



Girlguiding Northamptonshire Role Descriptions 2017

Baden-Powell Coordinator

AIM: to promote the Baden Powell Award to units and support girls and leaders working on the Award.

- ✚ Adhere to Girlguiding policies, re: RENs, risk assessments, Finance.
- ✚ To look at ways forward that will help Girls complete their BP Award in Northamptonshire.
- ✚ Promote Baden Powell Award, your role, and advice available using the County website, Newssheet and stands at County events, e.g. Training day and County review.
- ✚ Maintain up to date records of all Guides who have registered for the BP Challenge and provide this information prior to County exec to be passed on to Division Commissioners.
- ✚ Distribution of certificates and badges when Guides have completed the award inform County Commissioner of girls who have completed in order that congratulations cards can be sent out.
- ✚ Ensure regular Baden Powell Adventures are arranged, approx. one per term more if required.
- ✚ Supervise Event leaders, checking on Finance, venue and numbers of girls attending.
- ✚ Pass on participant information to the event leader along with Baden Powell Adventure badge/certificates, feedback forms and other opportunity information.
- ✚ Attendance at Programme & Events meetings to feedback relevant information to coordinators and for the Chair person to take it forward to the County Exec.

Expenses incurred as part of your role, e.g. mileage, stationery etc can be claimed from County using the GGN procedure and the County Expense form