

PROVINCIAL 2025 CAMP MANAGEMENT COMMITTEE CHAIR

Position Description



Established 1 May 2023

MISSION:

To be a catalyst for girls empowering girls.

PURPOSE:

To Chair the Management Committee of the Provincial Camp 2025 Committee and to oversee the work of the Committee.

ACCOUNTABILITY:

Provincial Girl Engagement Coordinator, Provincial Council

RESPONSIBILITIES:

Pre-Camp:

- Plan and Chair committee meetings for the 2025 Camp Management Committee.
- Ensure Position Descriptions accurately reflect the work required from Committee Members.
- Recruit Team Leads for all Sub-Committees of the 2025 Camp Management Committee.
- Provide orientation to members of the 2025 Camp Management Committee.
- Provide advice, consultation and support to 2025 Camp Management Committee members as required.
- Ensure a cohesive and well-coordinated planning team
- Provide monthly written updates to the Provincial Council.
- Submit expenses to 2025 Camp Finance Lead in a timely manner.
- Ensure that planned activities are aligned with GGC Strategic Priorities.
- Maintain and monitor provincial emails at least three times a week and respond in a timely manner.
- Contribute to the creation and publication of articles about the camp.
- Help to create the budget and adhere to the budget when executing camp.
- Work with and support the RG for the camp while maintaining deadlines.
- Adhere to the Oath of Confidentiality and Code of Conduit of GGC.
- Comply with the Fundamental Principles for all Committees.
- The work of the 2025 Camp Management Committee will be coordinated primarily via email and conference call.

Post Camp:

- To prepare a final Report of the 2025 camp and forward it to Provincial Council.
- To return all external resource equipment, supplies and resources.

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Qualifications:

- Considerable experience in planning and participation in camping and outdoor activities.
- Knowledge of camping guidelines and procedures as contained in Guiding Essential and Safe Guide.
- Ability to work with a team and Chair meetings.
- Ability to exercise critical and analytical thinking and to exercise decision focused skills.
- Good writing, communication, listening and interpersonal skills with the ability to communicate effectively via various media sources.

Term:

- Duration of the project implementation and evaluation period.
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