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| POSITION TITLE | Chief Commissioner of Girl Guides Australia |
| PURPOSE OF POSITION | |
| To lead Guiding in Australia and ensure the proper governance and effective administration of Girl Guides Australia as a Member Organisation of the World Association of Girl Guides and Girl Scouts (WAGGGS). | |
| APPOINTMENT | |
| By the Board of Girl Guides Australia. | |
| LIST OF TASKS AND RESPONSIBILITIES | |
| Leader of Guiding in Australia | |
| <ul style="list-style-type: none"> • Provide leadership for Girl Guides Australia and promote the development of Guiding in Australia • Articulate a vision for success and sustainability and lead with a long-term and strategic focus • Participate in strategic discussions around partnership and/or advocacy issues including those that have political implications for GGA • With the Chief Executive Officer, support and lead the development and implementation of the Girl Guides Australia Strategic Plan • With the Chief Executive Officer, ensure effective communication and processes occur within the management structure of Girl Guides Australia | |
| Leader of the Australian Guiding volunteers | |
| <ul style="list-style-type: none"> • Work closely with the Girl Guides Australia volunteers • Consider succession planning for national volunteer appointments | |
| Chair of the Board of Girl Guides Australia | |
| <ul style="list-style-type: none"> • Provide leadership for the Board of Directors in order to ensure the integrity of Board processes, including the efficiency and effectiveness of meetings, Director development and adherence to the Constitution and Board values and rules • Develop ways of work that promote shared leadership among the Board members • Chair the Annual General Meeting of Girl Guides Australia • Manage performance of the Chief Executive Officer | |
| Key representative of Guiding to stakeholders | |
| <ul style="list-style-type: none"> • With the Chief Executive Officer, lead and support GGA to build networks and partnerships with external organisations and individuals • Be the most senior spokesperson and representative for Girl Guides Australia in all internal and external relations including at government and community level • Develop and maintain links with other non-government and youth organisations, including other non-government women's organisations | |
| Connector between the State Girl Guide Organisations and GGA | |
| <ul style="list-style-type: none"> • Keep informed about Guiding in the State Girl Guide Organisations • Consult with State Commissioners as requested or required | |

Leader of Girl Guides Australia as a member organisation of WAGGGS

- Be the official spokesperson to, and liaison with, WAGGGS
- Ensure that Girl Guides Australia complies with the requirements of WAGGGS including the Asia Pacific Region
- Maintain strong relationships between GGA and WAGGGS, and present GGA's position on international matters to WAGGGS
- Lead Girl Guides Australia delegations to WAGGGS events

The Chief Commissioner may appoint up to two Assistant Chief Commissioners and may delegate some (but not all) of the above tasks and responsibilities to them.

OUTCOMES/GOALS

- Ensure the timely development and implementation of a strategic plan relevant to the Girl Guides Australia mission
- Achieve strategic plan through sound governance practices and responsible decision making
- Represent Girl Guides Australia in a professional and enthusiastic manner
- Ensure that Girl Guides Australia has an appropriate Chief Executive Officer

PERFORMANCE MEASUREMENTS

- Evidence of strong leadership and support of the vision and strategic direction of GGA
- Effective leadership of the Board, implementing the key responsibilities of the role
- Management, development and support of Board members to carry out their tasks and responsibilities
- Management, development and support of the Chief Executive Officer
- Evidence of a strong partnership between Chief Commissioner and Chief Executive Officer

TRAINING AND SUPPORT PLAN

The Chief Commissioner will receive an induction to her role with Girl Guides Australia via documentation and communication with both the previous Chief Commissioner and the Chief Executive Officer.

The Chief Commissioner will receive support in her role through the members of the Board of GGA, State Commissioners, Chief Executive Officer. Administrative support is available through National Office.

It is expected that the Chief Commissioner has a working knowledge of Guiding in Australia and an understanding of governance of a not for profit organisation. Public speaking, media training or other relevant training will be provided if required.

TIME COMMITMENT

The term of the Chief Commissioner is three years. If mutually agreed the Chief Commissioner may be reappointed for up to a further two years.

The Chief Commissioner must be available to travel interstate and overseas, and attend Australian events, meetings or arrange for a representative to attend in her place.

The Chief Commissioner will need to allow time to consult with the National Office, State Commissioners, Board members and other stakeholders. One part of the role is addressing a significant number of emails which is highly time consuming.

PERSONAL REQUIREMENTS and SKILLS/RESOURCES NEEDED

The Chief Commissioner must have made the Guide Promise, be a member of a State Girl Guide Organisation¹ and be prepared to wear uniform.

The Chief Commissioner will demonstrate:

- A high level of integrity and professionalism
- Critical and strategic thinking
- The ability to facilitate collaboration
- Knowledge of operating effectively in a partnership model (staff/volunteer)
- A vision that focuses on the long term viability and sustainability of GGA
- An understanding of the type of work undertaken by GGA and its values
- An active interest in the key areas of the strategic plan
- Exceptional leadership skills and experience
- An ability and willingness to delegate
- Openness to change and new ideas
- Confident and effective communication skills with a range of audiences
- Effective chairing of meetings
- A sophisticated understanding of how to lead and motivate volunteers
- Enthusiasm, energy and time to commit to this role and a strong drive for success

The Chief Commissioner will have knowledge and experience in:

- Governance and Board relations
- Consensus building and organizational development
- Strategic planning and delivery
- Risk identification and management
- Change management
- Financial oversight

BENEFITS TO VOLUNTEER

The Chief Commissioner will have the opportunity to contribute to the future of Guiding in Australia.

The Chief Commissioner will gain experience working with women from a wide variety of professional backgrounds across the country and around the world.

Telephone, email, stationery and postage costs related to the completion of the work will be covered by Girl Guides Australia. Travel, accommodation and meals associated with face-to-face meetings will also be covered. The Chief Commissioner receives an annual honorarium although significant personal time is required to fulfil the role.

¹ If elected cannot continue to hold a key decision making role at a State level