is to your advantage to do so.
9. Take all reasonable precautions to ensure that your behaviour with children and adults is not open to misinterpretation or accusations of mistreatment or abuse.

### *Position sharing*

Guiding should be enjoyable, fun and satisfying for everyone. Although there are many responsibilities in the Unit Guider's position description, you are not expected to handle everything on your own. You are encouraged to involve others – such as the other Guiders in your unit or parent volunteers – and share your leadership and tasks with them. As well as relieving you of some tasks, task sharing gives others valuable opportunities to try new things, to learn and to grow.

### *Expectations*

GGC's expectations of a Unit Guider are flexible. However, there are a few critical areas that you need to know about for the safety of the girls, as well as for your own protection. They are outlined here:

- **Duty of care**  
Duty of care is a legal concept. By and large it means that everyone has a general obligation to conduct herself in a manner that does not cause damage to other people or their property. The duty of care is most obvious where a relationship of dependence exists such as that between a member and the girls for which she has taken responsibility.



- **Screening of our adult members**

Members volunteer with Girl Guides of Canada in a variety of roles. Some of these are positions of significant trust. In keeping with our legal and moral duties, members are subject to initial and ongoing screening and supervision. The screening includes:

- completing an application
- an interview
- two reference checks
- an initial police records check (PRC) and once every three years thereafter
- completion of Orientation to Guiding

- **Safe Guide**

Safe Guide is a document that outlines the policies and procedures to follow when organizing activities for girls. Refer to Safe Guide when you are planning activities. It provides information on supervision requirements, when you need additional permission from parents/guardians and GGC; health and safety management; etc.

You are required to take training on Safe Guide within your first *six months* of joining Girl Guides.

## ***Other adults in Guiding***

Many adults other than our members support the organization and participate in unit activities. Examples include:

- Non-member volunteers, such as parents who support the unit and its Guiders by assisting at activities, events or camps.
- Resource people, such as a police officer or health care worker or nature lover who can provide expertise to support the program.

Safe Guide outlines when non-member volunteer will require a PRC. Generally, any adult who volunteers regularly at unit meetings, attends at an overnight or who is a treasurer requires a PRC.

Responsibility for supervising girls while taking part in Girl Guides of Canada activities remains with screened adult members. Only females are counted as adult supervisors.

Unit Guiders and event organizers are responsible for ensuring that parents/guardians are aware when unscreened adults are participating in any way in a program. Safety strategies should be in place to ensure the protection and the well-being of all our girl members.



## **Your District Commissioner – Administrative Community Leader (Ontario)**

### **District Commissioners (DCs)**

The purpose of a District Commissioner is to provide leadership, support and management for a district. She is there not only to ensure that the district operates in a responsible manner, but also to act as a resource for you. She has considerable knowledge about Guiding which she will gladly share with you.

### **Administrative Community Leader (ACL) in Ontario**

The purpose of an ACL is to provide leadership and support to the Unit Guiders within a specific administrative community in Ontario. She has considerable knowledge about Guiding, which she will gladly share with you.

## **Girl registration**

Parents/guardians can register their girl either online at [www.girlguides.ca](http://www.girlguides.ca) or using the Girl Registration form (A.5P). The form is available on the Forms webpage.

In April and May, current girl members are given priority to re-register. At the beginning of June, registration opens for all girls, new girls and returning girl members.

## **iMIS and Member Zone**

iMIS is the national database that records member information, such as contact information, membership status, awards and recognitions, etc.

### **Membership/iMIS number**

A membership/iMIS number is your unique identification number in the database. It is found on your membership card, *Canadian Guider* mailing label and on a roster from iMIS. Using your iMIS number you can access your unit roster and personal contact information through Member Zone.

As the database is our primary tool in communicating with you and keeping you and the girls connected with what's going on in Guiding, having your current contact information in iMIS is essential.

You can update your contact information on iMIS Central

Go to: [www.GirlGuides](http://www.GirlGuides) and follow the links to My GGC –

->MemberZone.Girlguides.ca ->iMIS Central ->My iMIS ->My Profile

### **Unit rosters**

From iMIS you can get current membership lists for your unit. These lists are known as rosters and are available through [Member Zone](#), the national members-only website. Look under [iMIS Central](#). Use the rosters from iMIS as your source of contact information about members in your unit. When members request that their information is not distributed, the database will keep it private.



## Resources for YOU

**Main GGC Website - [www.GirlGuides.ca](http://www.GirlGuides.ca)**

Resource	Purpose
<b>GGC <a href="http://www.thegirlguidestore.ca">online store</a></b> <a href="http://www.thegirlguidestore.ca">www.thegirlguidestore.ca</a>	The online store contains a wide variety of items available for purchase – program books, uniforms for all branches of Guiding, camping gear and gifts.
<b><a href="#">Cookie FAQ</a></b>	This web page answers frequently asked questions (FAQs) about cookies.
<b><a href="#">The Guidepost</a></b>	The Guidepost is a national electronic newsletter published monthly, containing program initiatives and/or changes in procedures that members need to be aware of.

**Guider Resources on <http://Forms.GirlGuides.ca>**

The documents listed below are available on the Guider Resource webpages. Be sure to bookmark this location as these resources you will need to keep on hand.

Resource Name	Purpose
<b><a href="#">Because of the Girl – Tips for New Guiders</a></b>	Because of the Girl – Tips for New Guiders is an orientation for new Guiders in their role as a unit leader
<b><a href="#">Enrichment Resources</a></b>	These enrichment resources will assist you in managing your unit. The cover topics such as communicating with girls, managing behaviour, parent helpers and planning.
<b><a href="#">Girl Programs Best Practices</a></b>	Girl Programs Best Practices is a resource for Unit Guiders to use to plan programming for the Guiding year. These Guidelines are an easy reference that outlines what makes a great program and fulfills the Mission of Girl Guides of Canada.
<b><a href="#">Safe Guide</a></b>	Safe Guide is the organization’s risk management document. It provides Guiders with a systematic process for planning and implementing safe Guiding activities. All Guiders are required to follow Safe Guide procedures and to complete the Safe Guide training module. In this training, Guiders will learn about activity planning, safety



	<p>assessment and safety management strategies.</p> <p>Following Safe Guide procedures and using good judgment will minimize and reduce the risks involved in activities.</p> <p>Training is available face-to-face and through <a href="#">e-learning</a>.</p>
<a href="#">Forms</a>	Forms used in Girl Guides for registering members, Safe Guide, insurance etc. are linked from the Guider Resources web page.
<a href="#">National Insurance Program</a>	The Insurance Booklet is a summary of insurance coverage maintained by the national office, including an FAQ.
<a href="#">Code of Conduct</a>	This Code of Conduct applies to all members (girls and adults) as well as parents/guardians, non-member volunteers and employees.
<a href="#">Guiding Essentials</a>	Guiding Essentials describes the policies, procedures and guidelines of Girl Guides of Canada and explains the philosophy and structure of the organization.
<p><a href="#">Standard Financial Reporting Manual</a></p> <p>Available from <a href="http://www.thegirlguidestore.ca">www.thegirlguidestore.ca</a> or on the <a href="#">Forms</a> page of the Guider Resources website</p>	<p>This is used by treasurers and Unit Guiders and gives step-by-step instructions for complete financial record keeping for Guiding at all levels.</p> <p>Sold through Guide Store <a href="http://www.thegirlguidestore.ca">www.thegirlguidestore.ca</a> or available on the website.</p>
<a href="#">Inclusivity and Accessibility in Canadian Guiding</a>	Girl Guides of Canada-Guides du Canada (GGC) is committed to inclusion and accessibility for all who participate in its programs and services. This webpage has resources and tips to help you and the girls understand the value of supporting accessibility, respecting differences and considering other points of view.



## **Member Zone**

Linked from [www.GirlGuides.ca](http://www.GirlGuides.ca), this password protected website has programming, training and administrative resources to support adult members in the delivery of Guiding.



<b>Heading</b>	<b>Purpose</b>
<p><b><u><a href="#">Program Resources</a></u></b> Click on Program Resources heading</p>	On these pages in Member Zone you'll find resources for program activities for girls.
<p><b><u><a href="#">TEAM</a></u></b> (Training and Enrichment for Adult Members)  For details, click on the Training heading.</p>	TEAM is divided into five training streams: Guider, District Commissioner, Administrator, Outdoor Activity Leader and Trainer. Each stream is designed to meet the training needs of members based on their position. The streams are open to all adult members.
<p><b><u><a href="#">Outdoor Activity Leadership Program</a></u></b>  Linked from the Program Resources page.</p>	<p>This program provides Guiders with core competencies for providing fun and safe outdoor activities. The topics covered are technical camping skills, planning and leadership techniques.</p> <p>It includes the OAL Guide to Camping plus planning templates and camp program activity ideas.</p>
<p><b><u><a href="#">Cookie Selling Resources</a></u></b>  Click on the Unit Support Resources heading</p>	Here you will find up-to-date information about Girl Guide Cookies.
<p><b><u><a href="#">Adult Member Support Modules</a></u></b>  Click on the Membership heading.</p>	<p>Module 4: Girl Protection and Self-Harm - How to respond to of child abuse Module 5: Girl Misconduct and Bullying Module 6: Awards and Recognition</p>