

# Awards committee member volunteer role description

## Remit

A place on the awards committee is open to any adult member of Girlguiding with a range of experiences as a leader. The committee member must be able to ensure consistent objectivity in determining awards nominations.

The awards committee is made up of one chairperson, a member of the chief guide team, one medical advisor, one 18 – 30 member, and one additional member recruited at association level, plus three members representing the 10 countries and regions across Girlguiding.

Awards committee members will work together to approve Girlguiding UK awards, consisting of the Silver Fish, Laurel and Guiding Star awards. They will also work to promote and develop Girlguiding's UK awards, provide guidance to the country and region awards committees and membership and contribute to the strategic development of awards, thanks and recognition across Girlguiding.

## Term of office

The role is for 3 years, with the possible extension of another 2 years.

## Responsibilities

- To attend two meetings a year to approve nominations for Girlguiding UK Awards.
- To ensure that there is time to read the citations before the meetings. This can be time consuming often requiring the equivalent of two working days over a period of one month.
- To ensure consistency in the consideration and granting of the awards.
- To provide guidance to Country and Region Awards Committees for Girlguiding UK Awards and UK National Honours.
- To maintain knowledge of all levels of volunteering within Girlguiding.
- To ensure that guidance for volunteers and members remains up to date, relevant and accessible.
- Be an advocate for Girlguiding UK Awards and UK National Honours, both in your Country or Region and across Girlguiding.
- To complete any training and recruitment checks required for the role, including a DBS or equivalent check, A Safe Space and GDPR training (if not already held).
- To provide two references, one of which must be from within guiding.



## Reporting and accountability

This role will report to the Chair of the Girlguiding Awards Committee. Committee members representing countries and regions must have their appointment approved by their country or region chief commissioner

## Skills, Knowledge and Experience

Experience of	Essential	Desirable
Being a Girlguiding Leader		✓
Being a member of Girlguiding	✓	
Working as part of a decision-making committee/group		✓
Handling confidential and sensitive information	✓	
Knowledge of	Essential	Desirable
The current Girlguiding programme	✓	
Girlguiding's strategy		✓
Girlguiding's structure and volunteering opportunities	✓	
Girlguiding's UK awards		✓
Skills	Essential	Desirable
Ability to inspire and motivate others		✓
Willingness and ability to collaborate with Girlguiding staff and other volunteers	✓	
Strong communication skills	✓	
Regular access to, and the ability to use, e-mail	✓	
Ability to provide support and guidance to others		✓