



POSITION TITLE	Deputy Chair of the Board of Girl Guides Australia
PURPOSE OF POSITION	
To support the Chief Commissioner in providing leadership for the Board, manage Board roles and functions and act as Chair in the event that the Chief Commissioner is unavailable.	
APPOINTMENT	
By the Board of Girl Guides Australia from amongst its Directors.	
LIST OF TASKS AND RESPONSIBILITIES	
Board of Girl Guides Australia	
<ul style="list-style-type: none"> • Support the Chief Commissioner in providing leadership for the Board, • Stand in as Chair of the Board when the Chief Commissioner is unavailable for a general meeting or meeting of directors • Manage the composition of the Board Committees to ensure balanced workload and appropriate skills exist within each Board Committee's makeup • Be responsible for Board and Director performance appraisals • Induct new Board members • Consider succession planning for all positions on the Board • Chair at least one of the Board Committees 	
Governance	
<ul style="list-style-type: none"> • With the Chief Executive Officer, direct the development and review of governance policy compliance • Provide support for effective communication and processes to occur within the governance structure of Girl Guides Australia 	
OUTCOMES/GOALS	
<ul style="list-style-type: none"> • Contribute to the smooth functioning of the GGA Board • Contribute to achievement of strategic plan through sound governance practices and promotion of responsible decision making 	
TRAINING AND SUPPORT PLAN	
<p>The Deputy Chair will receive an induction to the role with Girl Guides Australia via documentation and communication with both the Chief Commissioner and the Chief Executive Officer.</p> <p>The Deputy Chair will be a member of the GGA leadership team in working with the Chief Commissioner, Assistant Chief Commissioner(s) and the CEO. Administrative support is available through National Office.</p> <p>It is expected that the Deputy Chair will have a working knowledge of Guiding in Australia and an understanding of governance of a not-for-profit organisation.</p>	
TIME COMMITMENT	
The term of the Deputy Chair depends upon the method of appointment as a Director and is in line with the	

term of their appointment.

The Deputy Chair must be available to attend Board and relevant Board Committee meetings.

PERSONAL REQUIREMENTS and SKILLS/RESOURCES NEEDED

The Deputy Chair may be, but is not required to be, a member of a State Girl Guide Organisation. The Deputy Chair may be a Director appointed by a State Girl Guiding Organisation.

The Deputy Chair will demonstrate:

- A high level of integrity and professionalism
- An understanding of the type of work undertaken by GGA and its values
- An active interest in the key areas of the strategic plan
- Confident and effective communication skills with a range of audiences
- Effective chairing of meetings

The Deputy Chair will have knowledge and experience in:

- Governance and Board relations
- Consensus building and organizational development
- Strategic planning and delivery

BENEFITS TO VOLUNTEER

The Deputy Chair will have the opportunity to contribute to the future of Guiding in Australia.

The Deputy Chair will gain experience working with women from a wide variety of professional backgrounds across the country.

The cost of travel, accommodation and meals associated with face-to-face meetings will be covered by Girl Guides Australia.