

National Trefoil Guild Liaison

Position Description

Jan 2021

MISSION

To be a catalyst for girls empowering girls

Purpose

To collaborate with and support adult Members involved in the Trefoil Guild by liaising with Trefoil Guild members across Nova Scotia and the Member Services Representative.

Accountability

Member Services Representative.

Responsibilities

The Provincial Trefoil Guild Liaison:

1. Supports and keeps Trefoil Guild members engaged in the GGC Mission and Vision by:
 - Promoting Trefoil Guild activities, initiatives, publications and events.
 - Providing information to Trefoil Guild members regarding the province-wide initiatives of GGC and advising of opportunities available to Trefoil Guild members to continue to contribute to GGC.
2. Works in close collaboration with the Provincial Member Services Rep. to:
 - Research, advise, and inform regarding Trefoil Guild engagement strategies, issues and related activities.
 - Advise, contribute and compile content from Trefoil Guilds and as per province-wide initiatives, for the semi-annual *Trefoil Guild News* newsletter.
 - Monitor, update and maintain Trefoil Guild communications and promotional media.

NS SPECIFIC:

- Develop and monitor the Advisory budget and approve and sign expense claims as appropriate;
- Liaise with the Guild Leads to support the respective areas, champion and advise on Trefoil related issues and directives that provide key messages;



- Actively participate in Member Services Forum meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.
- Provide written updates for each Provincial Council meeting and an annual report to the Member Services Coordinator;
- Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office;
- Maintains and monitors, at least 3 times weekly, the respective Provincial email and respond in a timely manner;
- When creating and executing Provincial events, adhere to event timeline;
- Complies with all Provincial Processes.

Requirements for the position

- Commitment to GGC's Mission and Vision
- Commitment to maintaining the positive image of GGC
- Experience as a Trefoil Guild member
- Ability to effectively engage and support Trefoil Guild members
- Good communication skills and ability to build and maintain strong relations within GGC
- Ability to work independently and as part of a team
- Strong interpersonal, leadership and facilitation skills
- Strong communication skills – oral, written, email and teleconference
- Good time management skills – ability to prioritize, be creative and take initiative
- Proven ability to respond in a timely manner to the Department and others, as required
- Previous experience as a committee chair would be an asset

Term of position

- Three (3) years
- Approximately 5-7 hours per week will be required. The position may require travel to the National Office.

