Role Profiles

Section Buddy

To be a friendly face and to answer any questions a new volunteer might have and to provide ongoing, informal support and guidance as required.

In this role you will support us by…

· Being a point of contact for new leaders, be approachable and offer regular communication sharing knowledge and resources. This can be through a variety of channels, eg face to face, phone, email, Skype etc,

· Motivate, support and encourage the new volunteer to try different activities and roles within Girlguiding, eg encouraging them to complete their Leadership qualification or to visit another unit.

· Demonstrate good guiding and offer the volunteer to shadow a unit where appropriate

· Supporting the section Lead

Warm Welcome Co-ordinator

A good first impression of local guiding is vitally important for welcoming and keeping Leaders. It is crucial that a Leader in Training feels part of a supportive and friendly local team for a positive experience.

In this role you will support us by…

· Contacting new volunteer enquiries and matching them to a section / unit

· Assist new Volunteers with the initial stages of the recruitment and vetting process

· Keep in regular contact with the volunteer and promote and assist them with undertaking initial trainings i.e Safe Space.

LQ Co-ordinator

You can nurture the enthusiasm of Leaders in Training by helping them to get started on the Leadership Qualification (LQ) as soon as possible

In this role you will support us by…

· Welcoming new volunteers and complete NLGI’s

· Keeping an eye on the progress of volunteers moving through the LQ in the division

· Liaise with the Leadership Qualification Coordinator and Mentors in your area as necessary in order to ensure that suitable opportunities are provided to complete modules in the LQ

· Attend county LQ meetings and feedback updates to the division team

 Division Administrator

Are you well organised and a good communicator?

In this role you will support us by…

· Minute taking at Division meetings and e-mailing minutes out to relevant leaders

· Monitor qualification expiry dates for First Aid, safe Space and DBS and ensure those leaders complete these in a timely manner

· Support with organising events, drafting risk assessments and consent forms for said events

· Support with organising trainings as required.

Role Profiles

Thanks and Recognition Rep

Saying thank you to volunteers is so important. It recognises the contribution they make to our charity. Awards are a wonderful way to celebrate the achievements of members and recognised volunteers in the Team.

 In this role you will support us by…

·  Attending the County Thank and Recognition meetings

* Keeping a record of when Members long service awards are due
* Liaising with the Events Committee to plan thanks and recognition events.

Events Committee Members

Do you want to get involved with something a bit different? Creating exciting and adventurous events for all / multiple sections.

In this role you will support us by…

· Assisting in the planning and organising of events

· Considering activities that are relevant to the section

· Liaise with venues and external instructors to ensure a smooth running event

Treasurer

Do you have a head for numbers? Are your good at record keeping? Help us keep accurate financial records on behalf of the Division

In this role you will support us by…

· Keeping accurate records of financial transactions and accounts

· Maintain relevant bank account, keeping up to date with any correspondence with the bank on behalf of the organisation.

· Prepare end-of-year accounts for independent examination.

· Chase units for annual accounts and do some checking of these

· Chase units for Subscriptions

 Something Else

Is there a role you feel we are missing in the division?

Talk to us about how you could help us to make the division even better.

In this role you will support us by…

· Let us know...