



**Division and District  
Commissioners**  
(Team Leadership)

## In this role you will:

1. Lead and manage your district's or division's volunteer team
2. Ensure your district or division is working towards the Doing Our Best standards and Girlguiding's Strategy
3. Manage the smooth administration and finances of your local area
4. Promote Girlguiding's communications
5. Grow guiding locally in your district or division
6. Play an active part of your local guiding area and the wider guiding family



## **'Voice' Task and finish group**

**Lead Volunteer**

### **In this role you will:**

1. Lead a project team to consider a variety of ways to give girls a voice within Shropshire
2. Gain input and feedback from members of all sections to ensure it is representative of our youth membership
3. Gather your findings and share these with the County Trustees and County Team
4. Inform 2022/2023 county planning to ensure our girl's views are represented
5. Work with the Wider Opportunities Team to create a roadmap of opportunities, and support girls to understand the opportunities available
6. Provide feedback to the trustees to demonstrate the number of girls you managed to reach out to and the impact of the 'girls voice' gathered



## County Secretary

This role could also be shared by two or three volunteers who work together

### In this role you will:

1. Support the County Commissioner to ensure that county committees are managed in accordance with the County Constitution and agreed Terms of Reference
2. Act as point of contact for members in respect of the County Executive, Finance and Risk Governance Committees
3. Be responsible for preparing, collating and circulating the necessary papers and documentation in advance of the meetings, including Agendas, Minutes etc.
4. Attend these committee meetings, taking notes and creating accurate minutes to support the Chairperson
5. Keep accurate meeting records and compliant filing systems so that information can be accessed as needed