

# The Girls' Brigade Western Australia Inc. - Policies and Procedures

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|-----------------------------|---------------|
| Policy Number               | A.8           |
| Policy Name                 | Leadership WA |
| Version                     | 001           |
| Approved by the GBWA AGM on |               |
| Scheduled review date       | October 2025  |

## 1 Policy

- 1.1 GBWA will operate Leadership WA, in consultation with Leadership Queensland.
- 1.2 GBWA will have a MOU with GB Queensland outlining the responsibilities of both State bodies.
- 1.3 Leadership WA will be open to girls and leaders registered with a GBA company.
- 1.4 Leadership is a personal development course (**Course**) that has been conducted by GB QLD annually since 1992.

## 2 People

### 2.1 The Board will

- 2.1.1 appoint a Leadership Member (as per Constitution 3.2, 3.3 or 3.5) as the Leadership WA Coordinator at the first Board meeting each year. This is a voluntary position.
- 2.1.2 Ensure the Leadership WA Coordinator maintains connection with Leadership Queensland.
- 2.1.3 Approve any changes to the MOU with Leadership Queensland ensuring changes to the program continues to meet the Leadership Vision Statement, GBA Vision and the Board Strategic Plan.

### 2.2 The Board Member – RMO is responsible for:

- 2.2.1 Checking P2P applications for all activities conducted by the Leadership WA team.
- 2.2.2 Following up any incidents with the Leadership WA Coordinator.

### 2.3 The Board Member – Finance is responsible for:

- 2.3.1 Notifying the Leadership WA Coordinator of changes to the GBA insurance that might affect the running of the Course.
- 2.3.2 Overseeing the budget and expenditure. Leadership WA will be self funding after the initial set up funding.

### 2.4 The Board Member – Governance is responsible for:

- 2.4.1 Ensuring that Leadership WA Course and operations meet all GBWA polices.

### 2.5 The Leadership WA Coordinator is responsible for:

- 2.5.1 Understanding and following the obligations of the MOU with GB Queensland.
- 2.5.2 Notifying the Board of any changes to the program and MOU that they are made aware of, for acceptance by the Board.
- 2.5.3 Developing a team of leaders to ensure the ongoing development of the Course in conjunction with GB Queensland.
- 2.5.4 Appointing the Leadership WA Team. All members must be members of GBWA and have completed the required screening and training prior to joining the team.



Community



Fun



Living



Partnering



Safety



Uniqueness

- 2.5.5 Being the main source of information, guidance and support for the participants and their company leaders.

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- 2.5.6 Providing a written report to each Board meeting including financial position.
- 2.5.7 Consistently delivering the Leadership WA Course in line with the Leadership Vision Statement, GBA Vision, and Values, and the GBWA Strategic Plan.
- 2.5.8 Ensuring all participants and Team members are enrolled on Operoo.
- 2.5.9 Submitting the P2P for all events connected with the Course.
- 2.5.10 Submitting details of any incidents through GBA SMO as soon as possible after becoming aware of any incidents.
- 2.5.11 Ensuring the GBA Privacy Policy and Social Media Policies are followed.

### 3 Procedure

- 3.1.1 Leadership WA will be promoted by the Leadership WA Coordinator and relevant information given to Captains at the beginning of each year. Relevant dates to be included on the GBWA calendar.
- 3.1.2 Dates and Venue for the Leadership WA Course will be set by the Leadership WA Coordinator.
- 3.1.3 Participants will complete the online participant application process and pay the required fee.

### 4 Papers

- 4.1 *MOU – GB Queensland*



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Date of approval at GBWA AGM

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Signature of State Commissioner  
The Girls' Brigade Western Australia