

Policy Number	D.2
Policy Name	Regions
Version	002
Approved by the Board	June 2023
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1. Policy

1.1. GBWA values the importance of community within the organisation for support and encouragement of Leaders as well as for communication and sharing of resources. To support this, all companies will be placed in a Region under the care of a Regional Coordinator.

2. People

2.1. The Board is responsible

2.1.1. To allocate new companies to regions

2.1.2. To regularly review composition of Regions

2.2. The State Commissioner is responsible

2.2.1. To Liaise with the Regional Coordinators on the well being of the Leaders in the Region,

2.2.2. To communicate Vision and Strategic direction to the Regions.

2.2.3. To listen to and report back to the Board on concerns of the Leaders, suggestions for change, resource and training needs.

2.2.4. To visit each region at least annually at a suitable event.

2.3. Board Member – Youth Development

2.3.1. To support Regional Coordinators in their role, providing mentoring and suggesting training opportunities and resources.

2.4. Regional Coordinators are responsible

2.4.1. To communicate regularly with the Leaders within their region and liaise with the State Commissioner regarding the state of the region, concerns raised by Leaders and ideas for training and possible resources.

2.4.2. To arrange at least three opportunities a year for the Leaders in the Region to meet together, either face to face or electronically, for fellowship, spiritual teaching and sharing of resources. Notes or minutes from these gatherings should be held in the GBWA Regions area on the GBA electronic platform.

2.5. State RMO is responsible to

2.5.1. Arrange for each company to be visited each year to complete Company Assessment Form.

3. Procedures

3.1. Appointment of Regional Coordinator, Secretary and Treasurer

3.1.1. Regions will appoint a Regional Coordinator, and if desired a Secretary and Treasurer can be appointed.

3.1.2. The appointments will be made at a face-to-face event or by email as agreed by the voting members of the Region.

3.1.3. The Operations Manager must be notified of these appointments within twenty eight (28) days of the appointments.

3.1.4. The position of Regional Coordinator must be held by a Leadership member of GBA.

- 3.1.5. The position of Secretary and Treasurer may be held by a Leadership or an Associate member after completing the GBA Application to be an Associate Member form.
 - 3.1.6. These positions will be for a two (2) year term commencing January 1st of the year following appointment.
 - 3.1.7. Leaders may serve up to three (3) consecutive terms in a position, before standing down for twelve (12) months from that position.
 - 3.1.8. If a Regional Coordinator is not appointed, the Board will appoint a Regional Coordinator.
- 3.2. Appointment of Regional Chaplain
- 3.2.1. Regions will appoint a Regional Chaplain to provide spiritual Leadership and support for the Leaders in the Region.
 - 3.2.2. The appointment will be made at a face-to-face event or by email as agreed by the voting members of the Region.
 - 3.2.3. The Operations Manager must be notified of this appointment within twenty eight (28) days of the appointment.
 - 3.2.4. This position must be held by a Leadership Member or Associate member of GBA after completing the GBA Application to be an Associate Member form.
 - 3.2.5. This position will be for a two (2) year term commencing January 1st of the year following appointment.
 - 3.2.6. Chaplains may serve up to three (3) consecutive terms in this position, before standing down for twelve (12) months from this position.
 - 3.2.7. If a Regional Chaplain is not appointed, the Board will appoint a Regional Chaplain.
- 3.3. Regional Events
- 3.3.1. Regions may run events for the girls and Leaders in their region.
 - 3.3.2. The Regional Coordinator is responsible to ensure a P2P is submitted in sufficient time prior to the event. The Regional Coordinator, in conjunction with the Operations Manager is responsible to set up an Operoo group for the event.
 - 3.3.3. The following people must have access to the Operoo group as per P2P
 - Main Contact
 - Alternate Contact
 - First Aider in Charge.
 - 3.3.4. The Regional Coordinator must submit a budget to the Board for approval before the event can proceed.
 - 3.3.5. Regions that hold a bank account must provide an annual financial year statement of income and expenditure to the board.
4. Papers
- 4.1. *Company Assessment Form – to be written*

Date of approval by the Board _____

Signature of State Commissioner _____

The Girls' Brigade Western Australia