



## **BGO award committee member role description**

### **Remit:**

The BGO awards committee is responsible for unbiasedly considering applications for recognition for BGO members sent to them by BGO volunteers. They will work directly with the Chief Commissioner for BGO to ensure that BGO members are correctly recognised for outstanding service to guiding.

### **Term of Office:**

The post will last for three years which can be extended to five by the invitation of the chief commissioner with the agreement of the committee member.

### **Responsibilities:**

The BGO committee members will work with the chief commissioner of BGO to ensure the following responsibilities are fulfilled:

1. To commit to attending 2 awards committee meetings each year on mutually convenient dates agreed where possible at least 1 year in advance. Skype attendance is acceptable if the member is unable to travel to the face to face meeting or if the cost of travel is deemed excessively expensive.
2. To accept applications which are forwarded to committee members electronically from the country and region office- unless they request paper copies where the office will be asked to copy and send out at least a month before the committee meeting date. Committee members should confirm receipt of applications with chair of awards.
3. To read and mark each application against marking criteria and bring the scores and applications to the awards committee meeting.
4. To email notes and marks to the chair of awards prior to the meeting so that in the event of unforeseen circumstances preventing their attendance on the day, the information can still be discussed.
5. To ensure all discussions and decisions made by committee members are confidential.
6. To ensure that once the decisions have been made, paper copies are shredded and/or deleted from all the committee member's electronic systems.

## Skills Knowledge and Experience

Experience of	Essential	Desirable
Being a member of Girlguiding	✓	
Guiding with a unit	✓	
Knowledge of	Essential	Desirable
The aims and vision of Girlguiding	✓	
Girlguiding's thanks and recognition policy	✓	
BGO region	✓	
Skills	Essential	Desirable
Ability to build positive working relationships with groups of people	✓	
Ability to work flexibly and remotely as part of a virtual team when necessary	✓	
Good communication skills	✓	
Confidentiality	✓	
Commitment to recognising volunteer service	✓	
Regular access to, and the ability to use, e-mail and MS Office programmes	✓	
Ability to be unbiased	✓	