



## Girlguiding Northamptonshire Role Descriptions 2017

### Guide Coordinator

**AIM:** to ensure that the girls of Guide age and their leaders are able to experience new and different ways of 'girl led' guiding

- ✚ Adhere to Girlguiding policies, re: RENs, risk assessments, Finance.
- ✚ Promote Guide Section, your role, and advice available using the County website, Newssheet and stands at County events, e.g. Training day and County review.
- ✚ Keep Guide leaders informed of events, activities.
- ✚ Arrange County events for the Guide section, if possible something new each year for girls to experiences new things.
- ✚ Supporting Guide leaders and units, with programme ideas, understanding and putting "girl lead" activities and programmes in place.
- ✚ Attendance at Programme and Events meetings to feedback relevant information, to Advisers and for Chairperson of P&E to take it forward to County Exec.
- ✚ Answer queries or find out answers about Guide section through Region or CHQ.

*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*