



Newfoundland and Labrador Council
**PROVINCIAL ELECTED MEMBER
PROPERTY COMPLIANCE**

Responsibility:

To work with Area and Provincial Commissioners to oversee properties, according to National Standards.

Duties:

- Participate, at the direction of the Provincial Commissioner, in short and long term planning that supports Provincial Council goals and plans.
- Maintain current knowledge of all issues affecting all properties.
- Receive and monitor budgets; in partnership with each individual District/Area Commissioner and Property Site Manager to resolve variances.
- Collaborate and coordinate any improvement or services with Area/District Commissioners and Property Site Managers.
- Report to the Provincial Commissioner and Provincial Council on all performance results, issues and challenges for the overall property initiatives.
- Maintain annual contact with relevant insurance company.
- On-going consultation with Area/District Commissioner and Property Site Manager during property improvements or services.
- Fundraising; Review FR-1 forms and submit to appropriate level for approval for all properties, prior to start of any fundraising initiatives. Any fundraising exceeding \$1,000 goes to Provincial Office for approval.
- Submit an annual report of usage and improvement for each individual property.
- Submit an annual financial report on each property for National Compliance report.
- Keep current on National Property Improvement Guidelines

Purpose:

- To provide a safe, clean, equipped property to deliver the camping program to Members of Girl Guides of Canada.
- To work in partnership with Provincial Council, Area/District Commissioners and Property Site Managers to achieve the benchmarks for their property.
- To ensure all legislative requirements as they relate to the property are complied with.
- To ensure that all ways of work defined by Girl Guides of Canada, Newfoundland and Labrador Council are adhered to as they relate to the operation of the properties.

Term of Office:

Term of Office will be for three years reporting to Provincial Commissioner.