

Unit Banking Sub Committee Role and Responsibilities

ROLE

- To support Girl Guides of Canada, Ontario Council on Unit level financial management related issues
- To act as a resource to the Ontario Council Treasurer, Deputy Provincial Commissioner 3 (DPC3) and Administrative Community on issues related to unit banking.
- To provide support for Unit Treasurers and address compliance issues, including Unit deficits
- To provide recommendations for improvements related to unit banking processes
- To carry out any additional work as directed by the Provincial Council

MEMBERS

Membership shall include:

- Provincial Treasurer (Co-Chair)
- Deputy Provincial Commissioner 3 (Co-Chair)
- Adult Members at large (5-10)

RESPONSIBILITIES

The Ontario Council Unit Banking Sub Committee shall:

- Provide training sessions & mentorship to Unit Treasurers, including those working on performance management requirements
- Provide support to Administrative Community Leaders (ACLs) for Unit Treasurers and Guiders who require performance management regarding finances
- Investigate Units with deficits assigned to identify root causes including missing cookie funds, cookie billing errors or other issues through display only view of unit finances, or preliminary discussions with Unit Treasurers
- Participate in performance management calls with Unit Guiders supporting the DPC3 or ACLs on performance management discussions
- Provide input on GGC financial processes and banking platform
- Participate in unit finance status meetings with committee members and staff members on the Unified Banking team
- Report on activities and provide recommendations, via the Chair, to Council in the Treasurer's usual tabled report

MEMBER QUALIFICATIONS

Members of the committee need to have:

- A minimum of 3 years of experience as unit treasurer
- A strong understanding of unit banking procedures including completion of Treasurer Training
- Training experience or demonstrated ability to support Unit Guiders in a positive way is desirable
- Familiarity Girl Guides of Canada Performance and Conduct Management policies.



- Performance management experience is desirable.

MEMBER TERMS

- Minimum of one (1) year commitment (renewable on an annual basis)
- Terms run from Sept to August annually.

