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# The Australian Trefoil Guild

## HANDBOOK

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## **AUSTRALIAN TREFOIL GUILD Handbook**

### **FOUNDER**

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#### **Sir Robert Baden-Powell, KCB, KCVO**

Subsequently created Lord Baden-Powell of Gilwell

1857 – 1941

### **WORLD CHIEF GUIDE**

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#### **Olave, Lady Baden-Powell, GBE**

1889 – 1977

The Girl Guides Association was founded in England in 1910 as a parallel organisation to the Boy Scouts Association. Guiding in Australia began in the same year and has continued with changes to suit Australian society.

# AUSTRALIAN TREFOIL GUILD

## HANDBOOK

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## 1 Introduction

*“ONCE A GUIDE ALWAYS A GUIDE”*

Thousands of women and girls are enrolled annually as Girl Guides in Australia. Some leave uniformed Guiding for a variety of reasons but wish to continue contact with the Movement and to maintain the standards and ideals of service experienced through Guiding. Membership of the Trefoil Guild is an admirable means of achieving this.

*“The purpose of a Trefoil Guild is to keep alive the spirit of the Promise and Law, carry this spirit into the community and to give support to Guiding.”*

### 1.1 The Guide Promise \*

*I promise that I will do my best  
To be true to myself and develop my beliefs  
To serve my community and Australia  
And live by the Guide Law.*

\*When renewing or making the Guide Promise at a Trefoil Guild Promise Ceremony the member must add the phrase:

*As a member of the Trefoil Guild I affirm my intention to carry out this Promise.*

### 1.2 The Guide Law

As a Guide, I will strive to:

- Respect myself and others;
- Be considerate, honest and trustworthy;
- Be friendly to others;
- Make choices for a better world;
- Use my time and abilities wisely;
- Be thoughtful and optimistic;
- Live with courage and strength.

### 1.3 Code of Conduct

This Code of Conduct sets the standards of behaviour expected of all adults participating in Girl Guiding in Australia. It is designed to ensure that all adult members, volunteers and employees of Girl Guides Australia (GGA) and State Girl Guide Organisations are aware of their obligations and responsibilities.

As adults involved in Girl Guiding in Australia, Trefoil Guild members should adhere to this Code of Conduct:

- 1 Behave in the spirit of The Girl Guide Promise and Law.

- 2 Adhere to GGA and the relevant State Girl Guide Organisation’s policies and procedures.

- 3 Treat others fairly, knowing that GGA and State Girl Guide Organisations do not tolerate unlawful discrimination on the basis of age, gender, marital status, national or ethnic origin, sexual orientation, mental or physical ability, political or religious beliefs, social background or health.

- 4 Create an environment in which girls and adults are safe from emotional, physical, verbal and sexual abuse.

- 5 Respect others’ rights to privacy and the confidentiality of their personal information.

- 6 Fulfil the roles and responsibilities as stated in your position description (where applicable) and act within the limitations of your authority in performing your duties.

- 7 Represent Girl Guiding in the community in a positive light.

GGA and State Girl Guide Organisations reserve the right to take action regarding any breach of the Code of Conduct.

### 1.4 Trefoil Guild Prayer

We ask your blessing, O Lord, on your servants met together in the Trefoil Guild. Make true Godliness and friendship flourish among us. Guide us in our deliberations and grant us wisdom and understanding in all our decisions and actions. Give us courage and loyalty that we may do according to your will in all things and so be a blessing to those among whom we live. Amen.

NOTE: This prayer is optional – spiritual readings may be used from other sources, eg: Australian Trefoil Guild Prayers & Thoughts booklet, available from ATG Merchandise Co-ordinator.

### 1.5 Taps Night –

Day is done, gone the sun,  
From the sea, from the hills, from the sky;  
All is well, safely rest,  
God is nigh.

## **Daylight –**

Thanks and praise, for our days,  
'Neath the sun, 'neath the stars, 'neath the sky;  
As we go, this we know,  
God is nigh.

### **1.6 Why a Trefoil Guild**

“Once a Guide, always a Guide” is especially applicable to the Trefoil Guild, with our adventures in Guiding to be recalled, many new adventures to enjoy together and an added bonus of combined service that is fun as well as rewarding.

Historically, a Trefoil Guild was a group of women who, having enjoyed membership of Girl Guides as leaders, girls or members of the support group, wished to continue their friendships, whilst contributing to their community and to Guiding.

Today, Trefoil Guild membership is open to any adult female who has made, or is prepared to make, the Guide Promise and endeavour to live by it.

Each Guild is independent and providing it adheres to Girl Guide principles and policy, it may choose to operate in a way which suits its members.

### **1.7 Composition of a Trefoil Guild**

The Trefoil Guild is an integral part of Guiding but is administered independently. Each Trefoil Guild elects its own president, secretary and treasurer.

Trefoil Guilds may be formed at State, Region, Division or District level or any other grouping approved by the State Trefoil Guild Adviser. Members are entitled to wear the Trefoil Guild Promise badge.

The Trefoil Guild adheres to Girl Guide principles and policy as set out in Guide Lines and the Code of Conduct.

### **1.8 History**

**1943** – the UK Girl Guide Association amalgamated the various groups of “old guides” by adopting the name “The Trefoil Guild”. In Australia, it was left to the discretion of the State Commissioner and her Commissioners as to the best way of organising branches of the Guild in each State. The number of branches and approximate membership were reported annually to Imperial Headquarters in London.

**1926** – Australian Girl Guiding had formed a Federal Council to speak on matters affecting all States, such as the registration of badges, representation to overseas events etc. However, it was not until the 1950s that the Trefoil Guild gradually took on a recognisable national identity in Australia.

Originally there were small groups of former Girl Guides throughout Australia, who met under various names eg: Ramblers, Twigs, Old Guides, Old Salts, to enjoy social outings, maintain friendships and give service where they saw the need.

**1936** – Victoria mentioned in annual reports the appointment of recorders for groups of Old Girl Guides and New South Wales reported on a president for Ramblers. In 1937 clubs for ex-guides were formed in Western Australia. All these were forerunners of Trefoil Guilds.

**1944-1945** – South Australia, Victoria and New South Wales claimed the formation of Trefoil Guilds. During the next three years, the Trefoil Guild was established in each State, with the exception of Tasmania which registered in 1952.

**1954** – At the World Conference of the World Association of Girl Guides and Scouts, approval was given for former Girl Guides to be included in the International Fellowship of Former Scouts and Guides that had been founded in 1953. The terms of the Fellowship Constitution made it necessary for the Baden-Powell Guild and Trefoil Guild to have a joint National Committee.

**1960** – Miss Edith Purnell was appointed the first Australian Trefoil Guild Recorder (Adviser).

**1981** – The first Australian Trefoil Guild Handbook was published.

## **2 How to Start a Trefoil Guild**

During your time in the Girl Guide movement you will have made many friends. Trefoil Guilds usually start with a group of friends who want to stay in touch and keep their link with Guiding.

For example, Trefoil Guilds may start with ex-members of a specific Girl Guide Unit, with a group who were leaders in the same area, ex-senior branch members (Rangers, Olave Programme), female current or former members

of the Scout Association, women who enjoyed the same interests (sailing, camping, training), Support Group members or even a group of people from a committee who spent time together planning a State camp.

Members may have retired from active Girl Guiding or still be a current leader or office bearer. The latter usually join for the support and social interaction with an adult group who understands what they are trying to do with young people.

No matter how the group starts, once it becomes a Trefoil Guild it takes on a new dimension and can expand to welcome female ex-Scout Leaders and women who have never been in Girl Guiding but acknowledge the principles of Girl Guiding.

Start by contacting your State Trefoil Guild Adviser for helpful advice, then call an inaugural meeting, where the Adviser or a nominee will attend to advise and answer questions. Invite everyone you feel may be interested. Having gathered your group, discuss common interests. The possibilities are boundless.

**When to meet:** This is decided by the group. Most Guilds meet monthly. Some of your meetings will be business meetings while others may be social or special events.

**Where to meet:** This can be as varied as the group decides, for example a Girl Guide hall/hut, a member's home, a coffee shop etc. Trefoil Guilds who meet in a Girl Guide hall/hut are fortunate in that the hall insurance acknowledges participation in Guiding activities. Hire of other types of halls may require an updated insurance "Certificate of Currency" to show that, as a Girl Guide affiliated group, you carry appropriate insurance. A copy of this Certificate is available through your State Girl Guide organisation. Meeting at private homes, restaurants, hotels or similar, groups would be reliant on the public liability insurance held by these places.

### 3 Formation and Registration of a Trefoil Guild

#### 3.1 Formation

A Trefoil Guild may be formed by the State Trefoil Guild Adviser or in liaison with the District or Region Manager.

**Note:** the role of Trefoil Guild and Support Group – there are different roles to be played by a Trefoil Guild and a Support Group. The Trefoil Guild supports both Girl Guiding and the community and provides fellowship for its members. The Support Group provides support for Girl Guiding in a District. Support Group Members are usually non-uniformed, but some Support Groups include local leaders.

Trefoil Guilds are registered by the State Trefoil Guild Adviser who notifies the State Girl Guide organisation. The appropriate District or Region Manager must be informed of the registration.

The Guild must be approved and registered through the State Trefoil Guild Adviser before a registration certificate is issued.

The State Trefoil Guild Adviser is available to talk to a gathering of interested persons, setting out the aims, responsibilities and management of finances. Trefoil Guild members from adjoining areas may be invited to be present to assist the State Trefoil Guild Adviser. Publicity in local media is helpful.

The suggested working minimum for a Trefoil Guild is six members, of whom three are willing to take office as president, secretary or treasurer. A meeting date with suggestion of time, place and frequency of meetings (eg: monthly, bi-monthly) will be agreed. Members should be encouraged to attend and participate as frequently as possible but no one will be excluded because she cannot attend regularly. The meetings will keep all members advised of Girl Guide events.

A Trefoil Guild may decide on a short waiting period before inviting a member to renew or make the Trefoil Guild Promise. A ceremony of membership will follow, to renew or make the Promise and receive the Trefoil Guild badge and membership card. Membership cards and badges are obtainable from the State Trefoil Guild Adviser.

#### 3.2 Registration of Trefoil Guild

To become registered, the Guild will need six or more potential members, with three of these willing to accept the roles of president, secretary or treasurer. (Form ATG 4/15.)

There are two forms available from the State Trefoil Guild Adviser. One requests the information necessary for registration of the

Guild, the other is for the registration of each member.

If there are not sufficient members to form a Guild, most States have a Lone Guild which accepts individual members.

### 3.3 Registration of a Trefoil Guild Member

Relevant details of each member are to be held by the Guild and by the State Trefoil Guild Adviser. A national member registration form is available. (Form ATG 5/15.)

## 4 Membership

Membership is open to all female adults who have made the Girl Guide Promise or Scout Promise anywhere in the world or are prepared to make the Trefoil Guild Promise. Trefoil Guild members must be financial members of their State organisation. (Guide Lines on Girl Guides Australia Website.)

Trefoil Guild events and activities are planned for financial members. Guilds should not allow non-financial members/guests to attend on a regular basis.

### 4.1 Membership Ceremony

Your Guild may decide to have a ceremony to welcome new members. For anyone who has been a Girl Guide, it is an opportunity to renew her Promise. For those new to Girl Guiding this will be their Promise Ceremony as well. The ceremony is devised by your Guild and can be as simple or elaborate as members wish. It can be led by the president or held as a special occasion when the State Adviser is visiting. It could include one or more of the following:

- a short welcome by the Guild President;
- the Promise renewed or made by the new member;
- the Promise renewed by all members;
- Trefoil Guild badge and membership card presented to the new member.

### 4.2 Multiple Membership

Multiple memberships enable a member to join more than one Trefoil Guild. (GGA Website – Guide Lines.)

The member:

- participates fully in both Guilds' programmes;
- may hold office in any Guild in which they are registered as a member;

- may vote on local items, but have only one vote for State and Australian items (with the Guild in which they are a financial member);
- only pays one Trefoil Guild membership fee.

### 4.3 Life Membership

*"Life members may be appointed by a Trefoil Guild, which takes responsibility for life members' membership fees."* (GGA Website – Guide Lines.)

This recognises the outstanding contribution of a Guild member within Trefoil Guild, Girl Guiding and/or the community.

- A Guild may apply for Life Membership on behalf of members by notifying the State Trefoil Guild Adviser on Form ATG 6/15.
- The State Trefoil Guild Adviser will contact the Guild to ask if it wishes to proceed with the presentation/s and will arrange for the national certificate/s to be available.
- The Trefoil Guild will undertake to pay the full membership fee of their Life Member/s.
- Life Membership does not extend beyond that Guild. Should the Life Member leave, transfer or the Guild close, the Life Membership is cancelled.

**Note:** Life Membership of Girl Guides Australia is not automatically Life Membership of a Trefoil Guild.

### 4.4 Honorary Membership

Honorary members are those unable to continue active participation in a Trefoil Guild but adhere to the principles and wish to keep contact. No membership fees are payable for honorary members. (GGA Website – Guide Lines.)

A Trefoil Guild member may find that due to age or on-going ill-health, she is no longer able to regularly and actively attend Trefoil Guild meetings and events.

- A Trefoil Guild may award Honorary Membership to such a member in appreciation of her contribution to Trefoil Guild;
- Honorary Membership conveys the intention of current members of that Trefoil Guild to maintain contact with and include the Honorary Member in special events, if practical;

- no fee is payable;
- Honorary Members do not vote;
- Honorary Members are not covered by insurance;
- Honorary Members do not receive Years of Membership or Adult Service awards.

The procedure and application for an Honorary Membership is the same as for Life Membership (Form ATG 6).

## 5 Membership Fee

Members receive a Trefoil Guild membership card, issued on re-affirmation of the Promise and payment of the initial subscription.

The Trefoil Guild is financially self-supporting. It has no call on other Girl Guide funds unless by specific decision of the Board of Girl Guides Australia or a State Board.

Members pay an annual membership fee to their State Girl Guide organisation. (GGA Website- Guide Lines.)

The Trefoil Guild annual membership fee covers the period 1 January to December 31 in each year and includes:

- A. State Trefoil Guild administration fee;
- B. Australian Trefoil Guild administration fee;
- C. NSGFA fee.

**Note:** Girl Guides fee, payable to the State, which includes public liability and personal accident insurance and membership for the State, Australia and WAGGGS;

States vary in the way the Girl Guide membership portion is collected. In a number of States, membership to Girl Guides is paid direct by the individual to the State organisation and the Trefoil Guild fee is then paid through the Trefoil Guild Adviser.

### Local Guild Subscription

An extra payment is usually collected from members to cover the administration requirements of the local Guild.

### Pro-rata Fee for New Trefoil Guild Members

Members who join Trefoil Guild during the financial year are required to pay a pro-rata membership fee.

Members joining between 1 January and 30 June are required to pay the full Trefoil Guild annual fee.

Members joining between 1 July and 31 December are required to pay only the annual fee required by the Girl Guide State organisation.

During the period 1 July to 31 December, transfer of this payment when received, should be made through the State Trefoil Guild Adviser to the Australian Trefoil Guild Adviser as appropriate.

## 6 Insurance

There are three types of insurance covered by the Girl Guide organisation:

- public liability – paid with membership through Girl Guides Australia (GGA). This is paid on a per capita basis through States;
- personal accident insurance – each State Girl Guide organisation arranges its own. Policies have age limits which vary between States and cover personal accidents and pay over and above Medicare;
- international travel insurance – covers members travelling as Guides, under the auspices of the International Department. This is paid when and if a member is travelling.

Insurance is provided by GGA and the State Girl Guide organisation for Trefoil Guild members. Visitors who attend on a semi-regular basis are not covered by this insurance nor are they entitled to the privileges of membership.

Members are covered for Trefoil Guild organised trips within Australia, as long as they have been declared (by the organiser) at the beginning of the insurance policy period, at the beginning of each year. Non-members are not covered by Guiding travel insurance, but may participate as long as they are notified of this and are advised to take out their own travel insurance.

Speakers, demonstrators or guests invited to special events are covered by public liability insurance.

## 7 Financial Accounts

Trefoil Guilds must comply with Australian and State laws and accounting procedures with regard to raising money.

All accounts, including specific event accounts, must be audited annually. The end of the financial year for all States is 31 December.

Trefoil Guild accounts are to be opened in the name of their State – eg: Girl Guides Tasmania, followed by the name of the Guild. The account must have three (3) signatories, two (2) of whom are required to sign cheques. Trefoil Guild accounts must be audited annually and details provided to the State Trefoil Guild Adviser, as required on the annual census/report form.

Funds held by a local Trefoil Guild must not exceed \$5,000.00. Surplus funds are to be sent to a special State Trefoil Guild account, to be directed to a specific project for that State, the project to be chosen and supervised by the State Trefoil Guild Adviser and her team.

The audit may be carried out by an auditor (accountant) or an experienced book-keeper who is not related to the treasurer or any other signatories responsible for the accounts.

Access via internet banking is possible through contacting your bank and following correct bank procedures.

### Policy for Keeping Records

The following could be kept indefinitely if storage is available:

- minute books;
- history of the Trefoil Guild, including reports, photograph albums, log books.

The following should be kept for five years:

- financial records, books of account ie: cash book and bank statements (cheque books, stubs, receipts and receipt books may be disposed of after audit\*).

The following should be kept for seven years:

- membership records, to be held either by the State organisation, the State Trefoil Guild Adviser or the Trefoil Guild.

*\*Note: this is based on Girl Guides Australia practice and advice from a chartered practising*

*accountant, although some States may vary this requirement.*

The following should be kept for two years:

- ordinary correspondence;
- other general records.

Retain anything required for reference, especially anything of a contentious nature.

The Archivist will probably require Minute books for historical purposes. Please check with your State Archivist as to which records are required.

## 8 Recess or Closure of a Guild

Prior to making any decision to close or recess a Trefoil Guild, discussion must be held between the State Trefoil Guild Adviser and the Trefoil Guild's office bearers.

### 8.1 Recess of a Trefoil Guild (Form ATG 9/15.)

A Trefoil Guild may remain in recess for a period of up to two years. Until a decision is made on the future of the Trefoil Guild, members may continue their current membership within another Trefoil Guild. Otherwise, members are considered inactive and do not participate in Trefoil Guild matters or events.

All existing funds held by the Trefoil Guild must be banked, then financial records audited. In consultation with the Adviser, the bank account is closed and funds transferred into a State Trefoil Guild "holding account" for safe keeping. If the Trefoil Guild is re-opened within two years, the moneys will be returned to the Trefoil Guild and a new account opened in the Trefoil Guild's name. If the Trefoil Guild is closed, money will be used to benefit Girl Guiding, unless otherwise agreed.

Suitable storage of property is to be arranged in consultation with the State Trefoil Guild Adviser.

### 8.2 Closure of a Trefoil Guild (Form ATG 9/15.)

Members may continue their current membership within another Trefoil Guild or are considered as having resigned from Trefoil Guild.

The State Trefoil Guild Adviser must be consulted as to the proposed disbursement of funds and equipment. All existing funds held by

the Trefoil Guild must be banked then financial records audited. The Trefoil Guild must use the funds for the promotion of Girl Guiding or as a donation to a recognised charity. The audited account is then closed.

Records and other property are to be passed to the State Trefoil Guild Adviser or Archivist.

## 9 Dress, Badges and Awards

Badges and Dress items are available through the State Trefoil Guild Merchandise Co-ordinator.

### 9.1 Trefoil Guild Dress

*“Trefoil Guild members may wear optional Trefoil Guild dress to meetings, International, Australian and State Gatherings and when service is given to Guiding and the community. Trefoil Guild members have the option to wear Girl Guides Australia uniform.”*

Trefoil Guild dress consists of a white shirt/blouse with a navy skirt, slacks or shorts, Trefoil Guild scarf and badge tab. It may include a navy hat, navy cardigan, jumper or jacket.

Also suitable for informal wear is a polo shirt or rugby top in the State’s Trefoil Guild colour, ie: Queensland – maroon; New South Wales/ACT – blue; Victoria – pink; Tasmania – green; South Australia – yellow; Western Australia – white; Northern Territory – ochre. Another option is to wear the red Australian polo or rugby shirt.

For local wear only, some Guilds may wish to design and produce their own t-shirts. It is important that these comply with Girl Guides Australia and Trefoil Guild logo protocol and are approved by the Australian and State Trefoil Guild Adviser.

### 9.2 The Promise Badge

The Trefoil Guild Promise badge is eminently suitable to be worn at all times. It is made up of the trefoil with the words “Trefoil Guild” on a red enamelled scroll at the base of the badge.

### 9.3 The Badge Tab

The red Australian Trefoil Guild badge tab is worn on the left breast of the Trefoil Guild dress. Trefoil Guild and/or Girl Guide badges are to be worn on the tab under the Trefoil Guild flash.

Note: State coloured tabs may be worn until phased out.

A Girl Guide Good Service Award may be worn on the tab or on the right breast. A civil Australian/Queen’s award may be worn on the left breast above the tab or on the left collar.

## 9.4 Awards

Trefoil Guilds are to follow the Guidelines for the Girl Guides Australia Adult Good Service Awards & Membership Recognition system. ([www.guidelinesforgirlguides.org.au](http://www.guidelinesforgirlguides.org.au))

### 9.4.1 Years of Membership

Trefoil Guild members are eligible for a Years of Membership Award. Purpose: recognition of one, three, five or more years of service in two or more of the following categories:

- Leader;
- Support Group or District Support Team member;
- Trefoil Guild member;
- Girl Guide Assistant;
- Unit Helper;
- Region or other appointment.

Required service: the designated number of years. Concurrent service in more than one category may only be credited once and service need not be consecutive.

Application: by the member, District, Division or Region Leader, Trefoil Guild President or State Trefoil Guild Adviser. (Form AW 11.)

Insignia: dark blue badge with gilt knot. Each period of service is recognised by a gilt numeral attached by a chain to the badge.\*

The badge may be worn out of uniform.

\*If desired, numerals may be attached to the Trefoil Guild Promise badge.

### 9.4.2 Good Service Awards

Boronia, Banksia, Bar to the Banksia, Wattle, Bar to the Wattle, Flowering Gum, Bar to the Flowering Gum, Emu, Bar to the Emu, Grey Kangaroo, Red Kangaroo, Silver Kangaroo. Criteria for these awards are detailed on GGA web site: [www.guidelinesforgirlguides.org.au](http://www.guidelinesforgirlguides.org.au).

*The nomination for a service award for an adult member of a Trefoil Guild may be made at any time.*

*The application is made without the knowledge of the recipient.*

*The award may be worn in or out of uniform to Girl Guide functions.*

*Each award is accompanied by a citation certificate.*

The State Trefoil Guild Adviser needs to ensure that she is made aware of any application on behalf of a member, so that a letter of support may be included, even though applications for these awards may be made through the usual State procedures.

## **10 Trefoil Guild Committee Office Bearers**

Many Trefoil Guilds share the responsibilities of various functions of the Trefoil Guild. In some Trefoil Guilds, each member has a set responsibility, in others there are just the three positions of President, Secretary and Treasurer.

It is suggested that each office bearer should hold her office in the Trefoil Guild for no longer than five (5) consecutive years.

It is the Trefoil Guild's decision as to what other positions it sets up and what duties are given to each position. This will vary with the size and activities of the Trefoil Guild. For example:

- media liaison (community radio, local paper, region newsletters);
- welfare (get well cards, organising hospital visits, register of members' birthdays);
- hostess (organises supper rosters and ensures kitchen is tidy at end of meeting);
- service co-ordinator (co-ordinates project and keeps records);
- programme committee;
- international (co-ordinates contact with "twinned" Trefoil Guild);
- membership recorder (keeps register of members' addresses, Girl Guide membership numbers and renewal date if applicable, due dates for Years of Membership awards);
- liaison person (keeps contact with other Trefoil Guilds).

### **President**

Responsibilities include:

- familiarity with meeting procedures;

- discussion of meeting agendas with the Secretary;
- chairing Trefoil Guild meetings;
- signing Minutes of each meeting as correct, after the Minutes have been confirmed;
- ensuring that motions are moved, seconded, carried and recorded in the Minutes;
- greeting, introducing and looking after guests and new members or nominating a Trefoil Guild member to do this;
- organising yearly programme in consultation with members;
- completing the Annual Return/Census Form in consultation with the other office bearers, and sending it to the appropriate person, with reference to the State Trefoil Guild Adviser, with a cheque for the due amount.

### **Vice President**

Responsibilities include:

- assisting the President and chairing the meeting in her absence. It can be agreed that the Vice President will assume the responsibilities of any other officer bearer who is unavailable.

### **Secretary**

Responsibilities include:

- preparing the agenda in consultation with the President;
- keeping a record of those present. Members may be asked to sign an attendance book;
- recording and filing Minutes of meetings;
- receiving, replying to and recording correspondence as required;
- maintaining a personal register of all members. To register a new member, the registration form ATG 5/15 is available from the State Trefoil Guild Adviser;
- completing the Annual Return/Census Form in consultation with the other office bearers;
- completing, in consultation with the President, and forwarding as required, applications for awards;
- sending copies of meeting Minutes to the State Trefoil Guild Adviser as required by each State Trefoil Guild Adviser.

### **Treasurer**

The Trefoil Guild bank account should bear the name of the State Girl Guide organisation and

the name of the Trefoil Guild. Most banks will provide a society/cheque account with no fees for use by Girl Guide organisation groups. There must be a minimum of three (3) signatories to the account, with any two (2) to sign cheques or authorise internet payments.

All money in Girl Guiding is considered to be public funds, therefore keeping a record of the movement of these funds is important. Do not erase or use correction fluid in any accounting records. Cross out any errors neatly and re-write the correct information above and initial each correction.

Each Trefoil Guild is self-supporting financially and responsible for its own activities and administration.

The financial year for the Trefoil Guild is **1 January to 31 December**.

Responsibilities include:

- banking all money received (cash and cheques) in the Trefoil Guild account;
- issuing receipts for all money received and keeping duplicate receipts;
- if petty cash is used, an accounting system is required. Copies of all receipts for petty cash must be kept;
- keeping copies of all invoices and marking with the cheque number and date when paid;
- keeping appropriate ledger records of all income and expenditure;
- reconciling the monthly bank balance with bank statements to ensure all moneys are accounted for. Note is to be made of cheques not cleared so that the correct balance can be reported to the Trefoil Guild meeting;
- presenting a financial statement at each Trefoil Guild meeting, to be moved by the Treasurer, then seconded and carried by the Trefoil Guild members;
- the compulsory presentation to the Trefoil Guild meeting of any accounts for payment, to be approved by the Trefoil Guild members at the meeting;
- organising the annual audit and presenting the annual financial statement at the next annual meeting of the Guild; an auditor\* for the next financial year is to be appointed at the annual general meeting;
- collecting all membership fees;
- assisting other office bearers with the Annual Return/Census.

\*Each State Trefoil Guild organisation has its own requirements as to an appropriate auditor. Check the requirements for your State. The auditor must not be associated with the financial operations of the Trefoil Guild, nor be related to anyone involved with the financial operations of the Trefoil Guild. The majority of Australian States accepts any person who has book keeping and/or accounting qualifications.

## 11 Business Meetings

Most Trefoil Guilds have regular meetings for passing on information, seeking opinion, planning future events, making decisions and providing support to each other.

Trefoil Guild general meetings are held monthly, bi-monthly or quarterly.

Meetings are usually semi-formal and provide an opportunity for members to share the running and decision making of their Trefoil Guild. Minutes should be kept to record discussions and decisions.

Meetings should have a purpose and not be run just as routine. Trefoil Guild members should plan an annual programme (January – December) listing the dates, times and venues of meetings and social and/or service events.

To run an efficient meeting, it is usual to have an agenda. This can be compiled by the President and/or Secretary from items received via the State Trefoil Guild newsletter, the local Girl Guide District/Division contact, coming events, matters arising from past meetings, correspondence received and any other items submitted by members.

In some Trefoil Guilds it is traditional to open the meeting with the Trefoil Guild Prayer and/or a reading. In others, the meeting is quite informal and held briefly before a meal or other activity.

There are many ways of setting out an agenda but the following sample includes most points a Trefoil Guild will require.

### Minutes

The Secretary may find that writing the Minutes as soon as possible after the conclusion of the meeting can be helpful. If she has taken notes against each item listing the decision or action to be taken, the agenda will form the outline for

recording same. Personal views are not recorded but the reason behind a decision can be included.

SAMPLE MEETING AGENDA:

<b>Heading</b>	Name of Trefoil Guild and Venue. Date and time.
<b>Attendance</b>	Names of those attending, to be recorded in the Minutes.
<b>Apologies</b>	Names of those who have notified their inability to attend, to be recorded in the Minutes.
<b>Minutes of previous meeting</b>	To be read or taken as read if distributed prior to the meeting. Any corrections are to be made with the agreement of the members at the meeting, then confirmed and accepted.
<b>Matters arising from Minutes</b>	For example, tasks that should have been completed.
<b>Correspondence Reports</b>	Inwards/Outwards. Financial, special projects etc.
<b>General Business</b>	Issues of concern to members, to be listed in a logical order. Items requiring lengthy discussion should be left to the end of the meeting.
<b>Any other</b>	Members may introduce items without notice. It is the President/s prerogative as to whether the item will be discussed that the current meeting or better held over to the next meeting.
<b>Next meeting</b>	Date, time and venue of the next meeting.
<b>Closure</b>	After noting that there is no further business, the President should thank the members for attending and close the meeting. Closing time is noted and recorded in the Minutes.

## 12 Annual General Meetings (AGM)

At State Trefoil Guild Annual General Meetings, annual reports and audited statements of finances are presented and discussion of subjects of interest may take place. All Trefoil Guild members are invited to State Trefoil Guild AGMs.

Local Trefoil Guild Annual General Meetings are held at a time to suit each Trefoil Guild. The following are suggestions only. Each Trefoil Guild may hold its AGM in a manner best suited to that Trefoil Guild.

Trefoil Guild formal or casual dress is to be worn by Trefoil Guild members, as decided by each Trefoil Guild.

The AGM needs careful preparation to run efficiently:

- send out invitations no later than one month prior to the meeting date;
- organise the chairperson well in advance – eg: State Trefoil Guild Adviser, a member of another Trefoil Guild, a member of a community group or a Girl Guide adult member, to conduct the election of officers;
- to perhaps invite a guest speaker to the meeting;
- ensure that the meeting place is well presented;
- a display may be made of Trefoil Guild photos, mementoes or its log book;
- a member should be appointed to greet guests, provide name tags and supervise the signature of an attendance book;
- the quorum for the AGM is two-thirds (2/3) of the membership;
- all financial books must be audited prior to the AGM.

After the AGM, notification of changes to officer bearers, with full contact details, and reports, should be forwarded to the State Trefoil Guild Adviser/State Trefoil Guild Secretary for action.

### AGM Agenda Format

- acknowledgement of Country;
- suitable opening, reading or Trefoil Guild prayer is conducted by the President;
- welcome is extended by the President then the meeting is handed over to the Chairperson. If preferred, the President

may act as Chairperson, provided that an independent Chairperson manages the election of office bearers.

- Apologies are read and recorded.
- Minutes of previous AGM are read.
- Reports from President, Secretary and Treasurer are read. All must be signed and dated. The Chairperson invites members of the audience to speak to the report/s.
- A motion that all Reports be accepted needs to be moved, seconded and voted on by members present at the meeting.
- Election of office bearers is conducted for President, Secretary, Treasurer and/or their assistants. Names of nominees are gathered at a previous Trefoil Guild meeting and voted for at the AGM. Other Trefoil Guild positions are appointed, not elected.
- A quorum is set for the monthly meetings.
- The inclusion of a speaker or activity is a choice for the Trefoil Guild.

If a “casual vacancy” occurs between AGMs, an interim office bearer can be elected at a business meeting to complete that vacated term.

## 13 Planning your Programme and Events

### 13.1 Programme

At the end of the year or the beginning of the following year, set aside time at a general meeting or hold a special meeting to receive suggestions and make decisions on the Trefoil Guild’s activities for the next 12 months. It may not be possible to detail events so far ahead, but an outline is possible. Keep in mind: has the programme balance and variety; is it what the members want; is there someone to organise the specific activity/event; is there something that helps others, either in Girl Guiding or the community?

Make a note of activities which have been successful for your or other Trefoil Guilds. Keep a programme notebook in which members can write suggestions and give an evaluation of an activity or event.

It is useful to give members a copy of the proposed programme and beneficial to include contact numbers of the office bearers and/or other members.

### 13.2 Events

Useful guidelines:

- agree on the nature of the event – a speaker, demonstrator, concert etc;
- set the date and time;
- if required, form a sub-committee;
- decide and book the venue if required. Check that facilities are suitable for the event and the number of participants;
- arrange the personnel (speaker, demonstrator etc) and confirm the date, time, length of presentation, cost and any equipment required;
- arrange catering;
- estimate total cost and decide whether this will be covered by Trefoil Guild funds or tickets will be sold. If the event is a fund raiser, make sure the entry fee will cover costs as well as raising funds;
- if required, design and print programmes/flyer, listing date, time, venue, cost and description of event, together with application forms and/or tickets, if required;
- organise publicity in local papers if applicable;
- send invitations to other Trefoil Guilds and groups;
- arrange sufficient help to set up, prepare refreshments, organise a compere for the event, obtain a gift for the speaker/demonstrator, organise music etc;
- after the event, it is important to have an evaluation meeting and record any ideas for future events.

## 14 Gatherings

### 14.1 Australian Trefoil Guild Gathering

A biennial Australian Trefoil Guild Gathering is held, hosted and organised by States in turn, on behalf of the Australian Trefoil Guild. The host State is pre-determined by an established rotation as follows: New South Wales; Victoria; Queensland; South Australia; Tasmania and Western Australia. Should a State have difficulty in hosting a Gathering, it may ask to miss its turn on the roster.

Any excess or deficit arising from a Gathering is the Australian Trefoil Guild responsibility.

Australian Gatherings combine discussions and social activities and add to the knowledge and enjoyment of all participants.

### 14.2 State Gatherings

Annual Gatherings may be held in each State to suit particular requirements. Discussion of subjects of interest may take place and members from all over the State can meet and exchange news and views.

### 14.3 How to Organise a Residential Gathering

The responsibility to organise and run a State or local residential gathering may be undertaken by a planning committee formed from an individual Trefoil Guild alone, or jointly with other Trefoil Guilds.

In most Trefoil Guilds, there will be people who have attended such gatherings and others who have been members of planning committees. For Trefoil Guilds who are not experienced in planning, the following may be of assistance:

**WHAT** is the purpose of the Gathering?

**WHERE** is the town/region in which it will be held?

**WHEN** is it to be held and for how long? In what month, mid-week or weekend; number of days or overnight?

**WHO** are the likely participants and what is the anticipated attendance number?

#### HOW

##### Planning Committee

Form a small planning committee. Bring in new people to help, as they have new ideas.

Start to plan in plenty of time. For a large event, suitable premises are scarce and one – two years is not too soon to book the venue.

Members of the planning committee are not expected to do everything - they are there to ensure all requirements are covered. Specific tasks may be required of other members.

##### Venue Ideas

- A Girl Guide property or similar holiday centre - these are probably the cheapest option, but consideration should be given to the needs and age of participants. Living in dormitories, climbing onto upper bunks, or sharing washing and toilet blocks which are sometimes distant from

central activity and sleeping facilities, can each negate the financial advantage.

- On site caravan parks and conference (church) centres may provide a more comfortable venue at a reasonable cost, but are not always available within your choice of region.
- motel or hotel - these are certainly more expensive but for Trefoil Guild members it may be worth having more comfortable rooms with shower rooms en suite. At the upper end of the motel/hotel market, conference facilities are available, but use of local halls for meetings, meals and some activities can usually be arranged.

##### Catering

- The Patrol system provides good food at a minimum cost. This requires volunteer members with experience of large group catering and adaptation of the programme by rostering “patrols” for duties including table laying, serving and washing dishes etc.
- Assisted catering may be used: food can be prepared and supplied on a volunteer or professional basis, with the serving/clearing provided by Trefoil Guild members or the local Girl Guide community.
- Relevant food handling legislation for each State must be adhered to.
- Professional catering may be used for either part or all of the event.

Group rates may allow selected meals to be provided at a restaurant, hotel or motel, or at the chosen venue.

##### Programme

Gatherings may or may not have a section for meeting or discussion. The rest of the Gathering is usually an opportunity for sight-seeing, indoor activities such as craft, games etc; speakers or displays; and entertainment provided by others or self-generated, such as camp fires, skits and Guides Own.

##### Application

Forms designed for past Gatherings can be adapted to suit the new venue and programme.

Time should be allowed for forms to reach the Trefoil Guilds, including those which meet less frequently, and to be returned early enough for final preparation detail by the committee.

If there is to be an option for a deposit, forms should clearly state the return date of the final payment, with transport details and whether the health form is to be completed and handed to the first aider on arrival, or held by the participant until required. Each State has an adult health form which requires little adaptation for use by Trefoil Guilds. Health forms must include up to date contact details for next of kin and medical practitioner and an up to date list of medication and dosages where relevant.

### **Transport**

The complexity of this depends on the size of the Gathering and the venue. Ideally each participant arranges her own arrival and departure transport, but pick-up from bus, train or airport may be needed. Journeys between venues and sight-seeing will require booking and a "transport officer" is needed to be responsible for supervising transport at the Gathering.

### **Guests and Speakers**

Book any speaker well in advance. Find out any fees or expenses. Send the speaker information about the Trefoil Guild, the place, date and starting time and some idea of the numbers and age range of the audience. Check the need for any equipment and facilities (projector, screen etc) and nominate the length of time allotted for the talk.

If it is agreed to invite a guest or guests, budget for any accommodation and transport costs. The invitations to guests should be sent well in advance.

### **Housekeeping**

Announce the emergency evacuation plan and turn mobile phones off or to silent mode.

Requirements include:

- a First Aider;
- a risk management plan (what could happen and how you plan to deal with it);
- provision of access for the disabled;
- provision of special diets;
- registration on arrival needs to be efficient, with name lists pre-prepared, name tags, programmes, maps and if desired, welcome bags and gifts.
- one member designated to make Housekeeping announcements to inform the participants of expectations during the Gathering;

- provision of Hostesses (identified by an arm band or sash) to help with questions at the venue (eg: directions, what to do, finding requirements), arranging chairs and serving refreshments.

Printed matter includes application forms, health forms, name lists, programmes, Guides Own programme, grace sheets, quiz games if required, evaluation sheets.

### **Budget Considerations**

- accommodation and food;
- rental of additional rooms or halls;
- equipment rental if required (eg: projectors, screens, sound systems);
- donations and gifts for speakers and entertainment;
- transport for arrival/departure; touring and between venues;
- gift bags for participants and memorabilia if required;
- decorations (eg: flowers, table napkins etc);
- gifts for session leaders, volunteers, helpers etc if desired;
- first aid supplies;
- postage, telephone, printing, photocopying;
- sign making;
- costs (accommodation, travel costs) for committee members and guests as appropriate.

The cost of a Gathering should be covered by the participants' fees, but can be subsidised through fund raising, grants, sponsorships or donations.

Surplus or deficit in funding is the responsibility of the host State.

*"'Be Prepared' . . . the meaning of the motto is that a scout must prepare himself by previous thinking out and practising how to act in the event of any accident or emergency, so that he is never taken by surprise."* Robert Baden-Powell.

## **15 Lone Trefoil Guilds**

Lone Trefoil Guilds cater for those who, due to distance, illness, work or other commitments are unable to attend regular Trefoil Guild meetings. Members send news of their

activities to the Secretary and receive regular communication to inform them of local, Australian and overseas news and events. Lone Trefoil Guild members meet on occasion, whenever possible, and are encouraged to attend Gatherings at State, Australian and International venues.

There is a Lone Trefoil Guild in most States. A member may join a Lone Trefoil Guild in another State.

## **16 ATG Challenge Programmes**

### **16A: Dark Horse Venture**

*The Australian Trefoil Guild has arranged to run this scheme for Trefoil Guild members only. With the agreement of The Dark Horse Venture UK, Australian Trefoil Guild will print and distribute all necessary literature, attend to registration of applicants, manage activity notifications and assessment reports and arrange the issue of certificates.*

*In line with Trefoil Guilds in the UK and New Zealand, we will accept applicants to The Dark Horse Venture who are aged 50 years and over.*

The Dark Horse Venture was introduced in Britain and now has international links. Any retired person or person aged over 50 years can join the scheme, no matter how fit or frail they are and irrespective of their background or present circumstances.

The Venture aims to discover the hidden talents and abilities of older people and put them to creative and practical use, whilst helping themselves and their wider community.

Becoming a Venturer is a journey of self-discovery and presents opportunities for people to get involved in new activities, hobbies and studies and encourages them to achieve their personal best. Participants join the scheme by taking up an activity of their own choice, at a level they have not seriously tried before.

A goal and target within a chosen subject are set and must be undertaken for at least 12 months; longer time periods present no problem. The Venture has encouraged thousands of older people world-wide to regain a focus in their lives, relieving loneliness and boredom for some and providing encouragement and recognition for achievements for all, however busy or otherwise

their lifestyle may be. Isolation and disability are not an obstacle to joining the Venture and completing challenges.

There are five categories in which people can participate, by choosing an activity that fits into one of these. More than one challenge, in different categories, can be worked on simultaneously and a Gold Certificate is awarded to participants upon the completion of five different challenges.

Venturers choose a challenge and find a support person – someone with suitable qualifications, experience and familiarity with the subject they are following. The support person could be a friend or family member if they have reasonable knowledge of the challenge the Venturer is undertaking. The support person acts as a mentor and at the completion of the challenge is required to verify that the goals of the Venturer have been met, within the spirit and regulations of The Dark Horse Venture.

To join, contact the Dark Horse Venture Co-ordinator to obtain the forms and information. Upon completion of the forms and fee payment, a personal journal will be forwarded, together with all information required to start on the Venture. The Co-ordinator's contact details are available from your State Trefoil Guild Adviser and are also to be found on the Girl Guides Australia Trefoil Guild web site.

### **16B Australian Trefoil Guild Southern Cross Challenge**

The Australian Trefoil Guild has arranged to run this scheme for Trefoil Guild members aged over 18 years, in line with and in agreement with the UK Trefoil Guild Voyage Award Scheme. The Australian Trefoil Guild created the Southern Cross Challenge scheme, appointed a Challenge Co-ordinator, who will print and distribute all necessary literature, attend to registration of applicants, manage activity and assessment reports and arrange the issue of certificates and badges.

The Challenge aims to discover the hidden talents and abilities of members and put them to creative and practical use, whilst helping themselves and their wider community.

Joining the Challenge becomes a journey of self-discovery and presents opportunities for members to get involved in new activities,

hobbies and studies and encourages them to achieve their personal best. Participants join the scheme by taking up an activity of their own choice, at a level they have not seriously tried before.

A goal and target within a chosen subject are set and must be undertaken for at least six months for the Bronze Award and longer time periods apply for the Silver and Gold Awards. The Challenge encourages thousands of people Australia-wide to gain a focus in their lives, relieving possible loneliness and boredom for some and providing encouragement and recognition for achievements for all, however busy or otherwise their lifestyle may be. Isolation and disability are not an obstacle to joining and completing the challenges.

There are six categories in which people can participate. With the approval of the Challenge Co-ordinator, the participant chooses an activity that fits into one of the categories. More than one challenge, in different categories, can be worked on simultaneously. Badges and Certificates are awarded as follows:

- Bronze – after a minimum of 40 hours over six months or more;
- Silver – after a minimum of 60 hours over 12 months or more;
- Gold – after a minimum of 80 hours over 12 months or more.
- Starting at the Bronze level, each level must be completed before moving on to the next.

Participants choose a challenge and find a support person who is someone with suitable qualifications, experience and familiarity with the subject the participant is following. The support person could be a friend or family member if they have reasonable knowledge of the challenge being undertaken. The support person acts as a mentor and at the completion of the challenge is required to verify that the goal of the participant has been met, within the spirit and regulations of The Southern Cross Challenge.

To join, contact The Southern Cross Challenge Co-ordinator to obtain the forms and information. Upon completion of the forms and fee payment, a personal journal will be forwarded, together with all information required to start on the Challenge. The Co-ordinator's contact details are available from your State Trefoil Guild Adviser and are also to be found on the Girl Guides Australia Trefoil Guild Dark

Horse Venture and Southern Cross Challenge web site.

## 17 Appointments

### 17.1 Australian Trefoil Guild (“ATG”) Adviser

1. Title of Position: Australian Trefoil Guild Adviser. (ATGA)
2. Nominated by: Trefoil Guild members.
3. Elected by: State Trefoil Guild Advisers.
4. Ratified by: Board of Girl Guides Australia.
5. Responsible to: State Trefoil Guild Advisers and Girl Guides Australia.
6. Term: Up to three years with an option, if mutually agreed, for a further period of one year.
7. Main purpose: To facilitate and liaise between State Trefoil Guild Advisers.  
To promote Australian Trefoil Guild activities.  
To represent Trefoil Guild on the National Scout & Guide Fellowship of Australia Executive Committee.

### Duties and Responsibilities

8. As an integral member of the ATG, the ATGA has the following responsibilities:
  - 8.1 Administration: the ATGA is an integral member of the Australian Trefoil Guild Team and must
    - 8.1.1 administer the ATG according to the current version of the ATG Handbook and chair meetings of the State Trefoil Guild Advisers;
    - 8.1.2 support the ATG Dark Horse Venture and ATG Southern Cross Challenge Co-ordinator and the State

- Trefoil Guild Advisers with their responsibility of promoting the activities of Trefoil Guilds in their States;
- 8.1.3 encourage membership of Trefoil Guilds primarily through State Trefoil Guild Advisers;
- 8.1.4 administer the ATG funds, including any special projects, Dark Horse Venture or Southern Cross Challenge funds;
- 8.1.5 provide an audited financial statement annually for presentation to State Advisers;
- 8.1.6 pay subscriptions to the National Scout & Guide Fellowship;
- 8.1.7 represent the Trefoil Guild on the National Scout & Guide Fellowship of Australia with two other State Trefoil Guild representatives;
- 8.1.8 chair the National Scout & Guide Fellowship of Australia, alternating the three year term with the Australian Baden-Powell Guild Master;
- 8.1.9 approve the planning of the biennial Australian Trefoil Guild Gathering in conjunction with the host State Trefoil Guild Adviser and Committee and co-ordinate the Advisers meeting held in conjunction with the Gathering. The host State signs any contracts;
- 8.1.10 participate in the biennial Australian Trefoil Guild Gathering, taking part in the opening and closing ceremonies, reporting on Advisers' meetings and answering questions as required;
- 8.1.11 inform Girl Guides Australia of all Trefoil Guild matters by preparing submissions pertaining to Trefoil Guild to the Board of Girl Guides Australia;
- liaising with Girl Guides Australia concerning queries/questions and other information;
- 8.1.12 speak at and participate in State Trefoil Guild functions and Gatherings as invited;
- 8.1.13 administer a mail order service of Trefoil Guild goods and merchandise via the Australian Trefoil Guild Retail and Merchandise Co-ordinator;
- 8.1.14 to co-opt other Trefoil Guild members to assist her in her duties at her discretion, for example: Assistant Australian Trefoil Guild Adviser, Minute Secretary, Treasurer, Retail and Merchandise Co-ordinator, Newsletter editor.
- 8.2 Communication**
- 8.2.1 develop strong links with State Trefoil Guild Advisers, keeping them informed of all matters, especially on an Australian and International level;
- 8.2.2 prepare and circulate an ATG Newsletter to State Advisers and the Chief Commissioner;
- 8.2.3 submit information for inclusion on the Australian Trefoil Guild page of the Girl Guides Australia web site;
- 8.2.4 keep up to date with State, Australian and overseas

publications, reports and minutes.

## 9. Personal Requirements

### 9.1 Qualifications

9.1.1 be a member of the Trefoil Guild who has renewed or made the Trefoil Guild Promise;

9.1.2 have an overall knowledge of the activities and structures of Trefoil Guilds in Australia and of Girl Guiding in general;

9.1.3 be able to speak clearly to groups in order to promote the activities of the Trefoil Guilds.

### Extension of Australian Trefoil Guild Adviser's Term of Office

The State Trefoil Guild Advisers are to agree, through normal meeting procedures, to the extension being approved. This Motion is to be attached to the application for extension and notified, in writing, to the Chief Commissioner.

### 17.2 Australian Trefoil Guild Dark Horse Venture and Southern Cross Challenge Co-Ordinator

Title of Position: Australian Trefoil Guild Dark Horse Venture and Southern Cross Challenge Co-ordinator.

Nominated by: Trefoil Guild members.

Appointed by: Australian Trefoil Guild Adviser.

Ratified by: Australian Trefoil Guild Adviser and State Trefoil Guild Advisers.

Responsible to: Australian Trefoil Guild Adviser and The Dark Horse Venture UK.

Term: Up to three years with an option, if mutually agreed, for a further period of one year.

Main purpose: To promote The Dark Horse Venture scheme and Southern Cross Challenge to Trefoil Guild members at Australian Trefoil Guild Gatherings.

### Duties and Responsibilities

1. Understand and accept The Dark Horse Venture ("DHV") scheme and Southern Cross Challenge ("SCC") and their principles.
2. Be familiar with all aspects of the scheme, including categories, interpretation of challenges, methods of assessment and awarding of certificates.
3. Take responsibility for the administration of the scheme by:
  - receiving applications;
  - creating and maintaining a file for each applicant;
  - supplying applicants with the DHV or SCC kit (information booklet, personal journal, activity and assessment pages and badge);
  - ensuring correspondence is dealt with promptly and contact maintained;
  - checking and organising the awarding of recognition certificates upon completion of categories;
  - providing a monthly report listing participants, categories being worked upon and those completed. A copy of the report is to be sent to the DHV UK office, ATGA and State Trefoil Guild Advisers;
4. Compile and circulate a six-monthly newsletter for participants, with a copy to be sent to ATGA and State Trefoil Guild Advisers.
5. Keep financial records. Provide a monthly statement to ATGA. An annual audited statement to be presented to the ATGA at the end of each calendar year.
6. Promote the DHV and SCC schemes to Trefoil Guild members. If practical, arrange a meeting for DHV and SCC participants and other interested Trefoil Guild members at the Australian Trefoil Guild Gatherings.

## Personal Skills

1. Demonstrate organisational and administrative skills.
2. Be able to relate to people. Help adapt their interests to the requirements of the DHV and SCC schemes.
3. Be able to communicate clearly by using all available technology.

## Extension of Australian Trefoil Guild Dark Horse Venture and Southern Cross Challenge Co-ordinator's Term of Office (administered by the Australian Trefoil Guild Adviser).

- The Co-ordinator must apply in writing to the ATGA approximately six months prior to the current term expiring;
- ATGA to ensure that the State Trefoil Guild Advisers are given the opportunity to vote on the proposed extension of the incumbent the Co-ordinator's term.
- ATGA to appoint a Trefoil Guild member as a scrutineer to conduct the vote count.
- Scrutineer to advise the ATGA of the result.
- ATGA has a casting vote, if required.
- ATGA to advise the Co-ordinator of her success or otherwise by telephone and in writing.

### 17.3 State Trefoil Guild Adviser

Title of Position: State Trefoil Guild Adviser.

Nominated by: Trefoil Guild Members (Form ATG 1/15).

Appointed by: State Trefoil Guild Adviser and the selected interview panel.

Ratified by: State Girl Guide Executive/Board.

Responsible to: Australian Trefoil Guild Adviser and her own State.

Term: Three years with the option, if mutually agreed, for up to a further one year.

Main purpose: To establish, help, encourage and promote Trefoil Guilds and support their work throughout the State.

## Duties and Responsibilities

1. To establish and maintain a close link with Girl Guiding.
2. To maintain a register of Trefoil Guilds and their office bearers.
3. To advise on all matters pertaining specifically to Trefoil Guilds, for example, answering queries through all mediums including personal contacts.
4. To produce and circulate a Trefoil Guild newsletter to all Trefoil Guilds with a complimentary copy to their State Office and all other State and Australian Trefoil Guild Advisers.
5. To supply the Girl Guide State magazine/newsletter with Trefoil Guild information.
6. To form a committee to organise State Trefoil Guild Gatherings and other relevant activities.
7. To represent State Trefoil Guilds at State functions and activities as required.
8. To participate with the other State Trefoil Guild Advisers and the ATGA in the selection of the incoming ATGA.
9. To be responsible for the collection of fees and donations from State Trefoil Guilds and to pay these either through the State Guide organisation or the Australian Trefoil Guild Adviser, whichever is required.
10. To co-opt other Trefoil Guild members to assist her in her duties at her discretion, for example: Assistant Trefoil Guild Adviser, Secretary, Retail or Merchandise Co-ordinator, Treasurer, Administration assistant and Newsletter editor.
11. To submit an annual report and audited financial statement to:
  - a. the State Trefoil Guilds;
  - b. the Australian Trefoil Guild Adviser;
  - c. the State Girl Guide organisation.
12. To be responsible for all Trefoil Guild merchandise.

## Personal Requirements

### Qualifications:

1. Be a member of the Trefoil Guild and have made or renewed the Trefoil Guild Promise.
2. Have an overall knowledge of the activities and structures of Trefoil Guilds in Australia and of Girl Guiding in general.

### Attributes and Skills:

1. Be able to research, interpret and condense relevant items from material available.
2. Be able to communicate clearly by using all available technology.
3. Be able to speak clearly to groups in order to promote the activities of the Trefoil Guilds.

## 17.4 Guidelines for the Process of the Election of State Trefoil Guild Adviser

- An advertisement for the position is to be circulated by the incumbent STGA or an appointed representative to all Trefoil Guilds, via the State magazine and correspondence to Trefoil Guild secretaries.
- Application forms are available from the STGA.
- Nominations must be received at least six months prior to the end of the current term.
- An interview panel is to be formed by the outgoing STGA to assist her in the selection of a new Adviser.
- The interview panel is to consist of the State Adviser and at least three other Trefoil Guild members. All four members of the panel must belong to different Trefoil Guilds. **Note:** this panel must have full confidentiality.
- The State Commissioner may be invited to participate, with no voting rights.
- When the STGA receives the completed application forms (including a full-length

photograph in Trefoil Guild dress) they are to be distributed to panel members prior to the interview of applicants.

- A letter of confirmation of interview date, time and venue is to be sent to applicants, with a request to wear Trefoil Dress.
- All nominees are interviewed by the panel and a vote taken. The current STGA has the casting vote if required.
- All applicants are advised of the result of the voting by the STGA by phone and confirmed by correspondence **AND** confidentiality is required until the appointment is ratified by the State Board.
- The result of the voting is forwarded to the State Commissioner for ratification at the next State Executive/Board meeting.
- Upon receiving confirmation from the State Commissioner, the STGA notifies the successful applicant, ATGA, Guild Secretaries and all other applicants.

If the STGA dies, resigns or is removed during her term of appointment, or any extension, then the ATGA must appoint a Trefoil Guild Member as Administrator of that position for up to six months, until a replacement STGA is selected.

If an incumbent STGA resigns, a letter of resignation must be forwarded to all Trefoil Guilds, with a copy to Girl Guides State Commissioner and the ATGA.

### Extension of State Trefoil Guild Adviser's Term of Office

The incumbent State Trefoil Guild Adviser

- must apply in writing approximately six months prior to the current term expiring;
- must ensure that all State Trefoil Guilds are given the opportunity to vote on the proposed extension of her term;
- must appoint two Trefoil Guild scrutineers to conduct the voting by:  
distributing the voting slip to all Trefoil Guilds; and  
receiving the completed voting slips; and  
conducting the count.

The scrutineers must advise the STGA of her successful or unsuccessful extension

and then advise all Trefoil Guild Secretaries, the ATGA and the State Commissioner, in writing.

## 18 Australian and State Advisers Meetings

Before the Biennial Australian Trefoil Guild Gathering the Australian and State Trefoil Guild Advisers must take the opportunity to meet, to discuss items of business which have been raised and give help to and receive help from each other. An Advisers meeting may be arranged in the intervening year if considered advisable.

Items affecting the Trefoil Guild are submitted as motions from States and then circulated to States for discussion, so that Advisers may represent their State's opinion at the meeting.

Voting: each State Trefoil Guild Adviser and the ATGA has one vote. If the vote is tied, the ATGA has the casting vote.

## 19 Risk Management

Girl Guides Australia requires all members to assess and manage the risks associated with their Trefoil Guild activities, to ensure that everyone is in a healthy, safe and nurturing environment. Risks may include: activities conducted in the course of a meeting, running a camp, outdoor activities, level of membership, financial viability, etc.

To control these risks, assessment and the implementation of control measures are to be undertaken. Girl Guides Australia has a framework, formal policy and procedure for undertaking risk assessment. Members should make themselves familiar with the Risk Management policy and procedure.

In the event of an incident or accident, members are required to complete the Girl Guides Australia accident and incident report form ADM24 and follow the media response plan.

## 20 Trefoil Guild Merchandise

The State Trefoil Guild Adviser may nominate a member to manage mail orders. Please contact your STGA or State Trefoil Guild Merchandise Co-ordinator.

Arrangements have been made for STGAs to order State shirts through State Girl Guide Shops or direct from the manufacturer. In most cases, this is completed by the STGA, who manages orders and delivery.

The Australian Trefoil Guild Adviser circulates a list of available merchandise to State Advisers. Packing and postage is added to the price and payment is requested within 30 days of invoice date. Prices are available on request, as they may change from time to time.

Merchandise from the ATGA will be near cost price and STGAs may use their discretion as to what price is charged to members.

### Badges and Dress Items

These are available through the Australian Trefoil Guild Merchandise Co-ordinator.

*Note: Prices are subject to change without notice and DO NOT include postage and handling.*

<b>BADGES</b>	
Promise Badge	\$5.50
Mini Promise Badge	\$2.50
ATG Badge Tabs (red)	\$9.50
ATG Friendship Badge (White/Red)	\$0.60
World Badge	\$3.50
TG Scarf Badges (also used as swap badge)	\$0.50
TG Badge Tab Flash (swap badge)	\$0.50
<b>SCARVES</b>	
Long Dress Scarf	\$12.00
Scarf Rings/Woggles	\$7.50
<b>TG PROMOTION</b>	
"Made by Trefoil" tags for hand Made items (multiples of 10 only)	N/C
Stickers – small	
Sheets of 5	\$2.75
Sheets of 25	\$13.75
ATG Pens	\$4.50
ATG Keyrings with LED light – Black	\$3.00
Clear	\$3.00
TG Posters – A4	N/C
TG Handbooks	\$4.50
TG Brochures	N/C
Prayers & Thoughts Booklet	\$3.00
Membership Cards (multiples of five only)	\$0.50
Cards – Trefoil Logo or Floral Emblems; pack of five cards	\$8.00

<b>OTHER ITEMS</b>	
Name Badges – Pin	\$8.00
- Magnetic	\$9.00
<i>Individually ordered – please allow three weeks.</i>	
Clothing:	
ATG Red Polo shirt	\$34.00
ATG Red Polo shirt – long sleeve	\$38.00
ATG Red Rugby shirt	\$35.00
ATG Red Rugby shirt – long slve	\$39.00
Jackets:	
ATG Red Vest	\$34.00
ATG Red Jacket – long sleeve	\$44.00

**The following are available from the Retail Co-ordinator and on the website:**

Australian Trefoil Guild Handbook:

Australian Trefoil Guild Prayers and Thoughts Booklet;

Australian Trefoil Guild Resource Book.

**When submitting orders, include –**

1. name of Trefoil Guild;
2. address for delivery;
3. details of items ordered and quantity required.

Please contact your STGA/State Trefoil Guild Merchandise Co-ordinator for further information.

Apply to the State Trefoil Guild Adviser for the following:

Years of Membership Badge & Numerals;  
 Trefoil Guild Registration Certificate for a local Trefoil Guild;  
 Australian Trefoil Guild Life Member Certificate;  
 Australian Trefoil Guild Honorary Member Certificate;  
 Australian Trefoil Guild Appreciation Certificate;  
 Australian Trefoil Guild Congratulations Certificate;  
 State Trefoil Guild book marks.

Trefoil Guild Banner and stand may be borrowed from State Trefoil Guild Adviser.

## **21 World Association of Girl Guides and Girl Scouts (WAGGGS)**

With over ten million Girl Guides and Girl Scouts from over 145 countries across the world, the World Association of Girl Guides and Girl Scouts (WAGGGS) is the largest voluntary movement dedicated to girls and young women in the world. There are five WAGGGS Regions – Africa, Arab, Asia-Pacific, Europe and Western Hemisphere.

The World Association supports girls and young women to develop to their full potential as responsible citizens of the world. The focus is on leadership development and active citizenship. The programmes are delivered through innovative global, community and advocacy measures.

The Girl Guide programme delivers a well-established, unique, values-based approach to non-formal learning that is international and inter-generational. Girls and young women develop life skills through self-development, challenges and adventures.

### **Mission and Vision**

The Movement's strength lies in the millions of girls and young women it serves and the impact they have amongst their friends, families and the wider communities in which they live. The World Association aims to engage and empower girls and young women, so that they can make a difference in their communities and perhaps reach out to girls and young women from diverse backgrounds, thereby sharing the opportunities to experience the great benefits inherent in Girl Guiding and Girl Scouting.

### **Mission**

To enable girls and young women to develop their fullest potential as responsible citizens of the world.

### **Vision**

All girls and young women are valued and take action to change the world. The strategy has three goals:

- leadership and development – Capacity Building;
- strong and growing member organisations – Revitalising the Movement;
- the voice of girls and young women – Building a Better World.

## The World Centres

The World Centres are residential development centres where girls and young women acquire/broaden leadership and life skills through international friendship, challenge, adventure and self-development. Girls and young women from around the world and all backgrounds come together to discover their potential, share experiences and gain a deeper understanding of the complex global community in which they live.

The World Centres offer a wide variety of programmes and activities for all ages. Visitors can enjoy seminars and programmes on world issues, WAGGGS global action themes and activities to develop their leadership skills, as well as having fun in an international setting – eg: sightseeing, experiencing local activities such as skiing in Our Chalet in Switzerland or festivals in Sangam in India.

### Pax Lodge

Just 20 minutes from the heart of London, UK, Pax Lodge is located in one of the most popular and exciting capital cities in the world. The centre offers a convenient place to stay whilst exploring London's historical sights and is an international gathering place for WAGGGS members and non-members.



### Our Chalet

This is the first and oldest of WAGGGS World Centres, situated in Switzerland.



It opened in 1932 as a place where girls and adults from all over the world could come together, enjoy an international jamboree experience, be challenged by the terrain and share the Girl Guide/Girl Scout Spirit, while having adventures in the Swiss Alps in the beautiful village of Adelboden in the Swiss Oberland.

### Sangam

This World Centre offers a rich experience of Indian life within a safe, friendly multi-cultural environment.



Activities include an introduction to Indian

culture by trying Indian food, clothes, music, dance and crafts, learning about Indian traditions and religions and by visiting Indian families, local temples and street markets. There is also the opportunity to explore WAGGGS Global Action Themes and give practical service to children and women in local community organisations.

### Our Cabaña

The setting for Our Cabaña in Mexico is spectacular, with each building set in its own tropical



garden, overlooking the city of Cuernavaca and surrounded by distant snow-capped volcanoes. Activities give a colourful experience of Mexican culture, food, language and arts and crafts and include discussions on WAGGGS Global Action Themes, as well as providing opportunities to work on local community projects.

### Accommodation

Members of WAGGGS and non-members can stay at the World Centres as a participant in an event or as part of an organized programme of activities, or visit as an independent guest, depending on availability of accommodation.

### World Event Centre

#### Kusafiri – Africa Region

This is not an accommodation centre. Kusafiri World Centre is using existing facilities to bring World centre experiences to Africa. The “centre” has no fixed site, but changes location for every event, creating international experiences for girls and young women in different countries in Africa. There is no accommodation available outside event times.



## 22 The International Scout and Guide Fellowship (ISGF)

The ISGF was formed on 25 October 1953.

*“The International Scout and Guide Fellowship (ISGF) is an organisation for adults, in support of Scouting and Guiding.” (The Constitution and by-laws of ISGF.)*

### ISGF Fellowship Day

25<sup>th</sup> October has been chosen as “Fellowship Day”. It is an opportunity for all constituent

organisations in National Scout and Guide Fellowship (NSGF) to gather for a day of fellowship. This may be in the form of a picnic, a day with an international theme, an outing etc. The ISGF annually publishes a message for use on this day.

### **International Conferences and Gatherings**

An ISGF World Conference is held triennially. Each member country may nominate four delegates (in Australia this is two Trefoil Guild members and two BP Guild members). Other NSGF members may also attend the conference. At this conference decisions are made relating to the governing of ISGF and members are elected to the World Committee.

Regional Gatherings may be held in the years between World Conferences. Australia is a member of the Asia-Pacific Region.

#### **22.1 National Scout and Guide Fellowship of Australia (NSGFA)**

The NSGFA is administered by the Trefoil Guild, Baden-Powell Guild (BP Guild) and St George Guild Inc.

The NSGFA Council rotates between States every three years. Council meetings are held three or four times each year.

NSGFA Council consists of three Trefoil Guild members - the ATGA and two Trefoil Guild members (usually the STGA and one other member) from the State in which the NSGFA Council meets. The Trefoil Guild representatives on the NSGFA Council should not hold membership of the Baden-Powell Guild. The BP Guild has three representatives on the NSGFA - the Australian Guild Master, with two BP Guild members from the State in which the NSGFA Council meets.

Chairmanship rotates between the ATGA and the Australian BP Guild Master. Trefoil Guild members (with the exception of honorary members) pay an annual subscription to NSGFA and ISGF.

#### **22.2 Twinning**

Trefoil Guild applications for Twinning are to be made on the ISGF/AISG Form and forwarded via the STGA to the ATGA, who will forward the same to the NSGFA International Secretary for

processing. A certificate confirming the Twinning is issued by ISGF.

This is a practical way for members to be involved internationally. The principle of Twinning is to establish contact between members of the International Fellowship in different parts of the world. Twinning can be implemented at any one of three levels:

- person to person – a member of a Trefoil Guild writes to a Trefoil Guild member in another country;
- Trefoil Guild to Trefoil Guild – when all Trefoil Guild members become involved with a Trefoil Guild in a different country;
- country to country – when the National Committee writes to an existing, new or potential member organisation.