



## **ROLE DESCRIPTION:**

### **DIVISION COMMISSIONER**

#### **Role**

Lead a team of dedicated and skilled volunteers to ensure that quality guiding is delivered. Promote a positive image of Girlguiding and be an ambassador for its values. Promote and encourage opportunities within Girlguiding to volunteers and members.

The division commissioner role can be done as a job share and a division team created to enable delegation of some of the commissioner tasks.

#### **Personal Qualities**

A woman over 18 years old. Already, or willing to become a member of Girlguiding and have a passion for guiding. Ability to manage time and prioritise tasks. Good communication skills. Ability to manage a team effectively, able to deal with difficult situations. Computer literacy. Good decision making skills and ability to motivate and inspire people.

#### **Term**

Is appointed for an initial term of 3 years and may be re-appointed for a further 2 years. Reappointment is not automatic.

#### **Responsible to**

The County Commissioner

#### **Working with**

Division team members

District Commissioners within the division

County team members

#### **Responsibilities**

- Ensure you are up to date with training and be committed to undertake further/new training as appropriate
- Use the county dedicated email account for communications relating to the division role

- Only store records relating to the role on the County Microsoft Teams system
- Act with integrity and discretion
- Act as a Trustee for Girlguiding Hertfordshire and attend termly Trustee and COG meetings. Taking an active role in decision making for the county. Ensure a representative from the division attends in your absence.
- Lead a team of dedicated and skilled volunteers within the division to ensure that quality guiding is delivered.
- Support the district commissioners within the division
- Liaise with county lead advisers to appoint a representative from the division to be part of the county operation group teams

*Ensure good communication:*

- Be the main contact for the division on GO
- Organise and act as Chair at regular division meetings, ensuring a written record of the meeting is kept and minutes circulated
- Ensure volunteers and members are aware of and follow the [Girlguiding Code of Conduct](#)
- Attend district meetings occasionally
- Ensure information from national/regional/county level is cascaded within the division as requested
- Promote opportunities for training, events and activities to members and volunteers

*Manage data (or appoint a division supporting member):*

- Approve and sign RENs – checking individuals records and qualifications on GO
- Arrange DBS and reference checks for volunteers
- Ensure the qualifications of district commissioners within the division are up to date

*Appoint a Division Treasurer to manage finances:*

- Manage the administration and finances of the division, ensuring proper accounts are kept, that are independently checked annually
- Ensuring all districts within the division keep proper accounts that are independently checked annually
- Ensure division subscriptions are paid on time

*Ensure good guiding in the division (or appoint division supporting member(s)):*

- Manage any problems or concerns that arise within the division and deal with them in a timely manner

- Present qualifications and awards to celebration girls and volunteers as required
- Provide support to members and volunteers
- Follow processes when agreeing to units and districts being set up, merged or closed
- Approve awards nominations relating to district commissioners within the division
- Encourage and support division events and provide support with district events if required

*Promote Guiding in the local area (working with the division media & communications lead volunteer):*

- Proactively grow guiding in the division
- Represent the division at external events, promoting a positive image of Girlguiding
- Keep any division social media pages/websites up to date

*Manage property owned by the division (if relevant) (or appoint division supporting member(s)):*

- Create and maintain a property committee
- Ensure the division is registered as a charity and keep accounts accordingly
- Ensure that trustee indemnity insurance is in place
- Manage relationships with all stakeholders