



# ROLE GUIDELINES

## DISTRICT COMMISSIONER

A District Commissioner is a Commissioned Officer with at least five years of experience in Girls' Brigade leadership. She is responsible to the District Executive and her role is to ensure the smooth running of the district and the provision of support for company Officers.

- To ensure that the district is functioning in a manner that promotes the Aim and Vision of Girls' Brigade NI.
- To provide support and encouragement to Captains/Officers within the district.
- To ensure that companies are informed of decisions taken which affect the district.
- To support and oversee the work of district sub-groups, including training, activities, spiritual, Duke of Edinburgh etc.
- To be responsible for/delegate the responsibility for coordinating district events eg training and competitions.
- To ensure adequate supervision of young people at district events.
- To attend District Executive and NI level events, such as the AGM and encourage attendance from others within the district.
- To visit companies and attend displays, award evenings and special events as requested.
- To seek opportunities to promote GB in the area, liaising with GBHQ.
- To comply with GBNI policies and procedures regarding child protection, data protection, health and safety etc. and ensure that all leaders are complying with those procedures.

## ASSISTANT DISTRICT COMMISSIONER

An Assistant District Commissioner is a Commissioned Officer whose role is to assist and support the District Commissioner in ensuring the smooth running of the district. She is responsible to the District Executive.

- To support the Commissioner both practically and in prayer.
- To undertake any specific duties as requested by the Commissioner.
- To deputise for the Commissioner as required.
- To attend District Executive and NI level events, such as the AGM and encourage attendance from others within the district.
- To coordinate the annual District Service and/or parade.
- To comply with GBNI policies and procedures regarding child protection, data protection, health and safety etc. and ensure that all leaders are complying with those procedures.
- To visit companies and attend displays, award evenings and special events as requested.
- To seek opportunities to promote GB in the area, liaising with GBHQ.

It is important to note that this is not an exhaustive list and you may be required to carry out other duties under these roles.



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## DISTRICT CHAIRPERSON

The District Chairperson may be an ordained minister, deaconess or other person appointed by the District. The District Chairperson is responsible for the overall management of the District Executive.

- To ensure the district is functioning in a manner that promotes the Aim and Vision of Girls' Brigade NI.
- To chair meetings effectively in accordance to the governing document.
- To assist in the appointment of Office Bearers and Team Representatives in consultation with the District Executive.
- To ensure the District Executive functions properly, and that there is full participation at meetings.
- To ensure all relevant matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To comply with GBNI policies and procedures regarding child protection, data protection, health and safety etc. and ensure that all leaders are complying with those procedures.

## DISTRICT CHAPLAIN

The District Chaplain may be an ordained minister, deaconess or other person appointed by the District. The District Chaplain is responsible for the overall spiritual and pastoral leadership of the District.

- To ensure the district is functioning in a manner that promotes the Aim and Vision of Girls' Brigade NI.
- To support the District Executive in their work and offer pastoral support if required.
- To assist in the planning of district church services and to speak on behalf of the district if required.
- To attend District Executive meetings as appropriate (usually three to four times a year) and be fully involved in the decision-making processes of the district.
- To lead in opening devotions and prayer at District Executive Meetings.
- To support the District Prayer Coordinator in their role.
- To comply with GBNI policies and procedures regarding child protection, data protection, health and safety etc. and ensure that all leaders are complying with those procedures.

It is important to note that this is not an exhaustive list and you may be required to carry out other duties under these roles.



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## DISTRICT HONORARY TREASURER

In the first instance, the District Treasurer should be a Commissioned Officer or Reserve Officer appointed by the district. However, if unable to appoint a Commissioned Officer or Reserve Officer, approval should be sought from the GBNI Board of Trustees to appoint an Honorary Treasurer. They are unable to vote. The District Treasurer is responsible for overseeing the financial management of the district.

- To ensure that proper financial records and procedures are maintained.
- To collect annual company fees and additional charges for events and activities directly run by the district.
- To ensure funds received for specific purposes are appropriately spent.
- To make the necessary payments to service providers in good time.
- To present the district accounts at the AGM and draw attention to important points in a coherent and easily understandable way.
- To forward a copy of the district annual accounts to GB Headquarters.

## DISTRICT HONORARY SECRETARY

In the first instance, the District Secretary may be a Commissioned Officer or Reserve Officer appointed by the district. However, if unable to appoint a Commissioned Officer or Reserve Officer, approval should be sought from the GBNI Board of Trustees to appoint an Honorary Secretary. They are unable to vote. The District Secretary is responsible for completing the administrative duties to support the district.

- To assist the Chairperson in providing good governance by ensuring the GBNI Constitution and GBNI policies are adhered to.
- To liaise with each Executive Member regarding the affairs of the district.
- Keeping good records of members' details in line with GBNI Data Protection Policy.
- To liaise with Team Representatives and Brigade Council Members to ensure their reports are circulated to all District Executive Members.
- To ensure that all District Executive Members have the opportunity to give their view to any decision-making that is presented by GBNI Teams and Brigade Council.
- To organise, coordinate, attend and act as minute secretary for the District AGM and District Executive meetings.
- In consultation with the Chairperson prepare meeting agendas with all items for consideration and ensure all minutes and relevant papers are distributed to members prior to meetings.
- To relay any communication sent from GB Headquarters to District Executive Members.
- To oversee the district election process of District Office Bearers and GBNI Team Representatives at the AGM in accordance with the GBNI Constitution.
- To liaise with sub-groups in planning events and training. Book suitable venues and assist in any administrative duties to run the activities. Communicating any relevant details to GB Headquarters.
- To comply with GBNI policies and procedures regarding child protection, data protection, health and safety etc. and ensure that all leaders are complying with those procedures.

It is important to note that this is not an exhaustive list and you may be required to carry out other duties under these roles.