

# Area International Adviser- Nova Scotia

## Position Description

Updated August 2023

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### **MISSION**

To promote and support all activities relating to the GGC program.

### **ACCOUNTIBILITY**

Area Council and Provincial International Advisory Committee

### **RESPONSIBILITIES**

- Encourage Area members to apply for international/interprovincial opportunities at the Provincial level and mentor applicants with the application process.
- Encourage members to plan independent/interprovincial international trips and help mentor them.
- Working with the Provincial Treasurer, conduct mandatory Trip Training for all groups planning to travel.
- Mentor completion of safe guide forms for independent international/interprovincial group trips and events.
- Liaise between Area Council and the Provincial International Adviser.
- Respond to communications in a timely manner. Recognizing that most of our communication is via emails, checking and/or actioning emails at least twice weekly is recommended.
- Participate in conference calls and Area Advisory Network Conferences.
- Attend Area Council meetings and provide ongoing updates for International Training activities.
- Ensure that planned activities are aligned with the GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGc.
- Comply with National Fundraising Policy and Provincial Directives.

### **TERM**

Three (3) years

