

## REPORT FROM THE MEETING OF THE BOARD OF GIRL GUIDES AUSTRALIA

The Board of Girl Guides Australia met at Guide House, Girl Guides NSW & ACT in Sydney from 15 to 17 October 2010. The Board consists of the seven State Commissioners and the Chief Commissioner. The Assistant Chief Commissioners, the Honorary Treasurer and the National Executive Officer also attend the meetings. The Board is the policy making body of Girl Guides Australia, determining the vision, policy and standards of Guiding in Australia.

At the commencement of the Meeting, the Chief Commissioner welcomed Jane Dent the State Commissioner Elect for Girl Guides Tasmania and Marg Devlin the State Commissioner Elect for Girl Guides Victoria.

The Board agreed that a review of the wording of the Promise and Law will be carried out during 2011. A committee of members with the required expertise and experience is to be appointed by the Board following approval of the terms of reference for this committee. Belinda Allen has been appointed the project coordinator.

### **Governance and Compliance**

#### **Strategic Partnerships**

A new GGA Strategic Partnership Policy was adopted and will be included in the Administration Manual. The policy will be supported by a procedural document that includes the process as well as a check list. The Board noted that the wording of the policy must not jeopardise SGGO's ability to access community grants as a funding source. There was discussion regarding moral, health and image issues and it was agreed that there will be a discussion regarding ethical policy at the Board Workshop in February.

#### **National Volunteer Policy**

The Volunteer Policy 'Girl Guides Australia is committed to working towards compliance with the National Standards Involving Volunteers as set out by Volunteering Australia', was approved. Further, the statements set out by Girl Guides Victoria on the Rights and Responsibilities of a Volunteer as well as the Rights of GGV will be adopted by GGA. States must provide for a right of appeal by members and volunteers and all appeals and enquiries must be kept strictly confidential and be heard as expeditiously as possible.

GGA has also adopted a Discontinuation of role sub policy introduced by GGV – "Girl Guides Australia or a State Girl Guide Organisation has the right to ask any volunteer to discontinue their role as a volunteer for the organisation or in a particular volunteer role. Every volunteer has the right to cease volunteering within the organisation".

#### **Risk Management Framework**

The Repositioning Coordination Group prepared a discussion paper for the Meeting. It was noted that this will have a huge impact on the work of the Management Team and the operations of the organisation at a national, State and local level and thus will require careful management. There will be further discussion at the February Board Workshop.

## **New Structure Transition**

The Board identified many actions that are still required to implement and regularly review the new governance and management structures of GGA. A repositioning coordinator will still be required at least until the end of 2011 to ensure all actions from the Repositioning Working Party are completed.

## **Succession Planning**

A discussion paper prepared by the Chief Commissioner was discussed by the Board and many ideas to alleviate the issue of so many Board members and Volunteer Managers retiring at the same time as is currently the situation were noted. The Procedures Committee will prepare a succession planning procedure.

## **GGA Management Structure**

A paper presented by the Management Team was discussed. It was agreed that at this stage the current management sub committee structure will be retained. The Board agreed that the GGA National Communications and Marketing Manager and the Honorary Treasurer or her/his representative will become members of the GGA Management Team. A review of the management sub-committees will be conducted by the Management Team and the outcome of this will be reported to the Board at the end of 2011.

## **Strategic Issues**

### **Repositioning**

State Commissioners reported the success of the roll out of the repositioning message. The next draft of MOU Part 1 is to be distributed shortly and this will be reviewed by the SGGO's and the Managers. The final document will be circulated in due time for voting at the General Meeting on 20 December together with the new Constitution or GGA.

### **Strategic Measures**

These were discussed and are to be finalised at the Board Workshop in February with the support of an external facilitator.

### **Decision Making**

A paper presented by the Honorary Treasurer was discussed and this included suggestions relating to a decision making process when implementing the strategic plan, dependent on whether there are financial implications. Final recommendations regarding decision making processes are to be made after further discussion at the February Workshop.

## **2011 Operational Plan**

The Chair of the Management Team presented the 2011 Operational Plan highlighting the fact that some priorities including the training needs analysis, the marketing strategy and the business

development manager will require significant funding. The Training Needs Analysis is of high priority for 2011. The State Executive Officers are to discuss State contributions – financial and ‘in kind’ during the SEO’s Meeting in November.

### **Financial Planning**

The Honorary Treasurer presented a Power Point on *Funding the strategic plan from the Financial Advisory Committee perspective*. At this stage the Committee recommends that the strategic plan is funded through national funding – event levies and government grants with the support of State funding and ‘in kind’ support.

The profit and loss report for the six months to 30 June 2010 was noted. This is an activity based report and shows that the expenditure is tracking reasonably well although the income is lower than predicted due to current uniform stocks and the uniform and merchandise levies which have not yet been collected from the States.

A draft budget was presented by the Honorary Treasurer and this will be finalised for postal vote prior to the end of 2010.

Guidelines for the GGA Funds are to be replaced with a new format which will include an overarching document for the administration of all the Funds and a common application form to replace the individual ones currently used. The name of each Fund is to be altered to include the purpose of the Fund.

A Strategic Priority Levy is to be introduced for all national events apart from administrative events (such as the Management Conference) and Training for Trainers.

### **Volunteers and Senior Staff**

#### **Appointments and Awards**

Congratulations are extended to the following newly elected and continuing office-bearers for Girl Guides Australia:

|                 |   |
|-----------------|---|
| Heather Watson  | In-House Legal Adviser (18 October 2010)                              |
| Jan Dilworth    | Awards Committee Member (18 October 2010)                             |
| Wendy Leabeater | Awards Committee Chair (1 December 2010)                              |
| Janette Stiles  | Financial Advisory Committee Member (1 January 2011)                  |
| Kim Richardson  | Funds Administration Committee – extension of term to 18 October 2012 |
| Prue Carpenter  | Volunteer Services Manager – extension of term to 31 December 2011    |

The Trefoil Guild has advised that Wendy Smibert, Australian Trefoil Guild Adviser will complete her term as at 31 August 2011

The Chair of the Management Team confirmed that Petina Blackwell is not seeking an extension of term as Olave Program Manager and finishes on 1 March 2011. This role will be advertised shortly.

Vacancies exist for the roles of Deputy Chair of the Management Team, Funds Administration Committee Member and Procedures Committee Member. These will be readvertised in the future.

The role of Learning and Development Manager (formerly Training Manager) becomes vacant on 1 March 2011 and this role will also be advertised shortly.

Also to be advertised for appointment at the May 2011 Board Meeting are the positions of Procedures Chair and Awards Committee Member.

The new Position Description of the International Manager was discussed to be approved by Postal Ballot. This role is to be advertised to take effect from 1 January 2011.

## **Non Governance**

### **Honorary Australian Associates**

The following people will be invited to become Honorary Australian Associates:

|                       |                           |
|-----------------------|---------------------------|
| <i>Dawn Borchardt</i> | <i>South Australia</i>    |
| <i>Joan Clancy</i>    | <i>New South Wales</i>    |
| <i>June Conen</i>     | <i>New South Wales</i>    |
| <i>Diane Dalton</i>   | <i>New South Wales</i>    |
| <i>Barbara Dean</i>   | <i>Queensland</i>         |
| <i>Joanne Hall</i>    | <i>Victoria</i>           |
| <i>Mary Laing</i>     | <i>Tasmania</i>           |
| <i>Kim Richardson</i> | <i>Western Australia</i>  |
| <i>Robyn Simon</i>    | <i>Northern Territory</i> |

### **Awards**

Congratulations to the following national personnel who have been awarded Guide Awards since the last Board Meeting.

|                         |                     |
|-------------------------|---------------------|
| <i>Joanne Muller</i>    | <i>Emu</i>          |
| <i>Elizabeth Butson</i> | <i>Red Kangaroo</i> |
| <i>Susan Van Eyk</i>    | <i>Emu</i>          |

### **Civil Awards**

In the 2010 Queen's Birthday Honours, the following Guiding personnel were recognised:

|                              |                        |
|------------------------------|------------------------|
| <i>Prudence Carpenter AM</i> | <i>New South Wales</i> |
| <i>Mary Grant OAM</i>        | <i>Queensland</i>      |
| <i>Robyn Miller OAM</i>      | <i>New South Wales</i> |
| <i>Doris Moore OAM</i>       | <i>Queensland</i>      |

Congratulations to these people.

## **Amendments to Guidelines**

The following statement will be included in *Guide Lines*:

'The purpose of Girl Guides Australia is to fulfil its mission statement according to the Girl Guide/Girl Scout Method. This recognises that there are multiple relevant tools by which Guiding can be delivered to enable girls and young women to grow into confident, self respecting, responsible community members'.

Also to be added in *Guide Lines* in the Personal Requirements of each Leader job description, is a requirement to wear the Guide uniform.

## **Events**

A coordinator is required for the 2011 Management Conference to be appointed as soon as possible. National Office will circulate the dates of the Conference as soon as these are made available.

The coordinator of the 2011 Youth Forums has taken a job overseas. The State Commissioners have been asked to put forward names of appropriate people to take on this role.

## **Future Meetings**

Major events in the Girl Guides Australia calendar for the end of 2010 and the first half of 2011 are:

|                                |   |
|--------------------------------|---|
| General Meeting                | Monday, 20 December 2010, Sydney                          |
| Board Workshop                 | Friday – Sunday 25-27 February 2011, Sydney               |
| WAGGGS Partnership Visit (TBC) | Tuesday – Saturday 10-14 May, Adelaide, Sydney, Melbourne |
| AGM                            | Friday 13 May 2011, Melbourne                             |
| Board Meeting                  | Thursday – Sunday 12-15 May 2011, Melbourne               |
| Board Team Meeting             | Friday 13 May, 2011, Melbourne                            |
| Board- Managers Meeting        | Friday 13 May 2011, Melbourne                             |
| WAGGGS World Conference        | Monday – Friday 11-15 July, Edinburgh, UK                 |

I encourage all members to consult their State Commissioner for further information on the outcomes of the May Board Meeting.

Lynne Price  
Chief Commissioner  
November 2010