



## Queen's Guide Adviser

### Main function

To ensure volunteers working towards the Queen's Guide Award receive a high level of support

### Specific Functions

- To provide introductory information to volunteers wishing to embark on The Queen's Guide Qualification.
- To ensure that appropriate paperwork is completed for each volunteer.
- To ensure that an appropriate Mentor is appointed to support the volunteer.
- To ensure that those working towards the award are given continued support and encouragement.
- To keep contact with Mentors to ensure volunteers are progressing.
- To ensure that a record is kept of those completing the Award.
- To ensure that the County Commissioner is kept informed about those completing the award.
- Promote being positive about Guiding and Growing Guiding.
- Attend Guiding Development meetings

Appointed by County Commissioner and approved by County Executive.

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

Reviewed 2019