

Policy Number	D.3
Policy Name	Opening, Recess or Closing of GBA Companies in WA
Version	002
Approved by the Board on	June 2023
Scheduled review date	June 2025

1. Policy
 - 1.1. GBWA values our partnering churches and this policy gives the steps for churches to open a company and partner with GBWA in joint mission.
 - 1.2. GBWA values our partnership with GBA and will follow their Policies and Procedures in Opening and Closing of GBA companies.
 - 1.3. GBWA values safety of all members and this policy will ensure the GBA SMO policies and procedures are known by all partnering churches and followed by GBWA companies.
 - 1.4. GBWA understands that a GBWA company is not always going to be part of a church's ongoing mission focus and so this policy outlines the procedure for closing a company.

2. People
 - 2.1. Board is responsible to
 - 2.1.1. Review and update this policy in line with changes to legislation regarding child safe organisations and GBA policies and procedures.
 - 2.2. State Commissioner responsible to
 - 2.2.1. Assist Companies and their partner church to understand and follow the GBA Child safe policies and procedures.

3. Procedure
 - 3.1. GBWA understands that each church and company will be unique in its development however there are minimum requirements that are needed before a company can open. It is important to keep regular and clear communication between GBWA and the Church.
 - 3.2. Opening
 - 3.2.1. Prior to Company commencement the Opening Company checklist (Appendix E.2.a) should be completed.
 - 3.2.2. Once the checklist has been completed, the State Commissioner to notify, in writing, to the Church and Captain that company meetings may start.
 - 3.2.3. Full details for each girl should be collected on their first night, following the GBA Privacy policy. Information about Operoo to be given to parents and requested to register girls before the next meeting.
 - 3.2.4. Check In and Out procedures must be started from the first meeting and include all girls, Leaders and visitors.
 - 3.2.5. Mentors and Regional Coordinators are encouraged to attend for the first few weeks to give support, encouragement and be an extra helper if numbers exceed expectations.
 - 3.2.6. Proposed Leaders should continue with any further training modules required by the 'New Leader Procedure'. They are

encouraged to attend regional meetings either face to face or online to share with other Leaders.

- 3.2.7. The partnering church is asked to set aside time in a Church service to acknowledge the commencement of the company, enrol the girls and Commission the Leaders. This is a great opportunity to invite a State representative to come and share the Vision of GB with the Church membership and to acknowledge the partnership of GB and the Church.
- 3.2.8. New companies are waived from the first instalment of State fees after commencement date. A donation of \$200, from the reserve fund - Company Assistance Fund, will also be made.
- 3.3. If a Church decides to close their Company
 - 3.3.1. The Regional Coordinator and Operations Manager should be contacted as soon as the church starts considering closure to see if GBWA can help resolve any issues preventing the continuation of that company.
 - 3.3.2. Regional Coordinator, State Commissioner or another GB Leader to be appointed to advise and assist Captain and Partner Church.
 - 3.3.3. If the decision to close is made, girls and Leaders are to be notified and offered details of other local companies so they can transfer.
 - 3.3.4. Company iPad and any other GBWA documents to be returned to Operations Manager.
 - 3.3.5. Girls record forms to be forwarded to Operations Manager.
 - 3.3.6. Girls and Leaders details should be transferred to their new company or archived on Operoo and SMO per GBA Archiving policy
 - 3.3.7. GBA company email address should be archived. Any Leader GBA email addresses no longer required should also be archived.
 - 3.3.8. All outstanding invoices to GBA and GBWA to be paid and any GBWA property returned. Any remaining monies may be used by the church in whatever way they agree.
 - 3.3.9. An exit interview should be held to allow discussion on any outstanding issues and thanks to be given for the partnership.
 - 3.3.10. Leaders who are resigning should be considered for Certificates of Appreciation if appropriate. Leader Service Awards should be given if due.
- 3.4. If a Church with a GB company decides to close the church the
 - 3.4.1. Operations Manager should be contacted as soon as the church starts considering closure to discuss the future of the Company.
 - 3.4.2. Regional Coordinator, State Commissioner or other GB Leader to be appointed to advise and assist Captain and Partner Church.
 - 3.4.3. GBWA will contact other local churches to see if the company can be transferred to a new partner church. If so the Opening of a new Company procedure should be followed as far as possible.
 - 3.4.4. If the decision to close is made, girls and Leaders are to be notified and offered details of other local companies so they can transfer.
 - 3.4.5. Girls and Leaders details should be transferred to their new company or archived on Operoo and SMO per GBA Archiving policy
 - 3.4.6. GBA company email address should be archived. Any Leaders addresses no longer required should also be archived.

- 3.4.7. All outstanding invoices to be paid and any GBWA property returned including Company ipad. Any remaining monies should be given to GBWA for further use in Mission.
- 3.4.8. An exit interview should be held to allow discussion on any outstanding issues and thanks to be given for the partnership.
- 3.4.9. GBA to be notified that the company has closed and is no longer registered as a GBA company in WA. Churches may no longer use GBA programmes, uniforms or branding.
- 3.4.10. Leaders who are resigning should be considered for Certificates of Appreciation if appropriate. Leader Service Awards should be given if due.
- 3.5. A company that has Leaders but does not have 5 girls on the role.

Or

A company that has insufficient Leaders for the number of girls on the roll may, if the partner church wants to continue the partnership with GB, go into Recess for a period of no more than six (6) months.

3.5.1 During the 6 months

- The State Commissioner or Board appointed representative will work with the Church and the remaining Leaders to resolve the issue that caused the Company to go into Recess
- The State Operations manager will assist with promotions to the local churches and community.
- The Company may not meet during this time and the Company roll will be closed.
- Leaders may stay on the State Roll as Supernummary Leaders or they will need to resign.
- Girls may transfer to another company and maintain membership or their name will be removed from the roll.
- Company ipad to be returned.
- Once promotion has been done and there is an increase in interest in membership, the Opening a new Company checklist will be followed and completed where appropriate. Funding for new company is not applicable.
- If after six months the company remains with insufficient members it will be closed as per the Policy.

4. Papers

4.1. GBA Leader Training Procedure

4.2. Archive Policy

Date of approval by the Board _____

Signature of State Commissioner _____

The Girls' Brigade Western Australia

Appendix E.3.a – Opening Company Checklist

What	Who is responsible?	Date completed
Enquiry is received about commencing a GB company.	Person receiving enquiry notifies Operations Manager immediately.	
<p>Email contact made with the Church acknowledging enquiry and</p> <ol style="list-style-type: none"> 1. asks for a suitable date/time for GB WA representatives to meet with Church Leadership or representative. 2. Explains we work in partnership with BB WA and offer to have a representative at the meeting. <p>Copy of BB/GB Joint brochure sent to Church</p>	<p>Operations Manager within one business day of receiving enquiry.</p> <p>Operations Manager within one business day of receiving enquiry.</p>	
<p>Arranges introductory meeting with Church and two GB WA Leaders, at least one to be Operations Manager or State Commissioner or other Board member. This meeting may be face to face or online.</p> <p>Advises BB WA of meeting.</p>	<p>Operations Manager</p> <p>Operations Manager</p>	
Church completes GBA MOU.	Partner Church	
GBA Operations Manager notified of details of MOU with partner church, leaders names and company name for titles.	Operations Manager	

<ol style="list-style-type: none"> 1. Captain and Leaders appointed by church 2. All Proposed Leaders commence 'New Leader Procedure'. 3. At least one Leader has Senior First Aid. 4. Any current Leaders should have their details transferred to the new company. 	Church, Leaders	
--	-----------------	--

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

What	Who is responsible?	Date completed
Mentor allocated to Captain.	State Commissioner	
Company is allocated to a Region, Regional Co-ordinator notified.	Operations Manager	
Regional Coordinator will contact the Captain welcoming them to the Region and information regarding the next Regional meeting.	Regional Coordinator	
iPad allocated to Company.	Operations Manger	
Church and Leaders decide meeting night and times, Fees	Church, Leaders	

<ol style="list-style-type: none"> 1. Captain to receive Company email address 2. All Leaders to receive GBA email address 	Operations Manager	
<p>Leaders to have completed training per 'New Leader Procedure', submitted an Application to be a Leader and signed the Code of Conduct.</p>	Training Coordinator	
<p>Captain to complete Permission to Proceed for company evenings.</p>	Captain	
<p>Once RMO approves P2P and date for first company meeting is announced the Company is considered commenced.</p>	RMO	
<p>GBA Operations Manager notified of details of company commencement. Details of affiliation service should also be sent to GBA Operations Manager once they are known.</p>	Operations Manager	