



## Girlguiding Northamptonshire Role Descriptions 2017

### Queens Guide Coordinator

**AIM:** to promote the Queens Guide 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 Queens Guide Award in Northamptonshire.
- ✚ Promote Queens Guide Award, your role, and advice available using the County website, Newsheet and stands at County events, e.g. Training day and County review.
- ✚ Have an understanding of Queens Guide Award.
- ✚ Answer queries or find out answers about Queens Guide Award through Region or CHQ.
- ✚ Maintain up to date records of all Girls who have registered for the Queens Guide Award.
- ✚ Distribution of certificates and badges when Girls have completed the award inform County Commissioner of girls who have completed in order that congratulations cards can be sent out.
- ✚ 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*