

How to Manage a Guide District



GIRL GUIDES

A U S T R A L I A

N S W & A C T

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CHOOSING A MANAGEMENT MODEL

The Guide District

A Guide District covers a small geographical area and comprises a number of Guide Units. The Guide District must be managed according to:

- *Guide Lines* (containing the policy and the organisational rules of Girl Guides Australia);
- *The Constitution, Girl Guides Association (New South Wales)*;
- The Public Domain Policies of Girl Guides NSW & ACT which are located on the website;
- This document (*How to Manage a Guide District*).

The management of the Guide District is the responsibility of the District Manager.

Qualified Unit/Assistant Unit Leaders manage the Guide Units. Responsibility for the delivery of the Australian Guide Program to the Guides is vested in the Leaders.

Any Unit may have additional adult helpers assisting the Leaders. These people are known as Unit Helpers or Unit Leader – Assistants and must be Members of Girl Guides NSW & ACT.

Parents and community members can participate in the management of the District. It is the responsibility of all adults involved with the Guide District to provide moral, practical and financial support to that District.

The support required

A Guide District needs constant moral, practical and financial support from parents and interested community members to ensure that Guiding continues to be available for girls. Moral and practical support may be given by:

- becoming aware of the Aims and Principles of the Association as defined in *Constitution, Girl Guides Association (New South Wales)*;
- attending the Support Group or District Support Team meeting;
- nominating for office;
- speaking positively about Guiding;
- welcoming new families;
- expressing thanks to all who help in some way;
- maintaining the meeting place;
- helping at activities, camps, outings, events;
- providing transport;
- offering to share skills.
- showing appreciation to Leaders (a simple 'thanks' can be the boost they need); and giving recognition to the achievements of the Guides and the Leaders.

How to Manage a Guide District

Financial support is equally vital:

- The Guides need a comfortable and safe meeting place. Building and Contents insurance must be paid annually; any lease agreements (eg if the Guide hall is on Council land) must be current.
- The Guides earn badges that need to be purchased.
- The Leaders, who are all volunteers, appreciate help with their own uniform expenses, annual membership fees and training expenses. The latter may include the cost of the training and the travel expenses associated with getting to the training.

Of course these costs can be met by asking the girls to pay more in term fees, but an active Support Group that is interested in fundraising to minimise the cost of Guiding for parents will make Guiding infinitely more attractive to the families of current and potential Guides.

Options for managing the District

There are two models that can be used to manage the District:

1. District Team and a separate Support Group or
2. District Support Team.

1. The District Team and a separate Support Group

This option should be used wherever possible because it allows for a separate group of parents and friends to focus on the support of a District. The Support Group can provide both physical and financial support to the Leaders. This is the preferred model, which best supports a growing District as it:

- allows for a clear separation of responsibility;
- involves more people and spreads the workload; and
- allows Leaders to focus on what they have been trained for: high quality delivery of the Australian Guide Program.

2. District Support Team

There are occasions where the only practical alternative is a District Support Team. In this model the Leaders and the Support Group meet together as a single team. Usually the need arises when the District is so small that there are insufficient Leaders to sustain a District Team and too few parents to provide a set of office bearers for the Support Group. Every effort must be made to develop the District to the point where it is possible to have both a functioning District Team and a Support Group.

The decision to move to a District Support Team should be made at a meeting involving both Leaders and Support Group members. This meeting should be held prior to the Annual General Meeting so that the management structure is known when the time comes to elect office bearers. It is important that both Leaders and Support Group members agree that there is a need to move to this structure.

THE DISTRICT TEAM

Who belongs?

The District Manager and the Unit Leaders constitute the District Team. If a District Secretary has been appointed by the District Manager for the District Team, she will also belong to the District Team. When District meetings are held the District Manager may invite any other person who can provide input to the discussion of any agenda item, but the decision making is confined to the District Manager and the Unit Leaders.

Who chairs the District meetings?

Chairing the meetings of the District Team is the responsibility of the District Manager. It is up to her to provide the leadership of the team. The District Team must meet regularly, preferably monthly, but once a term as a minimum.

What is discussed?

All matters relating to the smooth running of the Australian Guide Program at Unit and District level are discussed and decisions made. These may be:

- planning of District events, which could include camps, presentations and activities;
- planning for the progression of girls between Units;
- planning events that will promote Guiding to the community;
- planning methods for recruiting new Members;
- sharing program ideas;
- identifying maintenance issues in the meeting place;
- maintenance of Hall inventory (template available on the Girl Guides NSW & ACT website under the resources section of the properties tab);
- identifying support needed by the Leaders and Guides from the Support Group and others; and
- monitoring Unit financial and membership records.

Keeping everyone well-informed is essential to building a healthy District. The District Manager reports to the meeting on matters from the Region, the State and the Support Group. Leaders present a report on the activities and plans of the Unit and of their training needs.

An example of a report appears on page 8, but this should be amended to suit each District's current needs. If there is a lot of business to be discussed, Unit reports can simply be tabled.

Meeting procedure

The District Manager should prepare an agenda and send it to all Leaders at least seven days prior to the meeting. An example of an agenda appears on the next page.

If a District Secretary has been appointed then she will take the minutes, otherwise one of the Leaders will act as the minutes secretary, perhaps on a rotating basis.

A District Meeting is often a very informal affair, but normal meeting procedures should be observed to ensure the meeting achieves its objectives (see pages 10–11, 13–14) for details).

Decisions are usually taken by consensus, but a vote may be taken if a consensus cannot be reached. Where a vote is required then a simple majority decides the result.

The District Secretary does not have a vote. In the event of a tied vote, the District Manager has a casting vote.

Decisions taken by the District Manager on behalf of the District Team between meetings should be ratified at the next meeting.

Sample District Meeting Agenda

Date and place of meeting

Reading or Guides' Own (both optional)

Present

Apologies

- 1. Minutes of Previous Meeting**
 - 1.1 Acceptance of the minutes from the previous meeting
 - 1.2 Business arising from minutes
- 2. Correspondence**
 - 2.1 In
 - 2.2 Out
- 3. District Manager's Report**
 - 3.1 Items for discussion from Support Group
 - 3.2 Items for discussion from Division
 - 3.3 Items for discussion from Region
- 4. Reports** (preferably tabled or circulated prior to the meeting)
 - Reports from Units
 - Ad hoc committee reports (if applicable)
- 5. Planning for Future Events**
- 6. General Business**

It is a good idea to spend time each meeting sharing ideas or developing skills.

The agenda needs to include enough detail under each agenda item to allow the Leaders to come to the meeting fully prepared to discuss each item.

Meeting closed:

Date of next meeting:

Sample Unit Report

UNIT NAME: _____ **Number in Unit** _____

New members (name, membership number)

Transfers In (name and old Unit)

Transfers Out (name and new Unit)

Resignations (name and stated reason for leaving)

Changes to Leader's personal details

Bank Balance: \$

Cash in hand: \$

Program highlights:

What program activities have been conducted in the Outdoors? What other Fundamentals have been covered since your last report?

Activities in and for the community

Training attended

Training required

Suggestions

Signed:
Please attach a copy of your term program

Date:

1. THE SUPPORT GROUP

Who belongs?

Parents and interested community members should be encouraged to join the Support Group. Men are welcome to take an active role. The District Manager also attends the Support Group meetings, but the Unit Leaders do not.

What is the Support Group fee?

A nominal fee to join the Support Group is set at the Annual General Meeting. This fee does not confer membership of Girl Guides NSW & ACT, but it does give the person the right to vote at meetings of the Support Group. The District Manager does not pay a Support Group fee, but is an ex-officio member of the Support Group. Check with other Support Groups in your Region to determine the most common fee.

What is Support Group Registration?

The Support Group pays an annual registration fee to Girl Guides NSW & ACT. This registration fee is invoiced to each District. It covers the cost of providing a copy of *The Waratah*, the publication of Girl Guides NSW & ACT, and makes a small contribution to the public liability insurance, and the administrative costs of Girl Guides NSW & ACT.

The Support Group Meeting

The Support Group must meet regularly, preferably monthly, but at least once a term.

All matters relating to the smooth administration of the District are discussed and decisions are made at the meeting. These discussions may relate to:

- plans for the positive promotion of Guiding to the community;
- support needed by the Leaders and Guides;
- involvement in District events;
- what is happening nationally and internationally (WAGGGS);
- the provision or maintenance of Unit meeting premises; and
- the financial situation and requirements of the District – which includes the Hall and contents insurance and the Hall inventory (a responsibility which is shared with the Leaders).

Keeping everyone well informed is essential to building a healthy District. The District Manager reports on Unit activities and plans and on relevant matters from the Region and State.

Short or long term committees or positions may be appointed or created as needed to assist in the management of the Guide District. Any such committee or position may be appointed or created for a year or part of a year as events or needs require.

How to Manage a Guide District

Meeting procedure

The District Manager and all those who have paid the Support Group fee should be given at least seven days' notice of a meeting. Advertising the meeting time and date to Guides' parents may result in better attendance.

The Chairman and Secretary prepare the agenda in consultation with the District Manager. A suggested agenda follows this section.

Normal meeting procedures should be observed (see page 17 for details). Decisions should generally be made by the consensus of those attending. Where a vote is necessary, only the District Manager and those who have paid the Support Group fee and who are in attendance at the meeting may vote on decisions, motions and elections. A motion will be decided by a simple majority but requires the agreement of at least two office bearers. If there is a tied vote, the Chairman has the casting vote.

The District Manager is responsible for ensuring that all decisions are taken in accordance with Guide policy and procedures.

An Executive Committee, comprising District Manager, Chairman, Secretary and Treasurer, may make decisions between meetings when deemed absolutely necessary. These decisions are then ratified at the next meeting.

Election of office bearers (see also page 27)

Only those who have paid a Support Group fee are eligible to be elected or to propose or second the nomination of any candidate. Office bearers are elected at the Annual General Meeting by a simple majority of financial members.

The office bearers are:

- Chairman;
- Vice Chairman;
- Secretary;
- Treasurer; and
- any additional positions of responsibility as deemed necessary by the Support Group.

The District Manager (ex officio) holds a position in her own right.

Nominations for office bearers must be received before the commencement of the Annual General Meeting. Therefore nominations must be sought at least one month prior to the Annual General Meeting. No nominations may be taken from the floor at the meeting.

Office bearers are elected annually for a maximum period of three years in any one position. (See 'Roles of the office bearers').

Vacancies may also be filled at any monthly meeting without prior notice.

Quorum

The number constituting a quorum at any Support Group meeting is set at the Annual General Meeting. The usual quorum is five.

Sample Support Group Meeting Agenda

Date and place of meeting

Prayer or Reading *OPTIONAL*

The following is the Girl Guides NSW & ACT Support Group Prayer, but any reading or prayer may be used that accommodates the differing faiths of the participants.

May the blessing of God Almighty rest upon us and our work. May He give us light to guide us, courage to support us, and love to unite us. Amen.

Welcome

Present

Apologies

1. Minutes of previous meeting

- 1.1 Acceptance of the minutes from the previous meeting
- 1.2 Business arising from minutes

2. Correspondence

- 2.1 In
- 2.2 Out

3. Treasurer's Report

- 3.1 Current financial position
- 3.2 Accounts for payment

4. District Manager's Report

- Comprehensive details of Unit activities held and to be held
- Requests from Leaders, financial or practical
- News from Division, Region, State; Girl Guides Aust & WAGGGS
- Advice of changes in Girl Guides NSW & ACT policy or procedures

5. Further Reports

Sub-committee reports such as fundraising, building or maintenance

6. General Business:

Topics for discussion, including points raised by the District Manger's report

Meeting closed

Date of next meeting:

2. THE DISTRICT SUPPORT TEAM

Who belongs?

This model should be considered a short term solution only, while the District increases in strength. It should be used only where a District is unable to form a separate Support Group.

The District Manager and all Unit Leaders belong to the District Support Team and are required to attend meetings.

Parents and interested community members also participate in the District Support Team. Men are encouraged to take an active role but may not be Leaders.

You will notice that the range of subjects discussed at the District Support Team meeting compared to those discussed at the District Meeting is very limited. There will probably be a need to hold a periodic District Meeting to allow an interchange of information between the Leaders that is relevant only to the management of the Units.

What is the District Support Team fee?

A nominal fee to join the District Support Team is set at the Annual General Meeting. This fee does not confer membership of Girl Guides NSW & ACT but it does give the person the right to vote at meetings of the Support Team. Neither the District Manager nor the Unit Leaders pay a Support Team fee as all Leaders must pay an annual membership to Girl Guides NSW & ACT.

What is District Support Team registration fee?

The District Support Team pays an annual registration fee to Girl Guides NSW & ACT. This registration fee is invoiced to each District and covers the cost of providing a copy of *The Waratah*, the publication of Girl Guides NSW & ACT, and makes a small contribution to the public liability insurance and the administrative costs of Girl Guides NSW & ACT.

The District Support Team meeting

The District Support Team must meet regularly, preferably monthly, but once a term as a minimum.

All matters relating to the smooth administration of the District are discussed and decisions made at the meeting. These discussions may relate to:

- the plans for the positive promotion of Guiding to the community;
- the support needed by the Leaders and Guides;
- planning for District events;
- the provision or maintenance of Unit meeting premises; and
- the financial situation and requirements of the District, which includes Hall and contents insurance, and the Hall inventory (a responsibility that is shared with the Leaders).

Keeping everyone well informed is essential to building a healthy District:

- The District Manager reports on matters from Division, Region and State; and
- Unit Leaders report on the activities and plans of the Units.

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To ensure the smoother running of a District Support Team Meeting, sub-committees may be established for specific events to enable fuller discussion. The composition of a committee will depend on the event being planned. A report is made from the sub-committee to the District Support Team Meeting.

All Leaders and those who have paid the District Support Team fee should be given at least seven days' notice of a meeting. Advertising the meeting time and date with Guides' parents may result in better attendance.

The Chairman and Secretary prepare the agenda in consultation with the District Manager. A suggested agenda follows on page 16.

Normal meeting procedures should be observed (see page 17 for details). Decisions should generally be made by the consensus of those attending. Where a vote is necessary, only the District Manager, the Leaders and those who have paid the District Support Team fee and who are in attendance at the meeting may vote on decisions, motions and elections. A motion will be decided by a simple majority but requires the agreement of at least two office bearers. If there is a tied vote, the Chairman has the casting vote.

The District Manager is responsible for ensuring that all decisions are taken in accordance with Guide policy and procedures.

An Executive Committee, comprising the District Manager, Chairman, Secretary and Treasurer, may make decisions between meetings when deemed absolutely necessary. These decisions are then ratified at the next meeting.

Election of office bearers

Only Leaders and those who have paid a District Support Team fee are eligible to be elected or to propose or second the nomination of any candidate and to vote in an election.

Office bearers are elected at the Annual General Meeting by a simple majority.

There must be a minimum of two non-uniformed adults elected as office bearers.

The office bearers are:

- Chairman;
- Vice Chairman;
- District Secretary;
- District Treasurer; and
- any additional positions of responsibility as deemed necessary by the District Support Team.

The District Manager (ex officio) holds a position in her own right.

Nominations for office bearers must be received before the commencement of the Annual General Meeting. Therefore, nominations must be sought at least one month prior to the Annual General Meeting. No nominations may be taken from the floor at the AGM.

The District Manager and Unit Leaders may be elected to any of these positions, though it is not preferable.

How to Manage a Guide District

Office bearers are elected annually for a maximum period of three years in any one position. For duties, refer to 'Roles of the office bearers'.

Vacancies may also be filled at any monthly meeting without prior notice.

Quorum

All Leaders are required to attend the District Support Team meeting. The minimum number of non-uniformed adults attending the District Support Team meeting is set at the Annual General Meeting. The goal is to achieve a balance between uniformed and non-uniformed participants.

Sample District Support Team Meeting Agenda

Date and place of meeting

Reading (Optional)

Present

Apologies

1. Minutes of previous meeting:

- 1.1 Acceptance of the minutes from the previous meeting
- 1.2 Business arising from minutes

2. Correspondence:

- 2.1 In
- 2.2 Out

3. Treasurer's Report

- 3.1 Current financial position
- 3.2 Accounts for payment

4. Reports (tabled or previously circulated):

- 4.1 District Manager's Report (including information from State, Division and Region)
- 4.2 Unit reports
- 4.3 Ad Hoc Committee Report (if applicable)

5. Planning Future Events

6. Further Reports

Sub-committee reports such as fundraising or hall maintenance

7. General Business

Meeting closed

Date of next meeting:

GENERAL INFORMATION

Meeting Procedure

Whether it is a District Meeting, a Support Group Meeting or a District Support Team Meeting we need to have:

- a purpose
- an agenda
- a timeframe.

The **purpose** depends on the participants and their role within the Guide District. The Chairperson needs to ask why this meeting is necessary and to express that in the opening. A purposeful meeting encourages participation and builds team spirit.

The **agenda** for a Support Group or District Support Team meeting is planned by the Chairperson and Secretary in consultation with the District Manager and also reflects back to the previous meeting. The District Manager chairs and plans the District meeting for Leaders.

Good minutes are required and come from a well-planned agenda.

Minutes are a true record of the Guide District: they become its history.

Good minute keeping involves:

- using an agenda, with headings, that has room for relevant notes to be added – a variety of templates are available (see pages 8, 12, 16)
- listing attendees' names in full
- recording the discussions as simply as possible
- ensuring motions are recorded
- completing the full minutes ASAP and ensuring the participants receive the minutes as soon as possible
- use of the minutes throughout the month to ensure action has been taken
- keeping of minutes in a permanent manner, i.e. printing the minutes and pasting into a minutes ledger where pages are numbered
- the signing of minutes by the Chairperson at the next meeting after approval by those in attendance

Minutes of the AGM are kept in the same ledger in sequence of that year's meetings.

AGM minutes do not normally have General Business. If necessary a short meeting is held before or after the AGM to deal with any urgent matter.

The **timeframe** is necessary to keep the flow of meeting in progress so that pertinent business is covered as planned. The Chairperson plays a vital role here.

When chairing a meeting ensure that chatter is kept to a minimum and if a matter needs lengthy discussion then reports are tabled and the discussion take place. The chairperson then allows a reasonable time for positive and negative comments but ensures that one opinion does not dominate and that a consensus is reached either from the discussion or a vote taken.

For the roles of Office Bearers see pages 29–31. It is vital that Office Bearers are given a copy of these pages before accepting the position.

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Finance

The District, Units and the Support Group or District Support Team may each operate a bank account. Bank accounts must be in the form of a club or society interest-bearing cheque account that gives the benefit of a cheque account without payment of stamp duty or State Duties. The Association has chosen Westpac as our bank of choice, and where a Westpac branch is available, it should be used. Westpac, as banker to Girl Guides NSW & ACT, provides favourable rates and fees.

Should you wish, you may ask the Business Operations Manager at Guide House to have the account set up as or changed into an offset account. This gives a higher rate of interest which, rather than being credited to each account, is collected by the Association and then distributed to all Regions.

Credit union and building society accounts are acceptable if there is no bank available.

Guiding within the state of New South Wales and the Australian Capital Territory is administered and managed by one body, which trades under the name of Girl Guides NSW & ACT. This organisation is incorporated in the name of Girl Guides Association (New South Wales). This is the legal name of the organisation, and therefore bank accounts must be styled **Girl Guides Association (New South Wales), xxxx District, Unit, Support Group or District Support Team**.

Alternatively, the District as a whole may operate a single account, provided that a majority of Leaders agree at the time of establishment. Where there is only one account for the Guide District, all funds contributed by a Unit must be made available to that Unit. The Support Group or District Support Team has no jurisdiction over that amount. Each person making a purchase on behalf of a Unit must provide appropriate documentation in support of expense claims approved by a Unit Leader.

There must be a minimum of three signatories for each account, of whom one must be the District Manager. In the case of a **single account for the District**, the remaining signatories must be selected from among the Leaders and Office Bearers of the Support Group or District Support Team. In the case of the account for:

- the **Support Group**, the remaining signatories must be selected from the President, Secretary and Treasurer of the Support Group;
- the **District Support Team**, the remaining signatories must be selected from the President, Secretary and Treasurer of the District Support Team;
- the **District**, the remaining signatories must be selected from the Leaders and Office Bearers of the Support Group or District Support Team; and
- the **Unit**, the remaining signatories must be selected from the Leaders or other responsible adult approved by the District Manager.

Two signatures are necessary on all cheques.

Any surplus funds must be invested in the Girl Guides NSW & ACT Investment and Building Fund (IBF) or remain in the non-fee bearing cheque account at a bank or a credit union or building society where there is no bank or bank agency available. It is strongly recommended that amounts over the required to provide the services detailed below be invested in the IBF where a rate of interest comparable to a term deposit is paid.

In Girl Guides NSW & ACT the method used for the management of funds is called *Money Matters*, which is available on the website or from the shop. The website also contains detailed instruction on how to use the Money Matters system. The Money Matters system is simple to use and there is training available within the Region.

How to Manage a Guide District

The Support Group or District Support Team is responsible for maintaining sufficient funds to meet the needs of the District. Funds may be needed to:

- provide and maintain the meeting place – rates, electricity, rent, insurance and repairs;
- pay for expenses incurred in the general administration of the District;
- purchase or assist with the purchase of equipment;
- share in Region expenses;
- contribute to the uniform costs and annual membership fees of Leaders;
- pay for the training of Leaders, including travel costs associated with attending the training; and
- assist with conference costs.

Funding of the District is flexible and may include:

- fundraising activities;
- family donations (which must not include any membership fees);
- levies;
- grants; and
- other donations.

Where family donations are received, money is given freely and without personal gain, so a tax deductible receipt must be issued. Booklets of tax deductible receipts are available from the Accounts Department at Guide House. These receipts are also used for any other cash (or cheque) donation. They **must not** be used for payment of membership or any other fees, goods or services, trainings or workshops.

Any levy imposed on Members is not tax deductible. A one-off levy should only be used as a last resort to obtain funds needed urgently and only after consultation with the Region Manager.

The District Manager appoints an auditor annually. The District Manager appoints the auditor for all Guide Groups for which she is directly responsible, except for Units which are exempt from external audit. The auditor examines all accounts and relevant documentation in order to prepare the audit statement.

The financial year for Guide Groups is January to December. All Guide Group accounts, except those for Units, must be audited annually prior to the end of March and the Annual General Meeting. A signed copy of the audited accounts must be given to the appropriate Region, Division or District Manager.

District Leaders must review Unit accounts and substantiating documents on a regular basis throughout the year.

Guide Units must present an annual analysis of income and expenditure to the District Leader by the end of February each year. These must be reviewed by the District Leader, signed and forwarded to the Region Manager by the end of March each year.

Promotional material

Girl Guides NSW & ACT has promotional materials for you to help make the community aware of your Guide District, encourage, support and attract new members. The Retail Department can help you with leaflets, banners and other promotional material, and the Marketing & Communications Department at Guide House is happy to supply suitable logos and discuss requirements.

How to Manage a Guide District

Retention of documents

The minutes of all District, Support Group and District Support Team meetings must be kept indefinitely.

Financial records are kept for a minimum of seven years.

All documents remain the property of Girl Guides NSW & ACT. The Chief Executive Officer has the right to call for the presentation of any document.

Property

Guide Halls may be:

- on land leased from a public authority, for example Councils, RMS, Sydney Water (the Hall may have been built by us but when the lease expires or is relinquished that authority who owns the land gets the asset so take care that you don't waste funds improving it unnecessarily);
- on private or other leased land;
- on Crown land where Guides acts as the Reserve Trust Manager; or
- on freehold land owned outright by Guides.

All property is vested in The Girl Guides Association of New South Wales which is a body corporate made up of members of the Board of the Girl Guides Association (New South Wales). The business or trading name of Girl Guides Association (New South Wales) is Girl Guides NSW & ACT and Association delegates responsibility for the maintenance of that property to the Support Group or District Support Team.

Before any renovation or improvement is undertaken, the District Manager should check with the Region Manager for the current limit on the expenditure which may be incurred without approval from the Chief Executive Officer (at present the limit is \$5000). If the work requires a Development Application from your local Council, approval can only be granted by the State Finance/Management Committee. All paper work must be forwarded to Guide House by the Region Manager and no work may be commenced until approval is granted. If expenditure is to be greater than \$5000 a letter must be sent to the State Executive Officer, with a copy to the Region Manager, requesting approval to carry out the maintenance or renovation of the Hall. The application must include a copy of the *Minute of the Meeting of the Support Group or District Support Team* at which the proposed expenditure was passed. An outline of the work to be done and copies of quotes for the work must also be included.

Hall lease renewal is arranged through the Property & Assets Team at Guide House by the District Manager.

The hire of Guide Halls to non-Guiding users is the responsibility of the District Manager. She may, however, delegate the day to day overseeing of this responsibility to a member of the Support Group.

Hall hire agreements and leases to other groups must be lodged with the Properties & Events Administrator at Guide House by the District Manager. The Region Properties Administrator is able to prepare these leases for Districts, at their cost, or the District may use the resources available on the website to draw up the leases themselves. See the website for details.

Helpful forms including hire agreements and links to the public liability insurance certificate of currency can be found at the website under Properties.

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Lines of communication

The District Manager is responsible for the Guide District. She is the first person to consult for advice and assistance.

In the event of the District Manager being unsure of the answer or relevant policy, she will consult with the relevant Region Adviser or Region Manager.

THE ANNUAL GENERAL MEETING

Tips for Annual General Meetings

The District Manager, together with the Support Group or District Support Team, organises the Annual General Meeting. The meeting is open to anyone and allows key people in the local community to see and hear of the activities of the Guide District.

- DO** hold your Annual General Meeting for the preceding year between 1 January and 30 April. The choice of date is usually dictated by how quickly the annual accounts can be audited.
- DO** have all District Money Matters books audited prior to the Annual General Meeting. The financial statement for the District, duly audited, must be presented to the meeting for adoption.
- DO** have the names of the nominated new office bearers, duly proposed and seconded, in the hands of the Secretary prior to the commencement of the Annual General Meeting.
- DO NOT** call for nominations from the floor. If a nomination for any position has not been received prior to the meeting, any interested person may contact the District Manager, and the election or appointment can be made at the next monthly general meeting.
- DO** elect the office bearers from nominations. Nominations must only be voted on by financial members.
- DO** make a formal announcement of the elected office bearers.
- DO** formalise the quorum for the ensuing year.
- DO** formalise the Support Group or District Support Team subscriptions for the coming year if appropriate. This must be moved and seconded from the floor by financial members.
- DO NOT** have business arising from the previous Annual General Meeting.
- DO NOT** introduce general business at the Annual General Meeting.
- DO** forward notification of Office Bearers and a copy of the audited accounts to the Region Manager.
- DO** **make the Annual General Meeting the showcase for Guiding in the District!**

How to Manage a Guide District

Plan for the AGM

At least three months prior to the meeting you will need to:

- set the date;
- choose the venue; and
- decide on the format.

Decide how to encourage parents and other interested community members to attend. You might think about an interesting guest speaker, having the girls provide some entertainment, or making a presentation on an interesting Guiding event. There are many ways of making the meeting interesting.

Following is a suggested timeline that will ensure that nothing is left to the last minute, or indeed, forgotten:

SUGGESTED PREPARATION TIMELINE FOR AN AGM TO BE HELD ON 30 APRIL

October / November	<ul style="list-style-type: none"> <input type="checkbox"/> Hold Support Group /District Support Team (SG/DST) meeting and set date for next year's AGM – must be prior to 30th April. <input type="checkbox"/> Decide on guest speaker or hire a film or ask the Units to be the 'attraction'. <input type="checkbox"/> There are videos and DVDs about Guiding you may find useful. If you need a copy, contact your Region Manager now. <input type="checkbox"/> International uniforms are also popular so they need to be booked early. <input type="checkbox"/> If the Units are going to be the 'attraction', the District Manager should discuss this with the Leaders now so that they can discuss and plan the event with the girls. NEVER use the Units as the 'attraction' without the full cooperation of the girls and the Leaders. <input type="checkbox"/> Decide on inviting the Patron to extend for a further 12 months or invite someone else to take on the role. <input type="checkbox"/> Decide on guest list. <input type="checkbox"/> Remember that all Guide Leaders are able to nominate Leaders for Guide Awards–Closing date to Guide House is 30 November. <input type="checkbox"/> Decide on 'Thanks' badges/plaque recipients if applicable and apply for them from Retail. <input type="checkbox"/> Set dates and time for District events for the following year.
January	<ul style="list-style-type: none"> <input type="checkbox"/> Send reminder to all Leaders that Guide accounts need to be finalised as at 31 December and the account summary to be copied for the District Manager, to be tabled at the AGM. <input type="checkbox"/> Don't forget to complete the Hall Maintenance Checklist (download from Properties section of website) and send to Guide House by end March.
February	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for notes to be sent to all Guide parents inviting them to the first Support Group/District Support Team meeting. <input type="checkbox"/> Call for nominations for Support Group roles. <input type="checkbox"/> Attend the SG/DST meeting and plan AGM and arrange for invites to be sent to parents, Region and community members. Do not forget the Development Co-ordinators and Region Managers; members of the Region Team; Girl Guides NSW & ACT Ambassadors; Mayor and Councillors; Parliamentarians; Scouting representatives; Service Club representatives; Trefoil Guild Members; principals and teachers from local schools, to name just a few.

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	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the invitation states clearly that the event is an Annual General Meeting; where it is to be held; when it is to be held, including both date and time of the meeting; RSVP date, and to whom the RSVP should be directed. <input type="checkbox"/> Invite guest speaker – know what subject you want him/her to speak on; know the length of time he/she is expected to talk; give explicit directions to the venue; ask for a short bio to enable him/her to be introduced properly. <input type="checkbox"/> Invite your Patron, thanking him/her for services rendered, and if it is the wish of the SG/DST invite them to accept this role for a further 12 months. <input type="checkbox"/> Ensure books are ready to be audited prior to AGM. <input type="checkbox"/> Organise an auditor for the Support Group and District books. <input type="checkbox"/> Remind Guide Leaders to prepare a written report for the District AGM. <input type="checkbox"/> Arrange appreciation certificates/awards etc for AGM. <input type="checkbox"/> Apply for Long Service Awards for Leaders and Support Group members.
March	<ul style="list-style-type: none"> <input type="checkbox"/> Attend the SG/DST meeting and finalise all details of AGM <input type="checkbox"/> Prepare the agenda for the AGM – a sample appears on page 29. <input type="checkbox"/> Familiarise yourself with correct meeting procedures. <input type="checkbox"/> Appoint a host to welcome the guests. <input type="checkbox"/> Ask someone to adopt the reports as it is so much easier if this person knows beforehand. <input type="checkbox"/> Ask someone to propose a vote of thanks to the guest speaker. <input type="checkbox"/> Find out the background of the guest speaker for introduction purposes. <input type="checkbox"/> Find out what form the participation of Guides will take if this is to be part of your meeting. <input type="checkbox"/> Remind Leaders to ensure that any information displayed is current. <input type="checkbox"/> Remind Leaders to prepare an interesting report for their Unit that is not a litany of achievement or a travelogue. <input type="checkbox"/> Ensure that the minutes from last year's AGM are prepared, as they need to be adopted at this year's AGM. Provide copies for attendees. <input type="checkbox"/> Establish the quorum for Support Group meetings or District Support Team meetings. <input type="checkbox"/> Collate nominations received for Support Group roles – if none received, remind members to nominate (see page 22). <input type="checkbox"/> Pay SGT/DST Membership directly to Guide House by the end of March. <input type="checkbox"/> Pay the District/Unit insurance contents/hall to GH. <input type="checkbox"/> Send the completed Hall Maintenance checklist to GH.
April	<ul style="list-style-type: none"> <input type="checkbox"/> Hold all AGMs prior to 30 April. <p>On the Day</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the meeting place is attractive and welcoming. <input type="checkbox"/> Put out an attendance book or sheet. <input type="checkbox"/> Place a cloth on the table, and a jug of water and glasses. <input type="checkbox"/> Table the minutes of the previous Annual General Meeting. <input type="checkbox"/> Place chairs as required. Put on each chair a typed agenda and a copy of the audited Treasurer's report and any Unit reports that are available.

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	<ul style="list-style-type: none"> <input type="checkbox"/> Set out refreshments early enough so that the proceedings are not competing with the rattle of crockery. <input type="checkbox"/> Introduce guests to Leaders and parents and encourage Leaders and Support Group members alike to talk to visitors about Guiding. If refreshments are served, it is often easier to speak to a stranger and introduce yourself and others with a plate of food in your hand. It is the perfect excuse to circulate. Be friendly, make everyone feel welcome, and thank them for attending. Do not allow anyone to stand by themselves staring into space while you are busy setting up. <input type="checkbox"/> Make sure the food is served! So often the table is groaning with food but this is not offered to guests. <input type="checkbox"/> Set up any PR Material. <input type="checkbox"/> At your AGM fill in the GG NSW & ACT Annual District Report.
May	<ul style="list-style-type: none"> <input type="checkbox"/> Make two copies of your GG NSW & ACT Annual District Report <ul style="list-style-type: none"> • original copy sent to GH before the end of May. • 1st copy sent to your Region Manager • 2nd copy kept for your District records. <input type="checkbox"/> At the next SG/DST meeting, ensure that the AGM minutes have been prepared and are filed ready for the next AGM. <input type="checkbox"/> Evaluate the AGM and make a list of successes. <input type="checkbox"/> Make a list of the occurrences that could be improved upon. <input type="checkbox"/> Write and thank the guest speaker. <input type="checkbox"/> Hand all records over to new office bearers. <input type="checkbox"/> Ensure that the AGM minutes have been completed and tabled in readiness for the next AGM. <input type="checkbox"/> Complete change of signatory form for the bank account if necessary and advise the Region Manager. <input type="checkbox"/> Advise the local Council of the name, address and telephone number of the Secretary. <input type="checkbox"/> List the new office bearers in the newsletter. <input type="checkbox"/> Thank the Leaders and all those who attended in the next District newsletter. <input type="checkbox"/> Conduct an Orientation with the new office bearers.

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Reports

The **Chairman's** report should be brief and concise, summarising the activities of the Support Group or the District Support Team during the past year, outlining targets for the ensuing year and expressing thanks to all those who have supported the work of the Association.

The **Treasurer's** report **must be audited**. Place a copy of this report on each chair, together with the agenda.

The **District Manager's** report should focus on the work done by the Leaders and their achievements such as qualifications gained, leadership courses attended, appointments, and resignations. It might also include a report on activities undertaken as a District.

The Unit report should be interesting and exciting and showcase Guiding in the District. Don't make the report a litany of achievements or a travelogue of activities. Make sure that it shows Guiding as a great activity for girls. Suggest to Leaders that if their reports are going to be circulated, they don't read aloud all that has been circulated, but rather choose several important activities/achievements to highlight.

For District Managers

Ensure that you are aware of the names of those who have been nominated and seconded and have signified their willingness to stand for office.

Be aware of the correct procedures for the Annual General Meeting, and chair the election of the office bearers unless standing as an office bearer in the District Support Team. In this case, invite the Region Manager or some other suitable person to chair the election of the office bearers. Refer to 'Procedure for election of office bearers'.

Announce the appointments of Auditor, Patron and any other position as deemed necessary.

Good service awards, supporters' badges, thanks badges and plaques and appreciation certificates could be presented.

PROCEDURE FOR ELECTION OF OFFICE BEARERS

Usually carried out by the District Manager or her nominee.

Read out the following:

I formally declare all offices vacant.

It is Girl Guides NSW & ACT policy that nominations for candidates for office, bearing their consent, shall be made in writing and handed to the Secretary prior to the commencement of the Annual General Meeting.

I have before me the nominations, each signifying the willingness of the nominee to accept the position.

The nominations are:

(Position Name) (Name of Nominee)

..... proposed by seconded by

..... proposed by seconded by

..... proposed by seconded by

(If more than one nomination for a position is received, a vote must be held).

Would those in favour of this resolution please raise their hand?

Those against?

I declare these people duly elected.

The District Manager would then announce the appointments.

**Sample Annual General Meeting of xxxxxx Support Group or
District Support Team Agenda**
(date and place)

National Anthem

Reading or Prayer (optional)

Chairman's opening remarks and welcome

Apologies

1. Minutes of the last Annual General Meeting

- 1.1 Moved
- 1.2 Seconded

2. Reports

- 2.1 Chairman of Support Group or District Support Team
- 2.2 Treasurer's report – moved by Treasurer
- 2.3 Unit reports
- 2.4 District Manager's report

3. Adoption of Reports

- 3.1 Moved
- 3.2 Seconded

4. Adoption of subscription to the Support Group or District Support Team for the ensuing year

- 4.1 Moved
- 4.2 Seconded

5. Adoption of quorum for ensuing year

- 5.1 Moved
- 5.2 Seconded

6. Election of office bearers

- Chairman
- Vice Chairman(s)
- Secretary
- Treasurer

7. Appointments made by District Manager

- Auditor
- Patron
- any other positions as necessary

8. Guest speaker or alternative entertainment

9. Vote of thanks to the Guest Speaker

10. Presentation of Awards

Meeting closure

Refreshments

ROLES OF THE OFFICE BEARERS

Chairman

This is an annually **elected** position that may be held for three (3) consecutive years.

It is the responsibility of the Chairman to understand and implement effective meeting procedure and encourage all members to voice their opinions and use their talents for the benefit of Guiding.

The duties of the Chairman are to:

- chair all monthly meetings;
- sign the accepted minutes of the previous meeting;
- ensure all decisions taken at the meeting conform with:
 - *Guide Lines* (policy, organisation and rules of Girl Guides Australia)
 - *Constitution, Girl Guides Association (New South Wales)*,
 - *Administration Manual for Girl Guides NSW & ACT* (policies and procedures for Girl Guides NSW & ACT—same for Treasurer and Secretary)
 - this document (*How to Manage a Guide District*);
- ensure that all decisions requiring action are assigned to the appropriate person;
- work closely with the District Manager;
- chair ex-officio committees as required;
- act as one of three signatories on the Support Group or District Support Team account; and
- refrain from making statements contrary to the policy and rules of Girl Guides NSW & ACT.

Vice Chairman

This is an annually **elected** position that may be held for three (3) consecutive years.

The Vice Chairman must stand in the absence of the Chairman.

Secretary

This is an annually **elected** position which may be held for three (3) consecutive years.

The Secretary should be familiar with:

- *Guide Lines* (policy, organisation and rules of Girl Guides Australia)
- *Constitution, Girl Guides Association (New South Wales)*,
- *Administration Manual for Girl Guides NSW & ACT* (policies and procedures for Girl Guides NSW & ACT – same for Treasurer and Chairman); and
- this document (*How to Manage a Guide District*).

The duties of the Secretary are to:

- prepare and distribute notices of meetings in good time;
- prepare the agenda (in consultation with the Chairman);
- read or circulate minutes of the previous meeting;
- record briefly and accurately the minutes of the meetings;

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- collate all incoming correspondence and attend to outgoing correspondence, as directed by the meeting. At times it may be necessary, if a letter comes in between meetings, to deal with it at the time, in consultation with the Chairman;
- act, if required, as one of three signatories on the Support Group or District Support Team cheque account;
- keep a list of names, addresses and phone numbers of all participants in the District Support Team or Support Group; and
- keep a record of those who attend each meeting as part of the minutes.

Note: If the Minutes are circulated rather than read at the meeting this could save considerable time.

Treasurer

This is an annually **elected** position that may be held for three (3) consecutive years.

The Treasurer should be familiar with:

- *Guide Lines* (policy, organisation and rules of Girl Guides Australia);
- *Constitution, Girl Guides Association (New South Wales)*;
- *Administration Manual for Girl Guides NSW & ACT* (policies and procedures for Girl Guides NSW & ACT– same for Chairman and Secretary);
- Money Matters;
- this document (*How to Manage a Guide District*).

The duties of the Treasurer are to:

- prepare the annual budget;
- keep an accurate record of all monies received and expended within the District Support Team or Support Group;
- bank all monies received within a week;
- issue receipts for all monies received;
- keep a true account of all assets and liabilities of the Support Group or District Support Team and prepare annually a balance sheet and statement of account, which **must** be audited before presentation at the Annual General Meeting;
- keep a petty cash book (for recording postage, telephone costs, etc), which must be audited annually;
- present a written statement of receipts, expenditure and current balance at monthly meetings of the Support Group or District Support Team;
- pay all accounts. No payment can be made without the authority of the Support Group or District Support Team, ie, a motion must be passed to authorise payment of each amount. Occasionally a regular account, such as electricity or a Leader's membership, is due for payment before the next meeting. The executive may authorise payment and this is then ratified at the next monthly meeting;
- make out cheques for all amounts paid;
- act, if required, as one of three signatories on the Support Group or District Support Team cheque account; and
- collect any membership subscriptions paid to the Support Group or District Support Team.

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Auditor

The Auditor is appointed by the District Manager. The Support Group or the District Support Team must not arrange to have the audit done privately. All account books are presented to the auditor through the District Manager and returned to her.

The Auditor must be a member of the Chartered Institute of Accountants, the Australian Society of Accountants, or any other body recognised for the purpose of the Securities or Companies legislation of the State in which property is situated, or a registered company auditor of any State or Territory of the Commonwealth, or hold a certificate in accountancy from a registered tertiary institution.

Patron

A person may be invited to accept the position of Patron of the Support Group or District Support Team for one (1) year. Such person may be re-invited from year to year.

The Patron should be invited to all special functions and activities held by the Support Group or District Support Team.

Suggested References

<i>Guide Lines</i>	Available online, extracts and latest amendments are available on the Girl Guides Australia website: www.girlguides.org.au .
Constitution of Girl Guides NSW & ACT	Available through the Members area of the Girl Guides NSW & ACT website: www.girlguides-nswact.org.au .
Policies and Procedures for Girl Guides NSW & ACT	Available from the District Manager or through the Members area of the Girl Guides NSW & ACT website: www.girlguides-nswact.org.au .
Meeting Procedures	For example Rentons (Available at any good bookshop).
Frequently asked Questions	Available on the Girl Guides NSW & ACT website: www.girlguides-nswact.org.au and on the Girl Guides Australia website: www.girlguides.org.au .
Properties Resources	Available on the Girl Guides NSW & ACT website: www.girlguides-nswact.org.au .

Contact List

Guide House (Girl Guides NSW & ACT Headquarters): 02 8396 5200; guides@girlguides-nswact.org.au

Retail division (Guide Shop) 02 9317 4200

Region Manager:

Contact details:

Division Manager:

Contact details: