



GINNINDERRA DISTRICT GIRL GUIDES

Barton Lachlan Division, ACT and South East Region

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Web: <http://ginninderragirlguides.weebly.com>

SUPPORT GROUP POSITION DESCRIPTIONS

Support Group is a group of **volunteers**, usually parents of the Girl Guides in the District (but doesn't have to be parents), who are responsible for fundraising to maintain the Guide Hall, to pay bills such as electricity, water, leader training etc; and generally supporting the District Managers in any way they can.

There are elected and appointed positions with specific duties as listed below as well as general members who provide support in whatever way they can.

GENERAL MEMBERS

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- ♣ **All parents of girls who are members of any Unit in Ginninderra District.**
- ♣ Any other parents, grandparents, aunts, uncles, friends or other interested people who would like to support the District but do not wish to take on a specific role.

NON-EXECUTIVE POSITIONS – NOT ELECTED (APPOINTED BY THE DISTRICT LEADER)

UNIT PARENT LIAISON REPRESENTATIVE

- ♣ Assists the Treasurer
- ♣ Issues fee notices, collects fees and banks fees or passes fees to the Treasurer
- ♣ Issues receipts and maintains financial records
- ♣ Keeps an up-to-date list of current members of the Unit
- ♣ Takes parent concerns to the Support Group meeting or the District Leader and
- ♣ Assists the Unit Leader to foster better community relations.

HALL MAINTENANCE OFFICER

- ♣ Oversees general maintenance of the building e.g. minor repairs, organising trades-people, changing light bulbs
- ♣ Maintains and updates the Honour Boards
- ♣ Advises Support Group on appropriate works and costs involved
- ♣ Reports to the Support Group once a month

HALL BOOKINGS OFFICER

- ♣ Keep a diary of hall bookings – both within and outside the District.
- ♣ Arrange for all appropriate paperwork to be completed and distributed as required by Guidelines.
- ♣ Collect payment from hirers if appropriate.
- ♣ Arrange entry to the hall for hirers and collect the key after hiring.
- ♣ Ensure hall is cleaned after hiring.

NEWSLETTER EDITOR

- ♣ The Editor collects the information to go in the Newsletter and assembles it ready for printing/emailing it to our members.
- ♣ The Editor arranges for the newsletter to be printed and once printed takes it to the Guide Hall where it is distributed by the Unit Leaders.
- ♣ The Editor also arranges for the newsletter to be posted on the District website and e-mailed to the Leaders for forwarding to parents via e-mail.
- ♣ The Editor is welcome to assemble an Editorial team.

ELECTED EXECUTIVE POSITIONS

PRESIDENT

- ♣ The President chairs all Support Group Meetings.
- ♣ The President prepares the agenda for Support Group Meetings.
- ♣ The President handles most of the correspondence to and from the Support Group.
- ♣ The President works closely with the District Manager(s) to ensure that the District is well managed in accordance with Girl Guide NSW and ACT guidelines.
- ♣ The President may Job Share or be assisted by a Vice President.

VICE-PRESIDENT

- ♣ Assists the President.
- ♣ Chairs the meetings if the President is unavailable.

MINUTE SECRETARY

- ♣ The Secretary takes the minutes at all Support Group Meetings and is part of the Support Group Executive.
- ♣ The Secretary records up the minutes and maintains the Minute records. The Secretary also copies the minutes and has them available for distribution at the next Support Group Meeting.
- ♣ The Secretary receives the reports and agenda for the AGM in March each year and copies them so they are available for distribution at the AGM.

TREASURER

- ♣ The Treasurer maintains the financial books of the Support Group through a simple accounting system. A computer is necessary to the person filling this position.
- ♣ The Support Group books are audited once a year in January.
- ♣ The Treasurer accepts fee payments and other monies incoming to the Support Group and banks these. The Treasurer also writes out all cheques issued by the Support Group.

- ♣ The Treasurer attends most Support Group Meetings and provides a simple financial summary of transactions since the last meeting. The Treasurer is part of the Support Group Executive and may work with an Assistant Treasurer.
- ♣ The Treasurer collects bills, bank statements and other mail from the Post Office Box and passes it on as necessary.

Meetings are held on the **4th Wednesday of each month**, usually in the Guide Hall, and are fun, social times with supper to share.