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## Leaders

### Leader-in-charge

Within each Ladybird Guide, Brownie Guide, Guide or Senior Branch Unit someone is appointed to be the Leader-in-charge of the Unit. The Leader-in-charge is responsible for the operation of the Unit. The Leader-in-charge must be over 19 years of age and must hold a Leader warrant. In addition to the time commitment outlined below, she must allow time for planning weekly meetings, outings etc.

### Unit Leadership Team

The Leader-in-charge runs an IGG Unit together with other Leaders, Assistant Leaders, Unit Helpers or Young Leaders. A Unit usually meets once a week for up to two hours with occasional weekend activities.

### Qualifications for Leaders

- A Leader must have completed the IGG screening process
- She must be a registered member of the Irish Girl Guides
- She must agree with the principles of Guiding as set out in the Promise and Law
- She must be enrolled as a member of the Irish Girl Guides
- She must agree to attend IGG training sessions
- She must have the ability to work with people from all racial, ethnic, religious and socioeconomic backgrounds
- She must enjoy working in partnership with girls and adults
- She must show willingness to continue to develop her personal and leadership skills
- She must be a role model for other IGG members
- She should be organised and flexible
- She must hold an IGG Leader warrant or be actively working towards it

### Age requirements

The minimum age for Ladybird, Brownie and Guide Leaders is 19 years of age and for Senior Branch Leaders it is 21 years of age.

### Time Commitment

This depends greatly on the individual Leader. It involves weekly Unit meetings during the school term, programme planning, Unit activities and outings.

### Responsible to

Leaders are responsible to the Leader-in charge of the Unit, the District Commissioner and Area Commissioner. The Regional Commissioner and Regional Development Officer are also available for help and support. All Leaders are members of the District Team and should attend District meetings.

### Appointment

Leaders are appointed by the Irish Girl Guides on completion of the warrant requirements.

**Resources**

Uniform	is available from the local Distribution Centre or online via the IGG website
Resource material	A starter pack containing resource material is provided free of charge to new Units. Resource books relevant to the Branch are available from the Distribution Centres. <i>Welcome to Guiding</i> , the <i>IGG Code of Ethics and Good Practice</i> , <i>Safety Guidelines</i> and <i>The Handbook of the Irish Girl Guides</i> are provided free of charge to each Leader. The IGG website contains a wealth of useful material.
Magazines	<i>Trefoil News</i> is provided free of charge to all Leaders eight times per year. <i>The Welly!!!</i> is sent to all Senior Branch members twice a year
Trainings	Trainings are provided at local, regional and national level
Support	District/Area/Regional Commissioners and Regional Development Officers all provide support and advice
Expenses	Reimbursement of direct expenses as agreed by the Unit in consultation with the District Commissioner.

## Responsibilities and Key Tasks for Leaders

RESPONSIBILITIES	KEY TASKS
Programme Planning	<ul style="list-style-type: none"> <li>• Use the appropriate programme book for the Branch to help plan and run suitable programmes for the girls in her Unit</li> <li>• Take part in programme planning meetings with the other Leaders</li> <li>• Share responsibility with, and involve, Leaders, Assistant Leaders, Unit Helpers and Young Leaders</li> <li>• Arrange resource people and badge testers as required</li> </ul>
Development of girls' potential	<ul style="list-style-type: none"> <li>• Periodically plan long term balanced programmes allowing each girl to progress at her own pace</li> <li>• Involve girls in programme planning</li> <li>• Involve girls in a leadership role through the use of the Six or Patrol system as appropriate to Brownie, Guide or Senior Branch Units</li> <li>• Encourage girls to move on to the next Branch of Guiding</li> <li>• Liaise with and take a responsibility for the personal development of Young Leaders working with the Unit</li> </ul>
Effective Communication	<ul style="list-style-type: none"> <li>• Inform parents/caregivers of the aims and objectives of Guiding, uniform and other requirements, and provide them with details about the programme</li> <li>• Keep families in touch with what is happening in the Unit and in the District</li> <li>• Involve families in the activities of the Unit</li> <li>• Ensure that District, Area, Regional and National news is communicated to the Unit as appropriate and vice-versa</li> <li>• Attend or appoint a representative to attend District meetings</li> </ul>
Maintaining safety standards	<ul style="list-style-type: none"> <li>• Have a knowledge of IGG <i>Safety Guidelines</i> and ensure that policies re safety standards are followed</li> <li>• Ensure safety standards are maintained at all times (i.e. risk management) in line with IGG's <i>Safety Guidelines</i></li> <li>• Ensure that recommended adult : child ratios for meetings, outings, residential etc. are adhered to</li> </ul>
Keeping up-to-date and informed	<ul style="list-style-type: none"> <li>• Take an active part in District activities and meetings</li> <li>• Participate in one Guiding training or equivalent course per year at local, regional or national level</li> <li>• Read <i>Trefoil News</i> and other IGG publications and put into practice any changes in policy and/or programme which affect the Unit</li> </ul>
Record keeping	<ul style="list-style-type: none"> <li>• Keep records of <ul style="list-style-type: none"> <li>⇒ Contact details of each girl, attendance, progress, badges earned etc.</li> <li>⇒ Programmes</li> <li>⇒ Waiting lists</li> <li>⇒ Parents/care givers and others with useful skills</li> </ul> </li> <li>• Have a system for collecting subscriptions and membership fees</li> <li>• Ensure that all Unit financial transactions and accounts are administered in accordance with the Finance section of <i>The Handbook of the Irish Girl Guides</i></li> <li>• Complete annual census forms</li> <li>• Submit the Unit accounts to the District Commissioner for checking on an annual basis</li> <li>• Forward a transfer form for any member moving to another area or country to the appropriate person</li> </ul>

## Assistant Leaders

### Role

An Assistant Leader helps to run an IGG Unit under the supervision of the Leader-in-charge of the Unit. A Unit usually meets once a week for up to two hours with occasional weekend activities.

### Qualifications

- An Assistant Leader must have completed the IGG screening process
- She must be a registered member of the Irish Girl Guides
- She must agree with the principles of Guiding as set out in the Promise and Law
- She must be enrolled as a member of the Irish Girl Guides
- She must enjoy working in partnership with girls and adults
- She must be a role model for other IGG members
- She must hold an IGG Assistant Leader warrant or be actively working towards it

### Age requirements

The minimum age for Assistant Leaders is 18 years of age.

### Time Commitment

This depends greatly on the individual. The Assistant Leader must be reliable in time commitment in order to support the Unit leadership team.

### Responsible to

Assistant Leaders are responsible to the Leader-in-charge of the Unit. The Regional Commissioner and Regional Development Officer are also available for help and support. All Leaders are members of the District Team and should attend District meetings.

### Resources

Uniform	is available from the local Distribution Centre or online via the IGG website
Resource material	<i>Welcome to Guiding</i> , the IGG <i>Code of Ethics and Good Practice</i> , <i>Safety Guidelines</i> and <i>The Handbook of the Irish Girl Guides</i> are provided free of charge to each Leader. Resource books relevant to the Branch are available from the Distribution Centres. The IGG website contains a wealth of useful material.
Magazines	<i>Trefoil News</i> is provided free of charge to all Leaders eight times per year. <i>The Welly!!!</i> is sent to all Senior Branch members twice a year
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Support	District/Area/Regional Commissioners and Regional Development Officers all provide support and advice
Expenses	Reimbursement of direct expenses as agreed by the Unit in consultation with the District Commissioner.

RESPONSIBILITIES	KEY TASKS
Assisting Leader-in-charge and other Leaders	<ul style="list-style-type: none"> <li>• Undertake agreed tasks to ensure the smooth running of the Unit e.g. assist with teaching skills, developing knowledge, keeping records or any other duties</li> </ul>
Keeping up-to-date and informed	<ul style="list-style-type: none"> <li>• Attend District meetings</li> <li>• Participate in trainings</li> <li>• Read <i>Trefoil News</i> and other publications</li> </ul>

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## Unit Helpers

### Role

A Unit Helper helps out occasionally when additional help is needed e.g. at Unit meetings, holidays or camps. This includes someone who is on a parents' rota.

### Qualifications

- A Unit Helper must have completed the relevant screening process which includes Garda vetting
- S/he must be in agreement with the fundamental principles of Guiding
- S/he must enjoy working in partnership with girls and adults
- A Unit Helper need not make the Guide Promise
- S/he need not be a member of the Guide Movement

### Age requirements

The minimum age for Unit Helpers is 18 years of age.

### Time Commitment

Unit Helpers attend meetings occasionally to help out. The exception to this is an assistant for a special needs member who helps on a regular basis, but is still regarded as a Unit Helper.

### Responsible to

Unit Helpers are responsible to the Leader-in-charge of the Unit. They are not Assistant Leaders and must not be left on their own or with other Unit Helpers to run the Unit.

### Resources

Uniform	Unit Helpers do not wear uniform, but may wear a neckerchief. If they wish to wear uniform, they must become a Leader
Resource material	Each Unit Helper should be provided with a Unit Helper Pack which contains a copy of the IGG Unit Helpers Notes and Guidelines, the Garda Vetting Application Form and the <i>IGG Code of Ethics and Good Practice</i> .