



District COMMISSIONER

role information



The **District Commissioner** role is an exciting opportunity to **lead** a dedicated team of volunteers to deliver good guiding in your District and to ensure that girls have amazing opportunities. This is for a term of **3 years** and is a **County Commissioner** appointment. You will work with a team of District Volunteers who together with you will be trustees of the District. You will be expected to attend 4-5 County Executive meetings per year along with any ad hoc meetings as required.



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How will I know what my District should be doing?

Girlguiding Ulster expects every District to ensure that there are great guiding opportunities for all and that there is good governance in the district. Your district will develop a District action plan to include;

- events
- volunteers
- growth
- finance
- property (if applicable)
- compliance
- communications
- PR

As District Commissioner what will I be expected to do?

Whilst the two District Commissioners lead the District this does not mean that they do everything themselves. One of the key duties will be to chair the District Executive meeting. Girlguiding Ulster has produced a model agenda for District meetings, this can be adapted to fit the needs of your district, it shows what you will need to be discussing annually, 6 monthly, quarterly, and on an ad hoc basis.

As District Commissioners you will be expected to have 4-5 district meetings a year. All the leaders in your district must be invited to 2 of these. The District Commissioner role duties should be divided on areas of compliance, safeguarding, training and youth participation and not split along geographical lines.

To help you in your role, it is important that you delegate specific duties to your Lead volunteer team. They will help you to deliver the District action plan. The Lead Volunteers will be members of the District Executive, and they will be expected to attend District Executive meetings and report on their areas of work.

The members of the District Executive are the trustees of the District and as such, in addition to their own areas of expertise, they like you will have joint responsibility for ensuring that the District is well run, financially viable and delivering on what the District is expected to do.



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As District Commissioner you will be responsible for appointing Advisers and Lead Volunteers within your District and supporting and coaching them through any challenges that may arise. You will also act as an escalation point for Unit Leaders with compliance issues and safeguarding concerns.

You will have the opportunity to thank volunteers from within your District, presenting awards and attending events. You will get to know people and through this you will be able to encourage people to take on roles for your District and beyond. You will represent Girlguiding within your District developing links with other key community groups and representatives. Outside the District, you will have the opportunity to represent your District at County level and work with other District Commissioners and the County's Lead Volunteers to help shape and influence what we do.

What training and support will be available?

Training available to you will include:

- ▶ A thorough induction into your role
- ▶ Trustee training – GGU and Commissioner and District team as necessary
- ▶ As a District Commissioner, you will take part in A Safe Space level 4 training
- ▶ Your District will reimburse agreed expenses
- ▶ Ongoing support will be provided by the County Commissioner and her team and the staff team at Girlguiding Ulster.



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What skills, knowledge and experience do you need?

Being a great District Commissioner involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable and able to manage a variety of people
- Being able to deal with sensitive and confidential information
- Communication and listening skills – to problem solve and share ideas
- Ability to delegate and prioritise tasks – to effectively manage a team, recognising skills and development opportunities
- Time management skills – getting things done efficiently and planning

What will be the benefits to me through taking on the role of District Commissioner?

Taking on the role of District Commissioner is a great way of learning new skills such as teamwork, leadership skills, event planning, budgeting, time management, communication and motivation. If you are in employment then these are also skills which employers want to see and would look great on your CV and make you stand out from other applicants when applying for a new job or promotion.

For those with a large skill set from employment / previous experience, this is a great opportunity for you to use your skills to lead and motivate others sharing your expertise, taking the District forward as well as empowering others to be able to take on this and other key roles in the future.

Overall, this is a great opportunity to do something valuable in your community, meet and work with new people, learn new skills and most importantly have lots of fun!

