



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.

Up to 3 division commissioners also hold a county trustee role. The trustee role expires at the same time as the division commissioner role ends. Such appointment is made by the county commissioner and is subject to the agreement of the division commissioner.

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*.

Responsible to

The county commissioner

Working with

Division team members

District commissioners within the division

County team members

County executive team members (if appointed as a county trustee)

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.
- Attend quarterly county operations team meetings.
- Act as a trustee for Girlguiding Hertfordshire and attend quarterly county executive team meetings. Taking an active role in decision making for the county. Ensure a representative from the division attends in your absence. **(only applicable where division commissioner has been asked, and agreed, to take on the trustee role)**.
- Produce a written report for the county annual report.
- 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 volunteers to appoint a representative from the division to be part a county team, if required.

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.
- 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.

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.

*Reappointment is not automatic