



Division Commissioner

Main function

Provide leadership in a Division by building relationships and managing people. To ensure volunteers are kept fully informed of developments, opportunities and requirements at all levels.

Specific Responsibilities

listed below are responsibilities which can be shared among the Division Team. As a Commissioner, you may delegate parts of the role to other volunteers, working together to make the most of the skills and time you are able to give.

Leadership and team management

- Lead and support a dedicated team of volunteers to ensure high quality guiding is happening in your area, focusing on providing more opportunities for girls to get the most out of guiding.
- Ensure local guiding business is conducted efficiently and effectively via team meetings; establish appropriate methods of communication and build effective relationships throughout the team.
- Recognise the commitment of all adults within the area, giving informal thanks and, where appropriate, nominating individuals for awards.
- Recognise when support is needed by members of the team and respond appropriately.
- Manage enquiries, complaints and disputes in a timely fashion.
- Attend county executive meetings

Administration

- Ensure that all administrative resources for the area run effectively and online databases are kept up to date.
- Submit and update training and events dates on the area calendar, or equivalent.
- Ensure financial matters are monitored and policies adhered to.
- Ensure ongoing good practice in all health and safety matters and legal compliance, as outlined in *The Guiding Manual*, including approving REN (Residential Event Notification) forms.

Membership growth

- Understand membership needs, be aware of change and look at local demographics and external developments.
- Lead on strategies for recruiting more girls and volunteers for your area, delegating actions to the team.
- With support from the local team, welcome and induct new volunteers to the area, developing creative ways to support teams to do this.
- Support work around girls transitioning between sections and transferring within the area, if required.
- Promote inclusion and provide support to units in your area to include all girls and adult volunteers.

Being part of your local guiding area

- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Promote opportunities for training, activities and fundraising.
- Maintain good communications with other Commissioners in your area.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.
- visit units in your area to promote high quality guiding and to build successful working relationships.
- Organise meetings with your District commissioners/district team

Appointed by County Commissioner.

Term of appointment is three years with an option of two additional years.

Reviewed 2019