

# **Trefoil Guild Advisers Administration Manual 2025**

A reference manual to be used by the Australian Trefoil Guild  
Adviser and State Trefoil Guild Advisers only



GIRL GUIDES  
AUSTRALIA  
TREFOIL GUILD



## Introduction

This Australian Trefoil Guild Advisers Administration Manual is to assist the Australian and State Trefoil Guild Advisers with matters relating to the operation of the Australian and State Trefoil Guild.

*The Trefoil Guild is an integral part of Guiding but is administered independently.  
The Guild adheres to Girl Guide principles and policy.*

The Australian Trefoil Guild Advisers Administration Manual is to be read in conjunction with:

- Australian Trefoil Guild Handbook
- Girl Guides Australia Guide Lines
- Girl Guides Australia Constitution
- Girl Guides State Guide Lines
- Girl Guides State Constitutions and Policies

NB it is essential that current copies are held for reference.

It is acknowledged that it may be necessary for States to adapt procedures in this administration manual when an arrangement between a State Trefoil Guild and a State Girl Guide Organisation varies. The manual takes account of differences by using suggestions and examples to describe some items.

## Contents

<b>Girl Guides Australia General Principles .....</b>	<b>5</b>
Promise and Law .....	5
Code of Conduct .....	5
Internet and Social Media Policies of Girl Guides Australia .....	6
Risk Management .....	6
Insurance .....	6
<b>Australian Trefoil Guild .....</b>	<b>8</b>
Aims .....	8
Trefoil Guild Dress .....	8
Australian Trefoil Guild Branding .....	9
Australian Trefoil Guild Merchandise .....	10
Awards – Girl Guides Australia .....	10
Australian Trefoil Guild Forms .....	12
Australian Trefoil Guild Dark Horse Venture (DHV) .....	13
Australian Trefoil Guild Southern Cross Challenge (SCC) .....	13
<b>Australian Trefoil Guild Appointments, Positions and Guidelines .....</b>	<b>14</b>
Australian Trefoil Guild Adviser .....	14
Assistant Australian Trefoil Guild Adviser .....	18
Acting Australian Trefoil Guild Adviser .....	19
ATG Dark Horse Venture Coordinator .....	19
Australian Trefoil Guild Southern Cross Challenge (SCC) Coordinator .....	22
Australian Trefoil Guild International Coordinator .....	24
<b>Australian Trefoil Guild Administration .....</b>	<b>25</b>
Management .....	25
Finance .....	25
Australian / State Trefoil Guild Finance .....	28
Annual Membership Fees .....	28
State Trefoil Guild Annual Census Report and Financial Returns .....	29
Keeping Records .....	29

Australian Trefoil Guild Meeting of Advisers.....	29
Australian Trefoil Guild Gathering.....	31
<b>State Trefoil Guild .....</b>	<b>37</b>
<b>State Trefoil Guild Appointments and Guidelines .....</b>	<b>37</b>
State Trefoil Guild Adviser .....	37
Assistant State Trefoil Guild Adviser.....	40
<b>State Trefoil Guild Administration .....</b>	<b>41</b>
Management.....	41
Annual Census Report and Financial Return .....	41
Finances.....	41
Annual General Meeting .....	42
State Service Project .....	42
State Trefoil Guild Gathering.....	42
<b>Trefoil Guild Management.....</b>	<b>43</b>
Formation of a Trefoil Guild.....	43
Trefoil Guild Membership.....	43
Lone Trefoil Guilds .....	45
Finances.....	46
<b>Affiliated Organisations.....</b>	<b>46</b>
World Association of Girl Guides and Girl Scouts (WAGGGS) .....	46
The International Scout and Guide Fellowship (ISGF) .....	46
National Scout and Guide Fellowship of Australia (NSGFA).....	47

## GIRL GUIDES AUSTRALIA GENERAL PRINCIPLES

---

Girl Guides Australia is part of a worldwide voluntary organisation which promotes and encourages the development of girls and women. Our mission is to enable girls and young women to grow into confident, self-respecting, responsible community members.

A programme of activities, service and commitment to the Guide Promise supports the Mission Statement.

### Promise and Law

---

#### 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 a Trefoil Guild member adds the phrase:

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

#### 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.

#### Trefoil Guild Reflection

*As Trefoil Guild members, we reflect on the purpose and value of our Movement.*

*May friendship and kindness flourish among us.*

*Let us be wise, thoughtful and considerate in our decisions and actions.*

*May we have courage and strength to do our best in all things as we live the Girl Guide Promise.*

**Note:** Spiritual readings and prayers may be used by other sources. *The Australian Trefoil Guild Prayers & Thoughts* booklet is available from the ATG Merchandise Coordinator.

## Code of Conduct

---

### **GGA Code of Conduct**

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

The GGA Code of Conduct applies to Trefoil Guild members. It can be referenced on the GGA website: [GGA Code of Conduct](#)

**Child Safe Child Friendly Community** GGA is a Child Safe Child Friendly Community. All Trefoil Guild members are Adults in Guiding and must meet the requirements of the GGA Child Safe Child Friendly Framework which is available on [Guide Lines](#).

SGGOs are aware of their obligations and responsibilities.

## Internet and Social Media Policies of Girl Guides Australia

---

Any member of Girl Guides Australia placing Guide / Trefoil Guild related information on internet websites must adhere to these policies.

### **Internet**

Refer to [Girl Guides Australia Guidelines](#)

All sites other than Girl Guides Australia approved sites must include this disclaimer:

*'This website is not an official site of Girl Guides Australia. Girl Guides Australia takes no responsibility for the content of this website.'*

### **Social Media**

Refer to [Girl Guides Australia Guidelines](#)

Girl Guides Australia and State Girl Guide Organisations recognise the rapidly changing electronic age that we live in today and the opportunities and challenges that this provides for all members.

Girl Guides Australia is committed to supporting the responsible use of social media by employees, members and volunteers. To facilitate this, the Girl Guides Australia Social Media Policy has been produced. This policy is to be provided to all employees, Adult and Youth Members, and volunteers of Girl Guides Australia, its member State Girl Guide Organisations and all other groups participating in or affiliated with Guiding in Australia.

## Risk Management

---

*Refer to Girl Guides Australia Guide Lines, Risk Assessment Plan: Outdoor Activities, Events and Camps.*

Girl Guides Australia requires all leaders / adult to assess and manage the risks associated with Guiding activities to ensure that Girl Guides, leaders / adults and others are in a healthy, safe and nurturing environment.

Girl Guides Australia has a framework, formal policy and procedure for undertaking risk assessment. Leaders / adults 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 available on Guide Lines follow the media response plan.

## Insurance

---

There are three types of insurance for Trefoil Guild members. They are administered by the Girl Guides Organisation.

1. **Public Liability** – arranged by Girl Guides Australia. It is included in the individual memberships paid to the State Girl Guide Organisation. All financial members are covered by this insurance.
2. **Personal Accident Insurance** – Each Girl Guide State Organisation arranges their own. Policies have age limits and vary between States. The insurance covers personal accidents and pays over and above Medicare.
3. **Travel Insurance** – covers members travelling overseas under the auspices of the International Department to an approved international event.

Contact: [travel@girlguides.org.au](mailto:travel@girlguides.org.au)

Trefoil Guide members are covered for trips within Australia, if the trips have been declared at the beginning of the policy period (check with individual State Guide Organisations).

### Insurance – Non-members

- Speakers, demonstrators, or guests invited to an event are covered by Public Liability Insurance. Guests / visitors / friends who are not financial members of a Girl Guide Organisation in their State, or do not belong to a Trefoil Guild, are not covered by insurance and therefore must not attend on a regular basis.
- Non-members are ineligible to be participants at Australian, State or Area Trefoil Guild or Girl Guide events.
- Non-members are not covered under our travel insurance, but may participate in tours, such as bus outings. Non-members must be notified of this in writing, and it is advised

that they take out their own travel insurance.

## AUSTRALIAN TREFOIL GUILD

---

### Aims

---

Members accept the following responsibilities:

- To keep alive the spirit of the Promise and Law
- To carry the spirit into the community
- To give support to Guiding.
- The Australian Trefoil Guild Adviser (ATGA) is the facilitator with the State Trefoil Guild Advisers (STGAs) at an Australian level and serves as the representative for Trefoil Guild with Girl Guides Australia and internationally through the National Scout and Guide Fellowship Australia.

### 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 GGA uniform."*

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

The Trefoil Guild scarf and Trefoil Guild badge tab cannot be worn with Trefoil Guild Informal dress or Girl Guides Australia Uniform.

Badges and Dress items are available through the State or ATG Trefoil Guild Merchandise Coordinator.

Also suitable for informal wear is a polo shirt or rugby top in the States' Trefoil Guild colour, i.e.: Queensland – maroon; New South Wales/ACT/NT – blue; Victoria – pink; Tasmania – green; South Australia – yellow; Western Australia – white; Another option is to wear the red Australian polo or rugby shirt.

The red Australian Trefoil Guild Jacket is an option for formal or informal wear as is the Guides Australia Uniform Jacket.

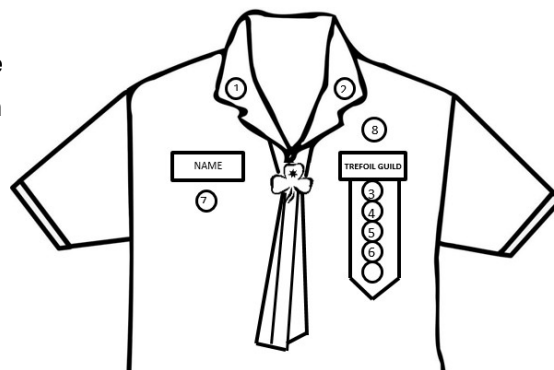
For local wear only, some Guilds may wish to design and produce their own t-shirts. It is important that these comply with the GGA Style Guide and Trefoil Guild logo protocol and are approved by the Australian and State Trefoil Guild Advisers. Please note: use of the GGA logo requires approval by GGA please refer to the GGA Style Guide on [Guide Lines](#).



Badge tabs are worn on the left-hand side of the formal Trefoil Guild shirt, with the name bar on the right.

Placement of badges:

1. World Badge (worn by all members who have made the Guide Promise) on right collar or on top of tab.
2. Promise badge on left collar or under the World Badge on tab.
3. State badge
4. Years of membership
5. Other badges: NSGFA, ISGF, Special event
6. Multiple badges may be worn if they look tidy. When placed badges must remain within the badge tab and not protrude over the edges.
7. Good Service Awards under name badge
8. Australian or Queen's Awards (e.g. medals, OAM, etc.) over badge tab



It is recommended that Trefoil Guild members wear the formal Trefoil Guild Dress when attending funerals. Informal dress is not appropriate, unless requested by the family.

Informal Trefoil Guild Dress is a polo shirt in the State or Australian colour, and a navy skirt, slacks or shorts. The scarf and badge tab are not worn with informal dress.

The Trefoil Guild scarf and Trefoil Guild badge tab cannot be worn with the Girl Guides Australia uniform.

### **Australian Trefoil Guild Branding**

---

The Australian Trefoil Guild logo is to be used on publications, newsletters and letterheads. For guidelines for use of the Trefoil Guild Logo/Girl Guides Australia and Girl Guides State Logo as outlined in Guide lines

Any requests for artwork are through the Australian Trefoil Guild Adviser.

### **Australian Trefoil Guild Merchandise**

---

Merchandise specific to Trefoil Guild is stocked by the Australian Trefoil Guild. This enables the Trefoil Guild to determine the design and type of merchandise stocked, provides items at a lower cost and allows both Australian Trefoil Guild Adviser and State Trefoil Guild Adviser to use any surplus to supplement their finances.

The Australian Trefoil Guild Adviser is responsible for the ordering and sale of merchandise specific to the Trefoil Guild. The Australian Trefoil Guild Adviser should appoint a member as the Retail Coordinator.

The State Trefoil Guild Adviser manages their orders and delivery. In some States Trefoil Guild merchandise may be sold through a State's Guide Shop at their retail price. The State Trefoil Guild Adviser is responsible for the ordering and sale of their individual States informal polo shirt.

Colours for State Informal Trefoil Guild Shirts:

Australian Trefoil Guild	Red
NSW, ACT & NT	Aqua Blue
Queensland	Maroon
South Australia	Lemon
Tasmania	Jade
Victoria	Pink
Western Australia	White

### **Sale of Australian Trefoil Guild Merchandise**

Merchandise sales provide a portion of extra income for Australian Trefoil Guild funds. The sale of Australian shirts, vests, jackets and tabs contributes to this income.

Sale of merchandise through the Australian Trefoil Guild is at near cost price plus postage and packaging costs. This includes a small profit margin and State Trefoil Guild Advisers must use reasonable discretion as to the price they charge their members.

The Australian Trefoil Guild Adviser circulates a list of available merchandise. Prices are available on request as they may change from time to time.

Order forms are available from the Australian Trefoil Guild Retail Coordinator for Australian Trefoil Guild informal clothing. Orders should include:

- Name of State
- Address for delivery
- Details of items ordered, and numbers required.

An invoice will be enclosed with the goods, listing cost of items plus postage and packaging. Payment is requested within 30 days of the invoice date.

### **Awards – Girl Guides Australia**

---

Reference: Girl Guides Australia [Guide Lines](#)

#### **Years of Membership Award**

**Application:** By the Trefoil Guild President on the appropriate form. The form is forwarded through the State procedures.

If the award is for a total of 30 or more years, a letter and certificate and from the Chief Commissioner should be requested by the State or the Australian Trefoil Guild Adviser (GGA Form AW 8).

**Insignia:** Dark blue bar with gilt knot. Each five-year period of service is recognised by a gilt numeral attached by a chain to the badge. The badge may be worn in or out of Trefoil Guild Dress.

### **Good Service Awards**

The nomination for a Good Service Award for an adult member of a Trefoil Guild member may be made at any time. The application is made without the knowledge of the recipient.

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.

Each award is accompanied by a citation certificate. The award may be worn in or out of Trefoil Dress at Guide functions.

The Boronia Award is for Good Service in the local area and can be approved by the Region Manager.

For information, application forms, procedures and criteria for the award process. See [Guide Lines](#).

### **Australian Trefoil Guild Thank You Badge**

The Australian Trefoil Guild Thank You Badge is a reward, not an award. It is to be given in appreciation of support by an individual to the Trefoil Guild.

The State Trefoil Guild Adviser will hold a supply (approximately 50) of the Australian Trefoil Guild Thank You Badge.

The remainder of the badges will be held by the Australian Trefoil Guild Adviser.

### **Guidelines for the presentation of the Australian Trefoil Guild Thank You Badge**

A Trefoil Guild can seek approval from their State Trefoil Guild Adviser for the Australian Trefoil Guild Thank You Badge to be presented to a Trefoil Guild member or someone in the wider community who has greatly supported the Trefoil Guild or the State Trefoil Guild over a period (Form ATG 13/23 & Certificate ATG 14-23)

The presentation should take place at an appropriate occasion.

## Australian Trefoil Guild Forms

All Australian Trefoil Guild forms and ATG certificates are held by State Advisers. These are working documents and must be reviewed on a regular basis at Australian Trefoil Guild meetings.

Relevant forms for Trefoil Guilds are found here <https://www.girlguides.org.au/as-a-trefoil-guild/> under Trefoil Guide 'Resources' Heading. **NOTE:** Chief Commissioner – Certificate of Appreciation Request Form – Guide Lines Form: AW8

ATG Form Number	Name of Form /Certificate
1-23	STGA/ATGA Nomination Form
2-23	STGA/ATGA Interview Questions (Panel)
3-23	STGA/ATGA Interview Questions (Applicant)
4-23	STG Annual Census & Financial Form
5-23	ATG Annual Census & Financial Form
6-23	DHV/SCC/International Co Ordinator Nomination Form
7-23	DHV- Interview Questions (Panel)
8-23	DHV - Interview Questions (Applicant)
9-23	International coordinator Questions (Panel)
10-23	International Coordinator Questions (Applicant)
11-23	SCC - Interview Questions (Panel)
12-23	SCC - Interview Questions (Applicant)
13-23	Application for Thank you Badge and Appreciation Cert.
14-23	Appreciation Certificate
15-23	Life /Honorary Membership Nomination Form
16-23	Honorary Membership Certificate
17-23	Life Membership Certificate
18-23	Advice of Trefoil Guild Closure/Recession Form
19-23	ATG Membership Registration Information Form
20-23	Multi - Trefoil Guild Membership Form
21-23	Trefoil Guild Member Transfer Form
22-23	Record & Request for Twinning
23-23	Request for Reimbursement Form
24-23	ATG Registration Certificate
25-23	Trefoil Guild Registration Form
26-23	ATG Gathering Grant Form

### **Australian Trefoil Guild Dark Horse Venture (DHV)**

---

The Dark Horse Venture aims to discover the hidden talents and abilities of Trefoil Guild members and put them to creative and practical use, whilst helping themselves and the wider community.

There are five categories in which members can participate: Active & Creative, Giving & Sharing, History & Heritage, Peoples & Nations, and Tomorrow's World.

Those who achieve a certificate in any four different categories receive a Gold Award and Gold Certificate.

The Dark Horse Venture was introduced in UK and now has international links. The Australian Trefoil Guild arranged to be responsible for this scheme for Australian Trefoil Guild members.

With the agreement of the Dark Horse Venture (UK), the DHV Coordinator prints and distributes necessary literature, registers applicants, manages activity notifications and assessment reports and arranges the issue of certificates.

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

Members may participate in the venture by contacting the Australian Trefoil Guild Dark Horse Venture Coordinator to obtain information, an application form and advice on fees (an initial registration fee and annual fees apply).

The completed application form, together with the fee, is to be forwarded to the DHV Coordinator, who will then register the member.

A personal journal which includes all necessary forms and information to get the Dark Horse Venture under way is sent to the member.

Email: [darkhorse@girlguides.org.au](mailto:darkhorse@girlguides.org.au)

### **Australian Trefoil Guild Southern Cross Challenge (SCC)**

---

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 and 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.

There are five categories in which people can participate: Helping Hand, Arts for All Ages, International Interest, Protecting Tomorrow, and Our Wonderful Past.

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 20 hours over six months or more.
- Silver – after a minimum of 30 hours over 12 months or more.
- Gold – after a minimum of 40 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 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 info. Upon completion of the forms and fee payment, a personal journal will be forwarded, together with all information required to start on the Challenge.

Email: [southerncross@girlguides.org.au](mailto:southerncross@girlguides.org.au)

## **AUSTRALIAN TREFOIL GUILD APPOINTMENTS, POSITIONS AND GUIDELINES**

---

### **Australian Trefoil Guild Adviser**

---

**Nominated by:** Trefoil Guild members.

**Elected by:** State Trefoil Guild Advisers.

**Responsible to:** Girl Guides Australia Chief Commissioner and State Trefoil Guild Advisers.

**Term:** Up to three years with an option, if mutually agreed by State Trefoil Guild Advisers, for a further period of one year.

**Function:**

- Facilitate and liaise between State Trefoil Guild Advisers.
- Promote Australian Trefoil Guild activities.
- Represent Trefoil Guild on the NSGFA.

**Requirements:**

- Be a financial member of a Girl Guides Australia Organisation and an active member of Trefoil Guild who has renewed or made the Guide Promise as an adult.
- Have an overall knowledge of the activities and structures of Trefoil Guild in Australia and of Guiding in general.

**Experience:**

- Have preferably been a State or Assistant State Trefoil Guild Adviser.

**Attributes and Skills:**

- Ability to research, interpret and condense relevant items from available material.
- Ability to communicate clearly by using all available technology.
- Ability to speak clearly to groups to promote the activities of Trefoil Guild.
- Have computer skills to use various software packages.

**Duties and responsibilities:**

**Administration:**

- Administer the Australian Trefoil Guild according to the current version of the Australian Trefoil Guild Handbook and Australian Trefoil Guild Adviser's Administration Manual.
- Chair the Australian Trefoil Guild Meeting of State Trefoil Guild Advisers.
- Support the State Trefoil Guild Advisers, Australian Trefoil Guild Dark Horse Venture and Southern Cross Challenge Coordinators with their responsibilities of promoting the activity of Trefoil Guilds in their States.
- Encourage membership of Trefoil Guild, through State Trefoil Guild Advisers.
- Support the Trefoil Guild International Coordinator.
- Take responsibility for the management of Australian Trefoil Guild funds, including service projects, and Dark Horse Venture and Southern Cross Challenge funds.
- Provide an audited financial Statement annually to State Trefoil Guild Advisers and the Girl Guides Australia Chief Commissioner.
- Pay annual subscriptions received from States to NSGFA at the NSGFA AGM.
- Represent Trefoil Guild on the NSGFA Executive.
- Chair the Joint Council of the NSGFA, alternating this role each three-year term with the Australian Baden-Powell Master.
- Appoint the Chairperson and approve the planning of the Biennial Australian Trefoil Guild Gathering in conjunction with the host State Trefoil Guild Adviser and the planning

committee.

- Participate in the Biennial Australian Trefoil Guild Gathering, taking part in although not limited to the opening and closing ceremonies, reporting on the previous two years, the Australian Trefoil Guild Meeting of Advisers and answering questions as required.
- Inform Girl Guides Australia of all Trefoil Guild matters by preparing submissions to the Board of Girl Guides Australia.
- Speak and participate in State Trefoil Guild functions, as invited.
- Administer a mail order service of Australian Trefoil Guild merchandise.

#### Communication:

- Develop strong links with State Trefoil Guild Advisers, keeping them informed of all matters, especially regarding information at an Australian and International level.
- Submit information for inclusion on the Trefoil Guild page of the Girl Guides Australia website.
- Keep up to date with State, Australian and overseas publications, reports and minutes.
- Prepare an Australian Trefoil Guild newsletter for all members, emailed to State Trefoil Guild Advisers for circulation to Trefoil Guilds, with a copy to Girl Guides Australia Chief Commissioner.
- Prepare monthly (or as required) Information for State Trefoil Guild Advisers and circulate to State Trefoil Guild Advisers.
- Prepare annual reports for the Girl Guides Australia Chief Commissioner, State Trefoil Guild Advisers, and the NSGFA AGM.
- Report to the biennial Australian Trefoil Guild Gathering.

#### **Guidelines for the Election of the Australian Trefoil Guild Adviser**

The incumbent Australian Trefoil Guild Adviser or appointed nominee, e.g. a State Trefoil Guild Adviser / member, appointed by the State Trefoil Guild Advisers, is responsible for the following:

1. The advertisement for the position is to be circulated to all State Trefoil Guild Advisers for inclusion in their state publications.
2. Nomination forms are available from the Australian Trefoil Guild Adviser or the appointed nominee and the State Trefoil Guild Advisers.
3. Nominations must be received by the Australian Trefoil Guild Adviser or the appointed nominee six months prior to the end of the current term. Note: Nomination forms must include a full-length photograph of the nominee in Formal Trefoil Guild Dress.
4. Nomination forms submitted by the closing date will be circulated at the appropriate time to Trefoil Guild Advisers.  
**Note:** The exception would be an incumbent State Trefoil Guild Adviser who has applied for the position.
5. An interview panel is to be formed consisting of the Australian Trefoil Guild Adviser or the



appointed nominee plus a minimum of three other State Trefoil Guild Advisers.

6. A timeline is agreed to and questions for the panel requested from State Trefoil Guild Advisers. The Australian Trefoil Guild Adviser is to finalise questions and formulate the interview panel process.
7. The interview may be conducted in person or using available technologies.
8. The Chief Commissioner of Girl Guides Australia must be invited to join the interview panel but has no voting rights.
9. The Australian Trefoil Guild Adviser or the appointed nominee chairs the interview/s but has no vote unless a casting vote is required.
10. An interview schedule is to be formulated. Letter of confirmation of interview date, time and venue and travel arrangements if applicable, will be sent to applicants with a request to wear formal Trefoil Guild Dress.
11. All applicants will be interviewed by the appointed panel of State Trefoil Guild Advisers and the Australian Trefoil Guild Adviser.
12. A teleconference is then organised by the incumbent Australian Trefoil Guild Adviser or the appointed nominee for all State Advisers to allow discussion and sharing of information from the interview panel members. After agreement is reached for the Australian Trefoil Guild Adviser elect, this is then confirmed by a formal letter to Chief Commissioner of Girl Guides Australia for her to formally approve the appointment of the Australian Trefoil Guild Adviser elect.
13. Upon receiving confirmation from the Chief Commissioner of Girl Guides Australia of the ratification by The Board, the Australian Trefoil Guild Adviser or the appointed nominee notifies the successful applicant by phone (confirmed by correspondence) and advises that confidentiality is required until the appointment is announced by the State Trefoil Guild Advisers.
14. The Australian Trefoil Guild Adviser or appointed nominee informs the unsuccessful applicants by phone (confirmed by correspondence) that a decision has been reached. The name of the successful applicant is withheld.
15. The Australian Trefoil Guild Adviser emails the announcement to State Trefoil Guild Advisers for immediate circulation to their members.

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

The incumbent Australian Trefoil Guild Adviser must apply in writing to the State Trefoil Guild Advisers approximately six months prior to the term concluding. All State Trefoil Guild Advisers must be given the opportunity to vote for the requested extension of term.

The Australian Trefoil Guild Adviser appoints two Trefoil Guild members (not from the same Trefoil Guild) as scrutineers to conduct the voting by:

Distributing voting slips to State Trefoil Guild Advisers,  
Receiving the completed voting slips and conducting the count.  
Note: complete confidentiality must be always maintained.  
The scrutineers advise the Australian Trefoil Guild Adviser of the voting result.  
The scrutineers advise all State Trefoil Guild Advisers and the Girl Guides Australia Chief Commissioner in writing.

If unsuccessful in obtaining an extension, the incumbent Australian Trefoil Guild Adviser completes her term.

### **Resignation / Death of the Australian Trefoil Guild Adviser**

If an incumbent Australian Trefoil Guild Adviser resigns, a letter of resignation is to be forwarded to all State Trefoil Guild Advisers with a copy to the Girl Guides Australia Chief Commissioner.

If the Australian Trefoil Guild Adviser resigns, dies or is removed during the term of appointment or an extension of her term, the State Trefoil Guild Advisers must appoint a Trefoil Guild member to that position for a maximum of six months until an Australian Trefoil Guild Adviser is elected.

Consideration should be given to appointing a current State Trefoil Guild Adviser or recent past State Trefoil Guild Adviser or Australian Trefoil Guild Adviser.

### **Assistant Australian Trefoil Guild Adviser**

---

**Appointed by:** Australian Trefoil Guild Adviser.

**Responsible to:** Australian Trefoil Guild Adviser.

**Term:** For the length of the Australian Trefoil Guild Adviser's term.

**Function:** To assist the Australian Trefoil Guild Adviser with administrative matters, represent the Australian Trefoil Guild Adviser when necessary, and accompany the Australian Trefoil Guild Adviser where applicable.

**Requirements:** Be a financial member of a Girl Guides Australia Organisation and an active member of Trefoil Guild who has renewed or made the Guide Promise as an adult.

#### **Attributes and Skills:**

- Ability to research, interpret and condense relevant items from available material.
- Ability to communicate clearly by using all available technology.
- Ability to speak clearly to groups in order to promote the activities of Trefoil Guild.
- Have computer skills to use various software packages.

#### **Duties and responsibilities:**

- Establish and maintain a close working relationship with the Australian Trefoil Guild Adviser.
- Represent the Australian Trefoil Guild Adviser at Australian functions and activities as required.

## Acting Australian Trefoil Guild Adviser

---

**Elected by:** State Trefoil Guild Advisers.

**Ratified by:** Board of Girl Guides Australia.

**Responsible to:** State Trefoil Guild Advisers and Girl Guides Australia Chief Commissioner.

**Term:** For a period of up to six months during which time the election of a new Australian Trefoil Guild Adviser must occur.

**Function:** Manage the election of the Australian Trefoil Guild Adviser.

**Requirements:** Be a financial member of a Girl Guides Australia Organisation and an active member of Trefoil Guild who has renewed or made the Guide Promise as an adult.

**Experience:** May be a current State Trefoil Guild Adviser or recent past State Trefoil Guild Adviser or Australian Trefoil Guild Adviser.

**Duties and responsibilities:**

- Actively recruit nominees for the position of Australian Trefoil Guild Adviser.
- Support and consult State Trefoil Guild Advisers in the interim period.
- Provide an audited Financial Statement at the end of the caretaking period.
- If required, be responsible for the payment of subscriptions to the National Joint Council of NSGFA.
- Keep Girl Guides Australia informed on Trefoil Guild matters.

**Note:** Refer to the process of the election of the Australian Trefoil Guild Adviser.

## ATG Dark Horse Venture Coordinator

---

**Nominated by:** Trefoil Guild Members.

**Appointed by:** Australian Trefoil Guild Adviser.

**Ratified by:** State Trefoil Guild Advisers.

**Responsible to:** Australian Trefoil Guild Adviser

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

**Main Purpose:** Promote the Dark Horse Venture to Australian Trefoil Guild members.

**Requirements:** Be a financial member of their Girl Guide State Organisation and an active member of Trefoil Guild who has renewed or made their Guide Promise as an adult

**Duties and responsibilities:**

- Understand and accept the Dark Horse Venture and its principles.
- Be familiar with all aspects of the scheme including categories, interpretation of the challenge, and methods of assessment and awarding of certificates.
- Take responsibility for the administration of the scheme by
  - a) Receiving applications,

- b) Creating and maintaining a file for each applicant,
  - c) Supplying applicants with the Dark Horse Venture kit (information booklet, Personal Journal, Activity and Assessment pages and badge),
  - d) Ensuring correspondence is dealt with promptly and correctly maintained,
  - e) Checking and organising the award of recognition certificates upon completion of categories,
- Providing a monthly report listing participants: categories being worked upon and those completed. Copy of the report to be sent to Australian Trefoil Guild Adviser, State Trefoil Guild Advisers
- Compile and circulate a six-monthly newsletter for participants (copy to be sent to Australian Trefoil Guild Adviser and State Trefoil Guild Advisers).
- Keep financial records. An annual audited Statement to be presented to the Australian Trefoil Guild Adviser at the end of each calendar year.)
- Promote the Dark Horse Venture to Trefoil Guild Members. If practical, arrange a meeting for Dark Horse Venture participants and other interested Trefoil Guild members at the Australian Trefoil Guild Gatherings.

#### **Personal Skills:**

- Demonstrate organisational and administrative skills.
- Be able to relate to people. Help adapt their interests to the requirements of the Dark Horse Venture scheme.
- Be able to communicate clearly by using all available technology.

#### **Guidelines for the process of the election of the Australian Dark Horse Venture Coordinator:**

1. The advertisement for the position, including closing date for nominations, is to be circulated by the Australian Trefoil Guild Adviser to all State Trefoil Guild Advisers for inclusion in their State magazine and/or newsletter.
2. Closing date for the receipt of nomination forms is to be six months prior to completion of term of the incumbent Dark Horse Venture Coordinator.
3. Nomination forms available from the Australian Trefoil Guild Adviser.
4. On receipt of the completed nomination form (including a full-length photograph in formal Trefoil Guild Dress) the Australian Trefoil Guild Adviser will circulate copies of all applications to State Trefoil Guild Advisers. *The exception would be an incumbent Australian Trefoil Guild Adviser or State Trefoil Guild Adviser who has applied for the position.* **Note:** confidentiality must be maintained.
5. The incumbent Australian Trefoil Guild Dark Horse Venture Coordinator will also receive copies but will not participate in the voting.
6. An interview panel is to be formed consisting of the Australian Trefoil Guild Adviser plus two State Trefoil Guild Advisers and the outgoing DHV Coordinator.

7. A timeline for teleconference interviews is to be determined.
8. A letter of confirmation of receipt of application/s and advice of timeline, including information of teleconference interview is to be forwarded to all applicant/s.
9. The Australian Trefoil Guild Adviser chairs the teleconference interview/s.
10. A teleconference is organised by Australian Trefoil Guild Adviser, for all State Trefoil Guild Advisers to allow discussion and sharing of information from the interview panel members, including the panel's recommendation.
11. After agreement is reached for the Australian Trefoil Guild Dark Horse Venture Coordinator Elect, the successful applicant is informed by the Australian Trefoil Guild Adviser by phone (Confirmed by correspondence).
12. The Australian Trefoil Guild Adviser informs the unsuccessful applicant/s that a decision has been reached. **The name of the successful applicant is withheld.**
13. The Australian Trefoil Guild Adviser circulates an announcement for the inclusion in State Trefoil Guild newsletters.

If the Australian Trefoil Guild Dark Horse Venture Coordinator dies, resigns or is removed during the term of appointment or any extension, then the Australian Trefoil Guild Adviser must appoint a Trefoil Guild member for up to six months until the election for the position is finalised.

The Australian Trefoil Guild Dark Horse Venture Coordinator's written resignation must be forwarded to the Australian Trefoil Guild Adviser.

### **Extension of the Australian Trefoil Guild Dark Horse Venture Coordinator's Term of Office**

The extension of Term of Office is administered by the Australian Trefoil Guild Adviser.

1. The Australian Trefoil Guild Dark Horse Venture Coordinator must apply in writing to the Australian Trefoil Guild Adviser six months prior to the current term expiring and a copy is emailed to the State Trefoil Guild Advisers by the Australian Trefoil Guild Adviser.
2. Australian Trefoil Guild Adviser ensures that the State Trefoil Guild Advisers vote on the proposed extension of the incumbent Australian Trefoil Guild Dark Horse Challenge Coordinator's term.
3. The Australian Trefoil Guild Adviser has the casting vote, if required.
4. The Australian Trefoil Guild Adviser advises the Australian Trefoil Guild Dark Horse Venture Coordinator of the outcome by phone and in writing.
5. The Australian Trefoil Guild Adviser then advises the State Trefoil Guild Advisers.
6. If unsuccessful in obtaining an extension, the incumbent Dark Horse Venture Coordinator completes her term.

## Australian Trefoil Guild Southern Cross Challenge (SCC) Coordinator

---

**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.

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

**Function:** To promote the Southern Cross Challenge scheme to Australian Trefoil Guild members.

**Requirements:** Be a financial member of their Girl Guide State Organisation and an active member of Trefoil Guild who has renewed or made their Guide Promise as an adult.

**Personal Skills:**

- Demonstrate organisational and administrative skills.
- Be able to relate to people. Help adapt their interests to the requirements of the SCC scheme.
- Be able to communicate clearly by using all available technology.

**Duties and responsibilities:**

- Understand and accept the Southern Cross Challenge scheme and its principles.
- Be familiar with all aspects of the scheme including categories, interpretation of the challenge, and methods of assessment and award of certificates.
- Take responsibility for the administration of the scheme by
  - Receiving applications,
  - Creating and maintaining a file for each applicant,
- Supplying applicants with the Southern Cross Challenge kit (information booklet, personal journal, activity and assessment pages and badge),
- Ensuring correspondence is dealt with promptly and correctly maintained.
- Checking and organising the award of recognition certificates upon completion of categories.
- Providing a monthly report listing participants: categories being worked upon and those completed. Copy of the report to be sent to Australian Trefoil Guild Adviser and State Trefoil Guild Advisers.
- Compiling and circulating a six-monthly newsletter for participants (copy to be sent to Australian Trefoil Guild Adviser and State Trefoil Guild Advisers)
- Keeping financial records (Provide a monthly Statement to the Australian Trefoil Guild Adviser. An annual audited Statement to be presented to the Australian Trefoil Guild Adviser at the end of each calendar year.)
- Promoting the Southern Cross Challenge scheme to Trefoil Guild Members. If practical, arrange a meeting for Southern Cross Challenge participants and other interested Trefoil Guild members at the Australian Trefoil Guild Gatherings.

## **Guidelines for the process of the election of the Australian Southern Cross Challenge**

### **Coordinator:**

1. The advertisement for the position, including closing date for nominations, is to be circulated by the Australian Trefoil Guild Adviser to all State Trefoil Guild Advisers for inclusion in their State magazine and/or newsletter.
2. Closing date for the nomination forms to be six months prior to completion of term of the incumbent Southern Cross Challenge Coordinator.
3. Nomination forms are available from the Australian Trefoil Guild Adviser.
4. On receipt of the completed nomination form (including a full-length photograph in formal Trefoil Guild Dress) the Australian Trefoil Guild Adviser will circulate copies of applications to State Trefoil Guild Advisers. *The exception would be an incumbent Australian Trefoil Guild Adviser or State Trefoil Guild Adviser who has applied for the position.* **Note:** confidentiality must be maintained.
5. The incumbent Australian Trefoil Guild Southern Cross Challenge Coordinator will also receive copies but will not participate in the voting.
6. An interview panel to be formed consisting of the Australian Trefoil Guild Adviser plus two State Trefoil Guild Advisers.
7. A timeline for teleconference interviews is to be determined.
8. A letter of confirmation of receipt of application/s and advice of timeline, including information of teleconference interview to be forwarded to all applicant/s.
9. The Australian Trefoil Guild Adviser chairs the teleconference interview/s.
10. A teleconference is organised by Australian Trefoil Guild Adviser, for all State Trefoil Guild Advisers to allow discussion and sharing of information from the interview panel members, including the panel's recommendation.
11. After agreement is reached for the Australian Trefoil Guild Southern Cross Challenge Coordinator Elect, the successful applicant is informed by the Australian Trefoil Guild Adviser by phone (Confirmed by correspondence).
12. The Australian Trefoil Guild Adviser informs the unsuccessful applicant/s that a decision has been reached. **The name of the successful applicant is withheld.**
13. The Australian Trefoil Guild Adviser circulates an announcement for the inclusion in State Trefoil Guild newsletters.

If the Australian Trefoil Guild Southern Cross Challenge Coordinator dies, resigns or is removed during the term of appointment or any extension, then the Australian Trefoil Guild Adviser must appoint a Trefoil Guild member for up to six months until the election for the position is finalised.

The Australian Trefoil Guild Southern Cross Challenge Coordinator's written resignation must be forwarded to the Australian Trefoil Guild Adviser.

### **Extension of the Australian Trefoil Guild Southern Cross Challenge Coordinator's Term of Office**

1. The extension of Term of Office is administered by the Australian Trefoil Guild Adviser.

2. The Australian Trefoil Guild Southern Cross Challenge Coordinator must apply in writing to the Australian Trefoil Guild Adviser six months prior to the current term expiring and a copy is emailed to the State Trefoil Guild Advisers by the Australian Trefoil Guild Adviser.
3. Australian Trefoil Guild Adviser ensures that the State Trefoil Guild Advisers vote on the proposed extension of the incumbent Australian Trefoil Guild Southern Cross Challenge Coordinator's term.
4. The Australian Trefoil Guild Adviser has the casting vote, if required.
5. The Australian Trefoil Guild Adviser advises the Australian Trefoil Guild Southern Cross Challenge Coordinator of the outcome by phone and in writing.
6. The Australian Trefoil Guild Adviser then advises the State Trefoil Guild Advisers

### **Australian Trefoil Guild International Coordinator**

---

**Appointed by:** Australian Trefoil Guild Adviser

**Ratified by:** State Trefoil Guild Advisers

**Responsible to:** the Australian Trefoil Guild Adviser and the GGA International Manager.

**Term:** for a term of three years and if mutually agreed, an extension of up to one year.

**Function:** To be responsible for the management of matters associated with international travel of Trefoil Guild members in Australia and to international events both overseas and within Australia. Increase the number of Australian Trefoil Guild members participating in and expressing interest in International Programs.

**Requirements:**

- Be a financial member of their Girl Guide State Organisation and an active member of Trefoil Guild who has renewed or made their Guide Promise as an adult.
- Have knowledge of Guiding in Australia and an understanding of WAGGGS and Guiding around the world.
- Be a self-starter who has the capacity to work autonomously.
- Have the capacity to work with diverse range of stakeholders in Australian Trefoil Guild. In so doing, she must be able to demonstrate an ability to understand and to be flexible to the views and opinions of others.
- Have skills in being able to communicate using a variety of media as required.
- High level project management skills.
- Provide her own computer and word processing software (and printing facilities if required) and have regular, secure access to email and the Internet.

**Duties and Responsibilities**

- Spend the first 3 – 6 months prior to the commencement of her term working with the outgoing Australian Trefoil Guild International coordinator.
- Work in her role as a member of the Australian Trefoil Guild team.
- Maintain links with the Girl Guides Australia International Manager to manage and increase international opportunities for Trefoil Guild members throughout Australia.
- Share and work with the Girl Guides Australia International Manager.



- Works closely with the International Travel Coordinator.
- Facilitate Australian Trefoil Guild participation in WAGGGS, and other strategic international events to which the Trefoil Guild members are invited to and work with International Travel Coordinator (ITC) to coordinate Australian Trefoil Guilds involvement before, during and after these events.
- Together with the Australian Trefoil Guild Adviser connect with the participants on their return re report/s and guest speaking roles. Australian Trefoil Guild Adviser and Australian Trefoil Guild IC to retain report for future reference.
- Share knowledge with the Australian Trefoil Guild Adviser improve the policies and procedures associated with the international activity of the Australian Trefoil Guild.
- Raise awareness of the importance of international Girl Guiding/Girl Scouting, promote WAGGGS and Asia Pacific Region activities and contribute to the participation of members in international events and activities.
- Fully understand the Girl Guides Australia International database and be competent in working within it.
- Complete administrative tasks such as maintaining records, including international correspondence, distributing relevant information to the Australian Trefoil Guild Adviser and prepare material for the Australian Trefoil Guild Annual Report.

## **AUSTRALIAN TREFOIL GUILD ADMINISTRATION**

---

The Australian Trefoil Guild Adviser is responsible for the Trefoil Guild at an Australian level.

### **Management**

---

The Australian Trefoil Guild Adviser may appoint one or more assistants, and / or a small committee or panel to help with administration.

- Positions the Australian Trefoil Guild Adviser may find beneficial are Assistant, Minute Secretary, Treasurer, Retail Coordinator, Archivist, and International Coordinator.
- The term for any assistants, committee / panel members is at the discretion of the Australian Trefoil Guild Adviser but may not extend beyond the term of the Australian Trefoil Guild Adviser's appointment.
- The above positions should be sourced from different Trefoil Guilds. This allows for transparency of operation.
- The committee / panel does not make decisions affecting the Australian or State Trefoil Guild.
- Good relations and communications need to be maintained between the Australian Trefoil Guild Adviser, Girl Guides Australia and the State Trefoil Guild Advisers.
- The Australian Trefoil Guild Adviser circulates monthly 'Information for Advisers' to all State Trefoil Guild Advisers. It includes information, news, items for discussion, opinion and / or action.
- The Australian Trefoil Guild Adviser is to inform Girl Guides Australia of all Trefoil Guild matters.

- Prepare submissions pertaining to Trefoil Guild to the Board of Girl Guides Australia via the Girl Guides Australia Chief Commissioner.
- Present to the Australian Board for opinion and ratification, any recommendation agreed to by State Trefoil Guild Advisers which may impinge on policy.
- Liaise with Girl Guides Australia Chief Commissioner concerning queries, questions and information.
- Present an annual report to the Girl Guides Australia Chief Commissioner and State Trefoil Guild Advisers.
- Present the Australian Trefoil Guild annual financial report to the Girl Guides Australia Chief Commissioner and all State Trefoil Guild Advisers.

## **Finance**

The Trefoil Guild remains administratively and financially independent from Girl Guides and does not impose on facilities and resources established for the girls and their leaders.

### **Advisers Expenses**

Advisers must be aware that the Australian and State Trefoil Guild is self-funding, and funds are raised through the administration fee, sale of Trefoil Guild merchandise and any other avenues available.

The Australian Trefoil Guild Adviser has designated funds to assist with administration and travel costs incurred in visiting the Australian Trefoil Guild Meeting of Advisers and State Gatherings and events.

The State Trefoil Guild Adviser has designated funds to assist with administration and travel costs incurred in visiting the Trefoil Guilds, State Meetings, State / Australian Gatherings and / or events, and the Australian Trefoil Guild Meeting of Advisers.

The reimbursement rate should be reviewed and adjusted in line with inflation.

- The fairest reimbursement for vehicle travel is the cost of petrol used.
- Accommodation should be provided when distance or the event requires an overnight stay. It is acceptable that home hospitality may be requested.
- The State Trefoil Guild Advisers accommodation is funded by the event for State Conference / Gathering / events.
- Airfares for the Australian Trefoil Guild Adviser should be met from the Australian Trefoil Guild Fund, and accommodation provided as in point 2.
- If the Australian Trefoil Guild Adviser wishes to invite the Chief Commissioner to attend on a full or part-time basis, the costs must be negotiated with the Chief Commissioner prior to budgeting for the event. For example, the Australian Trefoil Guild may meet the event costs, and the Chief Commissioner pays for her travel.
- All travel expenses should be submitted on the Australian / State Trefoil Guild Reimbursement Voucher (form ATG 23-23) with attached documentation and receipts.

## **Australian Trefoil Guild Accounts**

The Australian Trefoil Guild holds accounts for administration. When appropriate, money is placed in interest bearing accounts.

Australian Trefoil Guild Gathering bank accounts must be in the name of 'Girl Guides (State) (Number) Australian Trefoil Guild Gathering, e.g. 'Girl Guides Tasmania 23rd Australian Trefoil Guild Gathering.

The Australian Trefoil Guild Administration Fee payable by members is set at each Australian Trefoil Guild Meeting of Advisers. The Australian Trefoil Guild Administrative Account(s) are managed by the Australian Trefoil Guild Adviser. The account(s) are maintained by a fee from each member and supplemented by any surplus made from the sale of goods.

The Australian Trefoil Guild Administration Account covers the Australian Trefoil Guild Adviser's administration and travel, provision of public relation material and items considered appropriate for Trefoil Guild at an Australian level.

Note: If a State Trefoil Guild Adviser invites the Australian Trefoil Guild Adviser to a State event, it is the host State's responsibility to provide accommodation and to cover the Trefoil Guild event fee.

If an Assistant Australian Trefoil Guild Adviser is acting as proxy for the Australian Trefoil Guild Adviser at an event, the Assistant Australian Trefoil Guild Adviser's travel and accommodation costs are paid from the Australian Trefoil Guild funds.

## **Fundraising**

Guides must comply with Australian and State laws and accounting procedures regarding raising money. Refer to the relevant State Guide Organisation for further information.

## **Grants**

Girl Guides Australia / States can apply and accept appropriate grants from government trusts and other like bodies. Application for government and other grants is made in accordance with the Sponsorship Policy of Girl Guides Australia.

## **Australian / State Trefoil Guild Finance**

The Australian Trefoil Guild Adviser / State Trefoil Guild Adviser is responsible for the management of the Australian / State Guild finances, including sighting and signing bank statements.

- Australian Trefoil Guild – monthly financial reports to be circulated to the State Trefoil Guild Advisers only.
- State Trefoil Guild – monthly financial reports to be circulated to the State Team
- Australian Trefoil Guild – audited annual financial report to be circulated to the State Trefoil Guild Advisers and Chief Commissioner

- State Trefoil Guild – audited annual financial report to be presented to the members and the Australian Trefoil Guild Adviser.
- The Treasurer appointed by the Australian Trefoil Guild Adviser / State Trefoil Guild Adviser must:
  - Be familiar with and have knowledge of Trefoil Guild publications.
  - Prepare an annual budget in consultation with the Australian Trefoil Guild Adviser / State Trefoil Guild Adviser.
  - Prepare a financial statement each month.
  - Ensure that the financial books are audited annually.
  - Prepare an audited annual statement with the Australian Trefoil Guild Adviser / State Trefoil Guild Adviser in accordance with the rules of the Girl Guides Organisation.
  - Keep current records of all financial transactions for the Australian Trefoil Guild / State Trefoil Guild and present monthly to the Australian Trefoil Guild Adviser / State Trefoil Guild Adviser for monthly perusal.

### **State Trefoil Guild Finances**

The State Trefoil Guild Adviser is responsible for the management of their State Trefoil Guild finances.

Each State agrees to its own method of raising the amount to cover administrative expenses. This should include an adequate subscription paid by the members to the State Trefoil Guild and collected in association with the State Trefoil Guild Annual Census Report and financial Return forms being circulated to Trefoil Guild secretaries.

### **Annual Membership Fees**

Membership paid to Girl Guide State Organisations includes

- Public Liability insurance
- Personal Accident Insurance
- Girl Guides Australia Administration Fee
- WAGGGS Quota
- Girl Guides State Administration Fee.
- Additional annual payments required are:
  - Australian Trefoil Guild Adviser Administration Fee
  - NSGFA fee
  - State Trefoil Guild Adviser Administration Fee.

States vary in the method the Girl Guide membership fee is collected. In some States the individual Trefoil Guild members pay the membership fee direct to their Girl Guide State Organisation and the Trefoil Guild Australian Trefoil Guild / State Trefoil Guild / NSGFA fees are paid through the State Trefoil Guild Adviser.

### **Fees for New Members:**

Members joining will pay the State Girl Guide membership fee. The exception is for those members who hold current Girl Guide membership.

Note: Girl Guide States have varying methods of how and when their membership is collected.

Some are the calendar year, others on the anniversary of the member joining.

### **Local Trefoil Guild Administration Fee**

An extra payment is usually collected from members to cover the administrative requirements of their Trefoil Guild.

#### **State Trefoil Guild Annual Census Report and Financial Returns**

The State Trefoil Guild Adviser circulates the State Annual Census and Financial (Form ATG 4-23), to each Trefoil Guild, to be returned on a nominated date.

The Australian Trefoil Guild forms are designed to provide information required for State Trefoil Guild, Australian Trefoil Guild and NSGFA. Each Trefoil Guild must report on finances held and ensure that accounts have been audited.

The State Trefoil Guild Adviser collates each Trefoil Guild Census and provides the State Census and Financial Report (form ATG 5-23) to the Australian Trefoil Guild Adviser.

### **Keeping Records**

---

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

Note: Please check with Girl Guides Australia or your State Girl Guides Organisation (whichever is applicable) for current policy and practice.

### **Australian Trefoil Guild Meeting of Advisers**

---

A face-to-face meeting of Trefoil Guild Advisers should be held each year. A meeting is held prior to the biennial Australian Trefoil Guild Gathering in the State hosting this event. If in the interim year a meeting is required, it should be held in the State of the Australian Trefoil Guild Adviser (if appropriate or financially viable).

It is suggested that the meeting is usually held over three days. The venue and domestic arrangements are made by the Australian Trefoil Guild Adviser in consultation with the host State Trefoil Guild Adviser. Advisers arrive at the venue on the day prior to the first meeting day, i.e. three to four nights prior to the Gathering. These arrangements are flexible and at the discretion of the ATGA depending on the STGA meeting schedule set for the year.

The Australian Trefoil Guild fund is utilised for the costs of the venue and catering for the Australian Trefoil Guild Meeting of Advisers, including in the year of the Australian Trefoil Guild Gathering, if feasible.

The Australian Trefoil Guild Adviser is responsible for the meeting agenda and is the chair of the meeting. The service of the Minute Secretary is arranged by the Australian Trefoil Guild Adviser. The expenses of the Minute Secretary to attend this meeting are reimbursed from Australian Trefoil Guild funds.

**Note:** The Australian Trefoil Guild funds do not cover the attendance of the Minute Secretary at

the Gathering.

At this meeting the Advisers receive the Australian Trefoil Guild Annual and Financial Reports, decide on alterations in the Trefoil Guild's administration or policies, and discuss plans for the future as proposed by the Trefoil Guild Advisers following consultation with their members.

### **Timeline for Agenda and Discussion Items**

Items / motions from States for discussion are to be sourced by State Trefoil Guild Advisers at least 6 months prior to the meeting. They are to be forwarded to the Australian Trefoil Guild Adviser at least four months prior to the meeting. The procedure is as follows:

1. The Australian Trefoil Guild Adviser calls for items from the State Trefoil Guild Advisers
2. State Trefoil Guild Advisers must call for items from their Trefoil Guilds.
3. Any member may submit an item to her Trefoil Guild. If the Trefoil Guild agrees to support the item, it is forwarded to the State Trefoil Guild Adviser.
4. The State Trefoil Guild Adviser checks the item for validity (e.g. that it is not already covered in the existing Australian Trefoil Guild Adviser's Administration Manual or Handbook, Guide Lines, or the Australian or State Constitution).
5. The State Trefoil Guild Adviser circulates the proposal to ascertain whether there is State support for the item.
6. If the item has State support, it is forwarded in the form of a motion or discussion item, accompanied by a rationale, to the Australian Trefoil Guild Adviser for inclusion in the meeting agenda.
7. The Australian Trefoil Guild Adviser checks the item for validity (e.g., that it is not already covered in the existing Australian Trefoil Guild Adviser's Administration Manual or Handbook, Guide Lines, or the Australian or State Constitution).
8. Items received from State Trefoil Guild Advisers are forwarded by the Australian Trefoil Guild Adviser to all Advisers so they can be discussed by members.
9. At the Australian Trefoil Guild Meeting of Advisers, each State Trefoil Guild Adviser must be aware of their State's opinion. Each State Trefoil Guild Adviser is expected to present the opinion of her Trefoil Guild members and to vote in the best interests of those members.

**Note:** Agenda items relating to the administration of the Australian Trefoil Guild with State Trefoil Guild Advisers are to be forwarded direct to the Australian Trefoil Guild Adviser and not discussed with members.

If a decision is made at this meeting which could impinge upon Girl Guide Australia Policy, that decision is deferred until the Australian Trefoil Guild Adviser consults with Girl Guides Australia.

At the Australian Trefoil Guild Gathering the Australian Trefoil Guild Adviser presents a report which includes information from the Australian Trefoil Guild Meeting of Advisers.

Between Australian Trefoil Guild Meetings of Advisers, matters are dealt with using the current available technology.

### **Voting**

The Australian Trefoil Guild Adviser and the State Trefoil Guild Advisers have one vote each. If it is a tied vote, the Australian Trefoil Guild Adviser has the casting vote.

### **Attendance**

If a State Trefoil Guild Adviser is unable to attend the Australian Trefoil Guild Meeting of Advisers, she may (in writing prior to the meeting) request to appoint a nominee to represent the State. This could be the Assistant State Trefoil Guild Adviser.

### **State Trefoil Guild Advisers Elect**

In consultation with the Australian Trefoil Guild Adviser, the State Trefoil Guild Adviser Elect may accompany the outgoing State Trefoil Guild Adviser but would have observer status only.

The travel and accommodation expenses for the State Trefoil Guild Adviser Elect is the State Trefoil Guild's responsibility.

### **Committees**

At this meeting one or more ad hoc committees may be formed at the discretion of the Trefoil Guild Advisers to deal with a specific topic or event.

## **Australian Trefoil Guild Gathering**

---

The Australian Trefoil Guild Gathering is held biennially. The host State is predetermined by an established rotation, as follows:

- NSW & ACT & NT
- Victoria
- Queensland
- South Australia
- Tasmania
- Western Australia

Should a State have difficulty in hosting the Australian Trefoil Guild Gathering, they may ask to miss their turn on the Australian roster. The State Trefoil Guild Adviser must inform the Australian Trefoil Guild Adviser at least three years prior to the event date.

### **Procedure:**

1. The Gathering should take place over **two to three days**, usually over a weekend to cater for working members.
2. The State Trefoil Guild Adviser of the host State convenes a **committee** to organise the Gathering. The committee consists of a Chairman, secretary, and treasurer, as well as members responsible for the following areas: accommodation, housekeeping, program,

- catering, registration, health, photography and transport.
3. The host State organises venue, dates, accommodation, program (including a Guides Own), theme if desired, badge production and budget of accounts.
  4. The **Australian Trefoil Guild Adviser is responsible** for the event and consults regularly with both the committee Chairman and the State Trefoil Guild Adviser. The Australian Trefoil Guild Adviser must ratify all decisions made by the planning committee. The minutes of the committee are to be sent to the Australian Trefoil Guild Adviser and the State Trefoil Guild Adviser.
  5. The first task of the committee is to locate a suitable venue for the event. It should be able to house all participants in one location. Double bunk beds are not desirable. Some Trefoil Guild members like to travel with their husbands, so suitable accommodation should be considered for them. Accommodation should be determined in the year prior to the previous Gathering.
  6. The **venue contract** is to be signed by the host State Trefoil Guild Adviser or, where possible, the Australian Trefoil Guild Adviser.
  7. The design of the Gathering **Badge** is made in consultation with the Australian Trefoil Guild Adviser. The Australian Trefoil Guild Logo must be included on the Gathering badge.
  8. The Australian Trefoil Guild Adviser approves the **quantity of badges** to be produced. The cost and sale of the badges is incorporated in the Gathering budget.
  9. An **advance loan** of up to \$5000 is available to the State Committee from the Australian Trefoil Guild account before the event, to cover the costs of postage, venue deposit, etc. As attendees register, funds will become available to the Committee.
  10. The Australian Trefoil Guild Gathering host State must include in their **budget**:
    - a) The return of the \$5000 loan from ATG
  11. The total of the **surplus funds or a deficit** from an Australian Trefoil Guild Gathering becomes the responsibility of the ATG.
    - a) If a surplus, after the completion of the event, accounts are finalised and audited, and the host State Treasurer forwards all surplus funds to the ATG.
    - b) If a deficit, after receiving a concise report of income and expenses for the event, the committee liaises with the Australian Trefoil Guild Adviser who is responsible for finding funds to meet the unexpected deficit.
  12. The host State may apply to the Australian Trefoil Guild Adviser for use of a **portion of any surplus** over \$5000 to be used for an approved Trefoil Guild activity in the host State, or, for donations towards the Committee members' Gathering fees.
  13. Invitations are issued by the State Trefoil Guild Adviser in consultation with Girl Guides Australia International Manager, and this is to be monitored by the Australian Trefoil Guild Adviser.



14. The Girl Guides Australia Chief Commissioner and host State Manager / Commissioner must be invited to attend the event part time, including the Opening ceremony and Formal Dinner. The Chief Commissioner and State Commissioner's fares are the responsibility of the Girl Guides Chief Commissioner and State Commissioner budgets. Their Gathering fees are paid from the Australian Trefoil Guild funds. **Note:** It is also negotiable for the Chief Commissioner to attend Guiding events during her visit to the host State, in which case the cost of her travel and accommodation should be shared with Girl Guides Australia and the State Guide Organisation.
15. The Australian Trefoil Guild Adviser's fares and Gathering fee must be met from ATG funds.
16. State Trefoil Guild Adviser's fares and Gathering fee must be met by their State Trefoil Guild funds.
17. If the host State wishes to have International Trefoil Guild members invited, this is to be coordinated with the Australian Trefoil Guild Adviser. Preference must be given to members from the Asia Pacific Region.
18. The Australian Trefoil Guild Adviser is to coordinate an ATG Merchandise Shop to be available during the Gathering. If appropriate, the host State Girl Guide Organisation may be invited to provide retail items.
19. The State Trefoil Guild does not conduct a shop to sell their Trefoil Guild merchandise.
20. Within three months of the conclusion of the Australian Trefoil Guild Gathering, the Committee should forward to the Australian Trefoil Guild Adviser the following:
  - a) A general report summarising the preparation and running of the event, including any problems met and how they were overcome.
  - b) A statement of audited accounts. The audit must be conducted by an auditor / accountant who is not related to the Treasurer or any other signatories on the accounts. Information and forms distributed to participants.
  - c) Registrar's report which includes the number of participants by State and type of registration.
  - d) Information on the venue such as the type of accommodation, maps, etc.
  - e) Details of excursions and specialist speakers
  - f) Copies of official photographs
  - g) Any other items of interest which may assist future planning committees, e.g., graces, labels, name tags, etc.

## **Personnel**

### **Chair of the Australian Trefoil Guild Gathering Committee**

**Appointed by:** The Australian Trefoil Guild Adviser on the recommendation of the State Trefoil Guild Adviser in the State of the Gathering.

**Responsible to:** The Australian Trefoil Guild Adviser and State Trefoil Guild Adviser.

**Term:** From appointment until completion of the event and reporting.

**Role:** Oversee and coordinate matters relating to the Gathering.

**Requirements:**

- Is a financial member of their State Girl Guide Organisation and is an active member of Trefoil Guild who has renewed or made her Promise as an adult.
- Has a general understanding of Trefoil Guild structure and procedure
- Is an effective administrator and able to lead a team and effectively delegate tasks.
- Is able to attend meetings and events as required.
- Has good knowledge of meeting procedures.
- Is able to obtain regular reports from all sub-committees and liaise with the State Trefoil Guild Adviser on all matters.
- Has good networking skills and the ability to communicate and negotiate effectively and professionally.
- Is able to communicate effectively using all available technology.

**Duties:**

- Chair meetings of the planning committee.
- Work as a part of the team to set goals and strategies for the event.
- Report on a regular basis to the State Trefoil Guild Adviser and Australian Trefoil Guild Adviser.
- Report and prepare an evaluation for the Australian Trefoil Guild Adviser and State Trefoil Guild Adviser after the event.
- Authorise an advertising campaign, promotional activities in line with budget proposals and within guidelines.
- Ensure that the Australian Trefoil Guild Gathering procedure is adhered to by committee members.
- Understand the budget requirements for the event and ensure that they are adhered to.
- Implement issues as directed by the Australian Trefoil Guild Adviser.
- Assist in the selection of committee members based on their skills and in consultation with the State Trefoil Guild Adviser.

**Member of the ATG Gathering Planning Committee**

**Nominated by:** The Chairman or any financial member of Trefoil Guild.

**Appointed by:** The Chairman or sub-committee chair and ratified by the Gathering Committee.

**Responsible to:** The Chairman.

**Term:** From appointment to completion of post event reporting.

**Role:** To support Committee members undertaking tasks as required by the Chairman.

**Requirements:**

- Is a financial member of the State Girl Guide Organisation and an active member of Trefoil Guild. Has relevant skills for the role.

- Has a general understanding of Trefoil Guild structure and Australian Trefoil Guild Gathering procedures and guidelines.

#### **Duties:**

- Work as part of the team, with a cooperative and flexible attitude.
- Communicate effectively by all available technology.
- Inform the Chairman regarding matters of interest to the event or matters of concern.
- Attend meetings and events as required.

### **Committee Responsibilities**

#### **Chairman**

- Attend and chair committee meetings.
- Liaise with State Trefoil Guild Adviser and Australian Trefoil Guild Adviser.
- Is responsible, in consultation with the State Trefoil Guild Adviser and Australian Trefoil Guild Adviser, for protocol and the VIP list.
- Is responsible for the Gathering booklet, badge design and theme and the costing of these. The Australian Trefoil Guild Gathering badge must include the Australian Trefoil Guild logo in the design.
- Appoint an MC to ensure smooth running of the program.

#### **Secretary**

- Attend committee meetings.
- Record minutes of meetings and distributes to members, the State Trefoil Guild Adviser and the Australian Trefoil Guild Adviser.
- Attend to all correspondence and invitations to VIPs.
- Is responsible for the printing of letterheads, invitations, etc.
- Estimate the costs of the above and advises the Treasurer for budgeting.

#### **Treasurer**

- Attend committee meetings and presents a financial report.
- Receive from all members of the committee their estimated costs and prepare a budget for the Gathering. The budget is to include fares and fees for the Chief Commissioner and gifts to VIPs.
- Open a bank account in the name of Girl Guides (State) (Number of the Gathering) Australian Trefoil Guild Gathering, e.g., Girl Guides Tasmania Inc, 23rd Australian Trefoil Guild Gathering.
- Issue receipts for all monies received.
- Pay all approved accounts.
- Arrange cash floats when required (e.g., for raffles and trading table).
- Within three months of the conclusion of the event, prepare a statement of income and expenditure, arrange an audit, close the account and forward any surplus monies to the Australian Trefoil Guild Adviser.

#### **Registrar**

- Attend committee meetings.
- Prepare and distributes application forms, in consultation with the committee.

- Receive and processes all application forms and information.
- Register part-time applicants.
- Forward:
  - Fees to the Treasurer,
  - Dietary requirements to the Catering Coordinator,
  - Tour selections to the Transport Coordinator,
  - Transport forms to the Transport Coordinator,
  - A list of members from each State to the respective State Trefoil Guild Adviser and Australian Trefoil Guild Adviser,
  - A list of participants and their room numbers to the Health Officer, Accommodation and Housekeeping Coordinator and State Trefoil Guild Adviser.
- Prepare a registration package for each member, containing name tag, friendship bag, etc.
- Prepare an estimate of costings of the above and advise the Treasurer for inclusion in the budget.

### **Program Coordinator**

- Attends committee meetings.
- Arranges the program of events. It usually includes:
  - a) Opening ceremony with State and Australian banners and flags, and overseas flags if present,
  - b) Roll call of States,
  - c) Closing ceremony,
  - d) Excursion(s) – liaise with the Transport Coordinator,
  - e) A business session, including a report from the Australian Trefoil Guild Adviser,
  - f) Photography,
  - g) A Guides Own,
  - h) Colours and prayers each morning,
  - i) Entertainment, and free time to socialise and shop.
- Arrange for taped music and a lead singer.
- Arrange for conference room with audio- visual equipment, seating, tables, PA system, including a roving microphone if possible.
- Prepare an estimate of costings for the above and advise the Treasurer for inclusion in **the budget.**

### **Accommodation and Housekeeping Coordinator**

- Attend committee meetings.
- Allocate rooms, prepare rooms and liaise with the venue coordinator for any special requirements.
- Check rooms prior to, and at the conclusion of the event.
- Arrange assistance with baggage.
- Estimate any costs to be incurred in carrying out these duties and advise the Treasurer for inclusion in the budget.

### **Catering Coordinator**

- Attend committee meetings.
- Liaise with the venue coordinator regarding meals, special diets, morning and afternoon teas, supper, formal dinner, happy hour, meals for excursions (if required or liaise with Program and Transport Coordinators).
- Estimate the cost of the above meals and advises the Treasurer for inclusion in the budget.

### **Transport Coordinator**

- Attend committee meetings.
- Arrange transport, as appropriate, for arrivals to and departures from the Gathering, including private parking and chartered vehicles.
- Arrange transport for excursions.
- Estimate costs of transport and advise Treasurer for inclusion in the budget.

### **Health / Risk Management Officer**

- Attend committee meetings.
- Participants must have with them a list of medications, doctor's contact number, health insurer number and emergency contact number.
- Depending on the location of the event, the Health Officer may be responsible for obtaining the address and contact information for a day / night chemist, day / night surgery, hospitals, optometrist, dentist.

### **Trading Table Coordinator (if applicable)**

- Obtain items for sale and arrange for display.
- Organise assistance for the trading table.
- Obtain a money float from the treasurer.
- Present financial records to the committee.
- Recommend recipient(s) of the proceeds to the committee.
- Arrangements for a Guide Shop may be made.

## **State Trefoil Guild**

---

Each State Trefoil Guild Adviser is responsible for the administration of, and communication with, all Trefoil Guilds in their State, State Girl Guide Organisation and with the Australian Trefoil Guild Adviser.

### **STATE TREFOIL GUILD APPOINTMENTS AND GUIDELINES**

---

#### **State Trefoil Guild Adviser**

---

**Nominated by:** Trefoil Guild members.

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

**Ratified by:** State Girl Guide Executive / Board / Management Committee.

**Responsible to:** State Trefoil Guild members, State Girl Guide Organisation and Australian Trefoil Guild Adviser.

**Term:** Three years with the option, if mutually agreed, for a further period of one year.

**Function:** Establish, help, encourage and promote Trefoil Guilds and support their work throughout the State.

**Requirements:**

- Is a financial member of their State Girl Guide Organisation and an active member of Trefoil Guild who has renewed or made the Guide Promise as an adult.
- Has an overall knowledge of the activities and structures of Trefoil Guild in Australia and Guiding in general.
- Ability to communicate clearly using all available technology.
- Has computer skills to use various software packages.

**Duties and responsibilities:**

**Administration:**

- Establish and maintain a close link with Guiding.
- Maintain a register of Trefoil Guilds and their office bearers.
- Advise on all matters pertaining specifically to Trefoil Guilds, for example, answering queries through all mediums including personal contacts.
- Form a committee, or invite a Guild, to organise State Trefoil Guild Gatherings and other relevant events and activities.
- Represent State Trefoil Guilds at State functions and activities as required.
- Participate with other State Trefoil Guild Advisers and the Australian Trefoil Guild Adviser in the selection of the incoming Australian Trefoil Guild Adviser.
- Be responsible for the collection of fees and donations from Trefoil Guilds and to pay these either through the State Girl Guide Organisation or the Australian Trefoil Guild Adviser, whichever is required.
- Co-opt other Trefoil Guild members to assist with duties, if necessary, e.g. Assistant State Trefoil Guild Adviser, Secretary, Treasurer, Merchandise Coordinator, Administration Assistant and Newsletter Editor.
- Submit an annual report and audited financial statement to:
  - Trefoil Guilds in their State,
  - The Australian Trefoil Guild Adviser,
  - State Girl Guide Organisation.
- Be responsible for all Trefoil Guild merchandise for their State.
- Attend the Australian Trefoil Guild Gathering as a representative of the State. If unable to attend, appoint an attendee to take responsibility for official requirements, e.g. State banner and opening of the event.

**Communication:**

- Produce and circulate a State Trefoil Guild newsletter to all Guilds with a complimentary copy to their State Girl Guide Organisation, the Australian Trefoil Guild Adviser and other State Trefoil Guild Advisers.
- Contribute to the State Girl Guide magazine / newsletter with Trefoil Guild information.

**Guidelines for the Election of State Trefoil Guild Adviser**

The incumbent State Trefoil Guild Adviser or an appointed nominee is responsible for the following:

1. The advertisement for the position to be circulated to
  - All Trefoil Guild Secretaries
  - The State Girl Guide news
  - Trefoil Guild Newsletter
  - Nomination forms are available from the State Trefoil Guild Adviser.
  - Nominations must be received by the State Trefoil Guild Adviser or the appointed nominee at least six months prior to the end of the current term. An interview panel is formed by the incumbent State Trefoil Guild Adviser.
  - The panel consists of the State Trefoil Guild Adviser and at least three other financial Trefoil Guild members. All four members of the interview panel must belong to different Trefoil Guilds.
  - The interview panel must maintain complete confidentiality.
  - The State Commissioner must be invited to participate with no voting rights.
  - When the State Trefoil Guild Adviser receives the completed nomination forms (including a full-length photograph of the nominee in Full Trefoil Guild Dress) they are distributed to the panel members prior to the interview of applicants.
  - Written confirmation of the interview date, time and venue (physical or online) is to be sent to the applicants with a request for them to wear full Trefoil Guild Dress.
  - All applicants are interviewed by the appointed panel. The State Trefoil Guild Adviser or the appointed nominee chairs the interviews.
  - At the conclusion of all interviews, the panel discusses the applications and votes. The State Trefoil Guild Adviser has a casting vote, if required.
  - After agreement is reached for the State Trefoil Guild Adviser Elect, the State Trefoil Guild Adviser informs the successful applicant by phone and confirms by correspondence.
  - Confidentiality is required until the appointment is ratified by the State Girl Guide Organisation and announced by the State Trefoil Guild Adviser.
  - The State Trefoil Guild Adviser informs the unsuccessful applicant(s) by phone and confirms by correspondence that a decision has been reached. The name of the successful applicant is withheld at this time.
  - The State Commissioner is informed by correspondence of the successful applicant. The appointment is to be ratified at the next State Executive / Board / Management Committee meeting.

2. The State Commissioner must notify the State Trefoil Guild Adviser immediately following ratification.
3. Upon the State Trefoil Guild Adviser receiving confirmation from the State Commissioner, the following occurs:
  - a) The successful applicant is advised by the State Trefoil Guild Adviser via phone of the ratification, and this is confirmed by correspondence.
  - b) The appointment is advised to the Trefoil Guild Secretaries for immediate circulation to their members.
  - c) The Australian Trefoil Guild Adviser is advised by email / phone.
  - d) The incumbent State Trefoil Guild Adviser contacts her counterparts in all other States advising them of the new appointment.
4. The incumbent State Trefoil Guild Adviser should ensure the handover of all administration / records in a timely manner.
5. If the State Trefoil Guild Adviser resigns, dies or is removed from office during the term of appointment or any extension, then the Australian Trefoil Guild Adviser, in consultation with the State must appoint a Trefoil Guild member to that position for a maximum of six months until a State Trefoil Guild Adviser is elected.

If an incumbent State Trefoil Guild Adviser resigns, a letter of resignation must be forwarded to all Trefoil Guilds with a copy to the Australian Trefoil Guild Adviser and the Girl Guide State Commissioner.

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

6. The incumbent State Trefoil Guild Adviser must apply in writing to Trefoil Guild Secretaries approximately six months prior to the conclusion of her current term. All Trefoil Guilds in the State must be given the opportunity to vote. Note: One vote per Trefoil Guild.
7. The State Trefoil Guild Adviser appoints two Trefoil Guild members (not from the same Guild) as scrutineers to conduct the voting by:
8. Distributing the voting slip to all Trefoil Guild Secretaries,
9. Receiving the completed voting slip and conducting the count. Note: Complete confidentiality must be maintained at all times.
10. The Scrutineers advise the State Trefoil Guild Adviser of the voting result
11. The State Trefoil Guild Adviser advises all Trefoil Guild Secretaries and the State Commissioner in writing.
12. If unsuccessful in obtaining an extension, the incumbent State Trefoil Guild Adviser completes her term.

#### **Assistant State Trefoil Guild Adviser**

---

**Appointed by:** State Trefoil Guild Adviser.

**Responsible to:** State Trefoil Guild Adviser.

**Term:** For the length of the State Trefoil Guild Adviser's term.

**Function:** To assist the State Trefoil Guild Adviser with administrative matters, represent the



State Trefoil Guild Adviser when necessary and accompany the State Trefoil Guild Adviser where applicable.

**Requirements:**

13. Is a financial member of the Girl Guide State Organisation and an active member of Trefoil Guild who has renewed or made their Promise as an adult.
14. Ability to communicate clearly using all available technology.
  - Has computer skills to use various software packages.
  - Have an overall knowledge of the activities and structures of Trefoil Guild in Australia and of Guiding in general.

**Duties:**

- Establish and maintain a close working relationship with the State Trefoil Guild Adviser.
- Represent the State Trefoil Guild Adviser at State functions and events, as required.
- Research, interpret and condense relevant items from material available.
- Speak clearly to groups to promote the activities of Trefoil Guild.

## **STATE TREFOIL GUILD ADMINISTRATION**

---

### **Management**

---

#### **Annual Census Report and Financial Return**

The State Trefoil Guild Adviser circulates the State Trefoil Guild Annual Census Report and Financial Return forms (ATG 3) to each of the State's Trefoil Guilds. Forms are to be returned on a nominated date.

The State Trefoil Guild Annual Census Report and Financial Return forms are designed to provide the information for State Trefoil Guild records.

State Trefoil Guild Advisers can access a printout of Trefoil Guild members with their contact details direct from their Girl Guide State Organisation. The printouts are to be provided to each Trefoil Guild with the Census form. The Trefoil Guild Secretary is to update this printout, adding new members' details, deleting members who have left / transferred and correcting contact details.

Information from the Trefoil Guilds is to be collated by the State Trefoil Guild Adviser on the Australian Trefoil Guild Annual Census Report and Financial Report forms (form ATG 2). These forms, with copies of relevant reports, audited balance sheet of the State Trefoil Guild, and a cheque or bank transfer covering NSGF / ISGF fees and the Australian Trefoil Guild fee are to be sent to the Australian Trefoil Guild Adviser on or before the advised date.

#### **Finances**

Refer to **Australian Trefoil Guild Administration: Finance**, page 28.

The intention of Trefoil Guild accounts is not to retain high bank balances, but to be a depository for funds for administrative requirements.

Monies raised should be for specific purposes, such as maintaining Guide Properties, supporting active Guiding and the community.

Trefoil Guild fees are collected by each Trefoil Guild annually. Trefoil Guild members pay their State Girl Guide Organisation membership in different ways according to their state procedure.

### **Auditing of Accounts**

The auditing of accounts must be carried out within the Incorporation Act of each State. Girl Guides must fulfil the requirements of the Charitable fundraising Act with a clear and transparent examined process for all accounts. The State Girl Guide Organisation has procedures in place to ensure these requirements are met.

The State Trefoil Guild account(s) must be audited annually and the balance sheet presented to State Trefoil Guild members (usually at the State Trefoil Guild AGM). A copy is forwarded to the Australian Trefoil Guild Adviser attached to the Australian Trefoil Guild Annual Census Report and Financial Return forms.

The Audit may be carried out by an auditor / accountant or an experienced bookkeeper who is not related to the Treasurer or any signatories on the accounts.

### **Annual General Meeting**

---

Each State is to hold an Annual General Meeting and / or gathering where the State Trefoil Guild Annual Report and financial Reports are read. Other reports may be presented at this time. An invitation listing the date, time and venue is to be circulated to all members.

### **State Service Project**

---

The 2006 National Gathering recommended that each State consider introducing a State Service Project. State Trefoil Guilds vote to choose an organisation / charity which operates in, and is appropriate to, their State.

### **State Trefoil Guild Gathering**

---

State Trefoil Guild Gatherings are held as decided by the State Trefoil Guild. The State Trefoil Guild AGM and reporting is held during this event.

#### **Procedure:**

1. The Gathering should take place over **two to three days**, usually over a weekend to cater for working members.
2. The State Trefoil Guild Adviser convenes a **committee** to organise the Gathering. The committee consists of a Chairman, secretary, and treasurer, as well as members responsible for the following areas: accommodation, housekeeping, program, catering, registration, health, photography and transport. The roles of these personnel should parallel the roles as set out in the procedures for the Australian Trefoil Guild Gathering.
3. The Host State organises venue, dates, accommodation, program (including a Guides

- Own), theme if desired, badge production and budget of accounts.
4. The State Trefoil Guild Adviser is responsible for the event and consults regularly with the Committee Chairman. The State Trefoil Guild Adviser must ratify all decisions made by the planning committee. The minutes of the committee are to be sent to the State Trefoil Guild Adviser.
  5. The **first task** of the committee is to locate a suitable **venue** for the event. It should be able to house all participants in one location. Double bunk beds are not desirable.
  6. The **venue contract** is to be signed by the host State Trefoil Guild Adviser.
  7. The design of the Gathering **Badge** is made in consultation with the State Trefoil Guild Adviser. The Australian Trefoil Guild logo must be included on the Gathering badge.
  8. The State Trefoil Guild Adviser approves the **quantity of badges** to be produced. The cost and sale of the badges is incorporated in the Gathering budget.
  9. The total of the **surplus funds or a deficit** from a State Trefoil Guild Gathering becomes the responsibility of the State Trefoil Guild. If a deficit, the State Trefoil Guild Adviser is responsible for finding funds to meet the unexpected deficit.
  10. The State Trefoil Guild Adviser's fares and Gathering fee should be met from State Trefoil Guild funds.
  11. The Girl Guide State Commissioner and the Australian Trefoil Guild Adviser should be invited to attend either full or part time, with the event fee to be covered by the Gathering budget. Travel costs would be the responsibility of the State Commissioner and the Australian Trefoil Guild Adviser.
  12. If the State Gathering Committee wishes to invite Trefoil Guild members from interstate, they must consult with the State Trefoil Guild Adviser.
  13. Merchandise may be available during the Gathering. The Merchandise Officer should consult with the State Trefoil Guild Adviser for items to be available.
  14. A trading table may be included at the Gathering with surplus funds being directed to a clearly identified purpose.

## TREFOIL GUILD MANAGEMENT

---

### Formation of a Trefoil Guild

**A Trefoil Guild** may be formed.

- To serve a geographical area,
- To create a group for members with like background and interest,
- Attract members of a specific age group,
- And for any other grouping that is consistent with Guiding policy and principles and considered applicable to the need and interest of potential members at the time of formation.

### Registration

Guilds are registered by the State Trefoil Guild Adviser with their State Girl Guide Organisation.  
(Form ATG 25-23 & Certificate ATG 24-23)

### **Recess or Closure of a Trefoil Guild**

Before a Trefoil Guild closes or is placed into recess, there should be discussion between the State Trefoil Guild Adviser and the Trefoil Guild's office bearers. On discussing the reasons for the action, a decision can be made.

If members are interested in continuing their membership, their transfer to another Guild should be facilitated by the State Trefoil Guild Adviser. (Form ATG 21-23)

Should there be a likelihood of re-opening within two years, going into recess is preferred. The account is to be audited, the bank account closed, and total funds will be placed in trust in the State Trefoil Guild Holding Account by the State Trefoil Guild Adviser. If the Guild reopens in less than two years, the funds will be returned to the Guild.

For a Guild that is closing, accounts should be audited. Members may choose to donate their funds to Guiding, to a recognised charity, or, if the remaining members move to an existing Guild, transfer funds to that Guild's account. The State Trefoil Guild Adviser must be informed of the dispersal of funds and presented with the Audit report.

The record books, banners, etc. of a Guild in recess or closed, are to be handed to the State Trefoil Guild Adviser for safe keeping. These will be held for up to two years or returned to the Trefoil Guild if it reopens. See Trefoil Guild Handbook and Form ATG 18-23

### **Trefoil Guild Membership**

---

Membership is open to all female adults who have made the Guide Promise or Scout Promise, or who are prepared to make the Guide Promise and accept the Guide Law. On becoming a member of Trefoil Guild, the Promise is to be reaffirmed, with the added phrase 'As a member of Trefoil Guild I affirm my intention to carry out this Promise.' (Form ATG 19- 23).

Trefoil Guild members are financial members of their State Guide Organisation. Members may attend three meetings before paying the membership fee. Most Trefoil Guild events and activities are planned for financial members. Non-financial members or guests must not attend on a regular basis.

#### **Multiple Membership**

Multiple membership entitles a member to join more than one Trefoil Guild and participate fully in both programs. They may hold office in any Guild in which they are registered. They may vote on local items but have only one vote in their nominated home Guild on State or National issues. (Form ATG 20-23)

#### **Life Membership**

Life membership may be bestowed to a member by her Trefoil Guild recognising the outstanding contributions of a Guild member within the Trefoil Guild, Guiding and / or the community.

- A Guild may apply for Life Membership on behalf of the member(s) by notifying the State Trefoil Guild Adviser on (Form ATG 15-23) Application for Trefoil Guild Life Membership / Honorary Membership.
- The State Trefoil Guild Adviser contacts the Guild to make arrangements for the presentation of the certificate.
- The Guild takes responsibility for the Life Member's membership and all fees.
- Life Membership does not extend beyond that Guild. Should a Life Member leave, transfer, or the Guild goes into recess or closes, Life Membership ceases. (Form ATG 15-23)

**Note:** A life Member of a Girl Guide State Organisation is not automatically a Life Member of a Trefoil Guild.

### **Honorary Membership**

A Trefoil Guild may find that due to on-going ill health, a member is unable to attend Guild meetings and events regularly and actively.

Honorary Membership may be conferred to such a member in appreciation of her past contribution to her Trefoil Guild and conveys the intention of current Guild members to maintain contact and include the Honorary Member in events, by invitation.

Girl Guide State membership fees and Trefoil Guild fees are not applicable.

Honorary Members do not have a vote.

Honorary Members are not covered by insurance.

Application for Honorary Membership can be made on Form ATG 15-23: Application for Trefoil Guild Life Membership / Honorary Membership.

### **Lone Trefoil Guilds**

---

There are Lone Guilds in most States. If there is not a Lone Trefoil Guild in the State of a prospective member, she may attach to a Lone Trefoil Guild in another State.

The member nominates in which State the Girl Guide membership is paid and registered but she is encouraged to pay membership in her State of residence. Membership is arranged by the State Trefoil Guild Adviser. If the member chooses to pay her Girl Guide membership fee in the State of the Lone Guild, membership is arranged by the Guild. Irrespective of which State the Girl Guide membership is paid, the administration fees due to the Lone Guild are paid to the State of the Guild. The member is included in the census of the Lone Trefoil Guild's State.

A Lone member can only vote on State and Australian matters in the State in which she has paid her membership.

If it later becomes possible for the member to join a Guild in her home State, she may transfer to that Trefoil Guild. It is also accepted that a member who moves States may choose to retain membership of the original Guild.

## **Finances**

Each Trefoil Guild must report on finances held and ensure accounts are audited as required by their State Organisation.

Monies bequeathed to the Trefoil Guild for specific purposes must be held in a trust or special account. Trefoil Guild fees are collected by each Trefoil Guild annually.

Each Trefoil Guild must arrange an annual audit of account(s) and present the balance sheet to their members at an AGM and provide a copy of the balance sheet plus bank account details on the State Guild Annual Census Report and Financial Return forms (ATG Form 4-23).

## **AFFILIATED ORGANISATIONS**

---

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

---

With ten million Girl Guides and Girl Scouts from 153 countries across the world, the World Association of Girl Guides and Girl Scouts is the largest voluntary movement dedicated to girls and young women in the world. Australia is a founder member of WAGGGS which is the official umbrella for all Girl Guide and Girl Scout associations in the world.

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

**Our Vision:** All girls and young women are valued and take action to change the world.

Working through our Mission and Vision, we will continue to:

- Support girls and young women,
- Increase their opportunities for self- development,
- Enable them to take an active role in their community, and
- Empower them to speak out and act against injustice and inequality to make the world a better place.

There are five WAGGGS regions: Africa, Arabia, Asia Pacific, Europe and Western Hemisphere. There are five World Centres: Our Chalet in Switzerland, Sangam in India, Pax Lodge in the UK, and Nuestra Cabana in Mexico are residential and training centres where girls and young ladies can develop leadership skills through international programs and friendships, and Kusafiri in Africa which has no fixed site but holds events using suitable facilities in Africa.

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

---

The International Scout and Guide Fellowship (ISGF) is an organisation for adults in support or Scouting and Guiding.

ISGF is a worldwide organisation for adults who want to strengthen the dialogue between

communities through community-oriented projects worldwide.

### **ISGF Fellowship Day**

25 October had been chosen as 'Fellowship Day'. The ISGF was formed on 25 October 1953. It is an opportunity for all constituent organisations in the National Scout Guide Fellowship of Australia (NSGFA) to gather for a day of fellowship. Sometimes this day may be a picnic, a day with an international theme, an outing or similar. 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 who are financially assisted by the NSGFA (for Australia this is two Trefoil Guild members and two BP Guild members). Other NSGFA 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 the World Conferences. Australia is a member of the Asia Pacific Region. The NSGFA delegation or representative is financially assisted to attend this event.

Twinning is a practical way for members to be involved internationally. The principle of Twinning is to establish contact between members of the ISGF in different parts of the world...

Twinning can be implemented at any one of three different levels:

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

Trefoil Guild application for Twinning may be made on form ATG 22-23. The form is forwarded to the State Trefoil Guild Adviser, then to the Australian Trefoil Guild Adviser, who forwards it to the NSGFA International Secretary for processing.

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

---

The National Scout and Guide Fellowship of Australia (NSGFA) is administered by a six-member executive who represent the Trefoil Guild, the Baden-Powell Guild (BP Guild), and St George's Guild Inc. Three members, from Trefoil Guild and BP Guild form the executive. The NSGFA Executive Committee represents the three constituent organisations and rotates between States each three years.

Meetings are held three to four times each year. The host State is determined by an established rotation. Should a State have difficulty in hosting a NSGFA Committee, they may ask to miss their turn. Liaison should take place between the State Baden-Powell Guild and the State Trefoil Guild.

Trefoil Guild is represented by the Australian Trefoil Guild Adviser and two Trefoil Guild members (usually the State Trefoil Guild Adviser and one other member) from the State in which the NSGFA meets.

The chairmanship rotates every three years between the Australian Trefoil Guild Adviser and the

Australian Baden-Powell Guild Master.

Trefoil Guild members (with the exception of Honorary Members) pay an annual subscription to the NSGFA. The NSGFA pays an annual fee per capita to the ISGF for their administration / travel costs.