## County Office Roles

**AIM:** To support County Commissioners and the County team with administrative work and to work with other members of the County to ensure that all information from meetings etc are cascaded to County members.

- Forward planning for events and information held at County office level.

- To undertake administrative work related to the roles of the County Commissioner Invitations/Christmas cards/Events/Thinking Day cards.

- To prepare correspondence, reports, and any other relevant paperwork as well as taking minutes/notes from County Exec, sending out minutes from Exec no longer than week after Exec.

- General day to day running of the County Office – stationery orders, maintenance of the offices.

- Keep up to date with Girlguiding UK training and guidelines / Emailing supporting help guidelines if applicable.

- Provide Go! Support sessions for Division/District Commissioners and all Leaders in the County in accordance with the training team, Keep all up to date with notifications and briefing sessions.

- Email out County Newssheet.

- Replying to emails/letters from Leaders and parents re: GO and Join Us.

- Collating Long Service awards for Members and entering awards onto GO.

- Email out DC/Div.Com. nomination letters.

## GO!

- Supporting Commissioners/Leaders with Go! issues by telephone, email, face to face

- Updating Leaders records on Go! Qualifications/Awards etc.

- Set up Committees on Go! and monitor Committee members and report back to the County Commissioner.

- Deal with the Subscription process.

- Run Data Correction reports monthly and liaise with the County on the outcomes.

- Monitor data quality and ensure data cleansing is completed to include 70+

- Deal with Active Pending roles in the County.

- Monitor ID verifiers: roles and responsibilities in accordance with the County Commissioners.

- Be responsible for the opening and closing of Units, re-naming and dealing with Sponsored units.

- Adding data for Leader in Training modules, communication on a regular basis with Leadership coordinators, support for Mentors.

- Add all qualifications onto Go! including ALQ, Going Away with (GAW), First Response.

## JOIN US

- Supporting Commissioners/Leaders with Join Us issues by telephone, email, face to face.
- Reassuring Parents following no contact from Leaders.

- Supporting Parents with online applications by telephone/email.

- Reassigning enquiries, including girls and adults to other units/districts

- Chasing References/DBS for Adult volunteers.

- Removing duplications from the system.