



<b>POSITION TITLE</b>	<b>Chair of the Girl Guides Australia Adult Good Service Awards Committee (GGAAGSAC)</b>
<b>PURPOSE OF POSITION</b>  To lead the Girl Guides Australia Adult Good Service Awards Committee (GAAGSAC).  To support and guide this Committee to enable it to provide advice to Girl Guides Australia (GGA) on adult awards in relation to the implementation of the Girl Guides Australia Adult Good Service & Membership Awards Policy and Framework.	
<b>APPOINTMENT</b>  Through the Governance and People Committee of Girl Guides Australia with endorsement from the GGA Board. The term of the Chair of the GAAGSAC is for 3 years with an option of extension of up to 2 years by mutual agreement.	
<b>RESPONSIBILITIES</b>  To chair and lead the GAAGSAC and with them effectively manage the work of the Committee so that it meets the expectations of Girl Guides Australia and its stakeholders and the needs of the Strategic and Business Plans.  As per the Terms of Reference of the GAAGSAC, work with members to: <ul style="list-style-type: none"><li>• Support the development of plans to implement the Girl Guides Australia Adult Good Service &amp; Membership Awards Framework and to provide advice to assist in successful execution of those national strategies which includes, but is not limited to, advice on procedures</li><li>• Ensure that the GGAAGSMA Framework is kept up to date and reviewed as required</li><li>• Consider and take action as required, on recommended amendments to the Girl Guides Australia Adult Good Service Awards Resources and communication materials</li><li>• From award nominations received, and in consultation with the Committee, determine the appropriate award and forward to the Chief Commissioner for presentation to the GGA Board for ratification.</li><li>• Provide advice to other stakeholders in Australian Guiding as required on matters pertaining to the Girl Guides Australia Adult Good Service Awards</li><li>• Facilitate regular communication across GGiA (Girl Guiding in Australia) to ensure that the duties of the Committee are fulfilled, and the purpose is achieved</li><li>• In conjunction with State Award Chairs, promote adult awards and recognition across the Guiding Community</li><li>• Measure and evaluate the effectiveness of the consistent application of the Girl Guides Australia Adult Good Service Awards Policy across member Organisations</li><li>• Manage the Asia Pacific Awards process including publicity, promotion, nominations, and communications.</li><li>• Ensure that the activities of the GGAAGSAC include adequate consultation across the Management and the Board of Girl Guides Australia and member Organisations as required.</li></ul>	

## **OUTCOMES**

- Keep appropriate records of Awards and decisions of the Committee. Provide input for the Annual Report of Girl Guides Australia.
- Consistent application of the Girl Guides Australia Adult Good Service Awards Policy
- Understand, recognise, and apply the Girl Guides Australia Adult Good Service Awards Framework
- Production of clear transparent and user-friendly outcomes to support best practice Adult Good Service Awards throughout Girl Guides Australia

## **TRAINING AND SUPPORT PLAN**

As leader of this Committee, the Chair will have access to support and resources available through the Girl Guides Australia National Office including:

- CEO (Chief Executive Officer) and staff
- Chief Commissioner and Assistant Chief Commissioners

The Chair will be provided with an induction into Girl Guides Australia. Whilst it is envisaged that no role specific training will be provided, GGA can arrange mentoring on the skills required to chair a committee if required.

The Chair should also refer to the following documents:

- Terms of Reference for Girl Guides Australia Adult Good Service Awards Committee (GGAAGSAC)
- Girl Guides Australia Adult Good Service Awards Policy, Framework and supporting resources and other relevant governance documents
- Summary of the current GGA Strategic Plan
- Current GGA Business Plan

## **COMMUNICATION PLAN**

The Chair is responsible for ensuring that the Committee:

- Maintains regular communication with GGA
- Maintains confidentiality of all discussions to protect the integrity of the Committee

As Chair of the Committee, the incumbent should ensure that a spirit of collaboration is maintained in the Committee and that members understand the spirit of the Terms of Reference, and do not over-reach their remit.

## **TIME COMMITMENT**

The Committee will meet regularly to ensure the implementation of the GGA Adult Good Service Awards and Membership Recognition Framework, including time to assess adult award nominations.

The GAAGSAC will meet via teleconference facilities, with the possibility of an annual face to face meeting, as decided in negotiation with the Chief Commissioner and GGA CEO.

## **PERSONAL REQUIREMENTS and SKILLS/RESOURCES NEEDED**

The Chair must be a member of Girl Guides Australia or a State Girl Guide Organisation.

The Chair should have expertise in leading committees and an understanding of the context and aims of Girl Guides Australia. A priority for the role of Chair is the ability to lead the implementation of the GGA Adult Good Service Awards and Membership Recognition Framework.

The Chair of the GGAAGSAC will be required to have skills and experience that can support them in fulfilling the responsibilities of the role and outcomes of the Committee. Specifically, knowledge of and competency in:

- Understanding of adult member roles and leadership structure
- Information technology and communication skills
- Skills and capacity to promote the GGA Adult Good Service & Membership Award Framework
- Demonstrated capacity to maintain confidentiality.