

Every Guild is Different

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 **Guild Chairman - Your Role**



A Guild is an integral part of Girlguiding UK in its District, Division or County. While all Guilds have a common purpose, no two Guilds fulfil that purpose in exactly the same way. Circumstances vary, according to the size of the Guild, its location and the individual needs of the members.

Every Guild is Different

- | | |
|----------------|--|
| Each guild has | <ul style="list-style-type: none">• at least six members• is linked with a District, Division or County |
| Members choose | <ul style="list-style-type: none">• where they meet• the time of meetings - daytime or evening• the frequency of meetings• the programme |
| The programme | <ul style="list-style-type: none">• should be varied• provide fun and enjoyment• all members can be involved in planning• be lively - suit current members and attract new ones |

Roles in the Guild

Elected officers

- each Guild needs a Chairman, Secretary and Treasurer
- they are elected annually
- the officers are responsible for the overall management of Guild affairs

In small Guilds all members will be directly involved in planning and decision making.

In larger Guilds with more than 12 members a small committee should be elected to represent members and share responsibility with elected officers.

Guild Chairman

- should be a full member: except in special circumstances, when, at the discretion of the County Chairman she may be an associate member
- has overall responsibility for the running of meetings
- liaises with local guiding
- is in touch with the Commissioner and offers help where needed
- attends District or Division meetings or sends a representative
- is a member of Trefoil County Executive Committee representing the Guild
- contributes to County decision making

 For further details see [Guild Chairman - Your Role p21](#)

Guild Secretary

- need not be a full member
- receives copies of *The Trefoil* and arranges their prompt distribution to Guild members
- maintains up-to-date Guild records including members' details, minutes of meetings and copies of correspondence
- holds County and Country/Region directories

In consultation with the Chairman, the Secretary should:

- make practical arrangements for Guild meetings
- distribute annual Guild programmes to members
- send reports of activities to the local press and *The Trefoil*, if suitable
- notify the Trefoil Guild Office of a change of Guild Secretary
- notify the County Chairman of a change of any office holder or time and venue of Guild meetings
- keep minutes of meetings
- ensure members unable to attend meetings are kept fully informed
- ensure new members are asked to complete a *Member's Personal Details Form* and an amendment form when details change (available from the Trefoil Guild Office or the Trefoil Guild website)

Guild Treasurer

- need not be a full member
- collects, records and banks subscriptions and issues receipts
- pays and records all Guild expenses
- ensures office holders claim travel, telephone, postage and stationery expenses
- keeps members regularly informed of the current and projected financial position of the Guild
- prepares annual accounts, ensuring that these are independently examined by a suitably qualified person approved by the Guild
- sends a copy of the annual accounts to the County Treasurer
- completes the annual census
- encourages members who are eligible to complete a Gift Aid Declaration
 - Information on Gift Aid is available from the Trefoil Guild Office

Every Guild must have a bank or building society account in its own name. There should be at least three signatories, any two of whom must sign each cheque and withdrawal, but these must not be related or living at the same address.

[See Chapter 9 - Finance for all financial matters](#)

Other roles in the Guild

A wise chairman will cultivate the art of delegation. From time to time the Guild may need a:

- social secretary
- hostess for visitors
- public relations or press officer
- logbook keeper
- magazine distributor
- photographer
- transport organiser
- equipment officer
- record keeper

Planning the Guild Programme

Many Guilds plan a programme for the year ahead, involving all members. Ways of doing this include:

- providing opportunities to review and evaluate the current programme and to receive new ideas. Jot down everything, however unlikely, and consider all the suggestions later
- keeping a programme notebook available at every meeting and entering suggestions as they arise
- setting out activity ideas under headings such as Speakers, Service, Outings, Indoors, Links with Girlguiding UK, Special Interest Groups, Sharing with other Guilds
- watching for ideas for activities which have been successful with other Guilds in the County or reported in *The Trefoil*

Include an Annual Meeting in your programme to adopt the accounts and elect officers for the following year.

Whatever methods are used, keep in mind the following questions.

Does the programme:

- reflect the aims of the Trefoil Guild?
- provide balance and variety?
- meet the needs of members?
- include opportunities for supporting Girlguiding UK and the community?
- take account of members' interests?
- encourage individual involvement?
- present a positive and attractive image of the Trefoil Guild as an integral part of guiding?

Above all

Is it enjoyable?

Satisfying?

Are your members happy?

Many Guilds produce an annual printed programme for each member, and you might like to provide copies of your programme for other Guilds in the County so that you can all share ideas.

Welcoming New Members

- all Guild members should encourage others to join the Guild
- new members will be attracted by a warm welcome from a lively and forward looking Guild
- a new member should renew or make her Promise before receiving her red Promise badge and membership card
- if the member is making her Promise for the first time it should be made to a Commissioner, ideally at a Trefoil Guild meeting
- if a Guild wishes, a simple ceremony may be used for the occasion. This might be the time for all members to renew their Promise



Guild Records

Trefoil Guild members have participated in a wealth of guiding activities over the years so members should be encouraged to donate any records they have to their unit, District, Division or County Archives.

Do make sure that records of Guild events are not lost. Here are some suggested steps to take to look after your records:

- catalogue in a separate file all items and their origin if possible
- make sure newspaper cuttings are dated
- minutes are an important record of Guild activities

In the event of dispersing your records, ask your County Guild or Guide archivist if she is willing to accept them as part of the County records.

Starting a Guild

The initiative might come from

- County Chairman
- local Guide Commissioner
- a group of former Leaders or Guides
- an individual who wants to join others in maintaining an active contact with Girlguiding UK

Formation

- must be approved by the County Chairman in consultation with the local Commissioner
- may be at District, Division or County level, or in any group or society considered suitable by the Trefoil Guild Executive Committee

Getting started

- arrange a meeting - this should be attended by the County Chairman and the local Guide Commissioner
- invite former Guides, Leaders and friends
- provide refreshments
- the County Chairman should outline the aims and structure of the Trefoil Guild and the activities, events and opportunities which members can enjoy
- the Commissioner can explain how a new Guild could help local guiding and scouting
- have resources available - these might include the Trefoil Guild Handbook, Annual Reports, copies of *The Trefoil*, publicity leaflets and photographs of Trefoil activities

If the idea is received with enthusiasm

- appoint a Chairman, Secretary and Treasurer
- decide when, where and how often to meet
- arrange date and if possible the form of the first meeting depending on the wishes of prospective members
- compile a list of prospective members

Registration of the Guild

- decide the Guild name - this may be the District, Division or County name or an appropriate village or town
- complete Registration form R/T - available from the Trefoil Guild Office or website
- the Registration Certificate will be issued to the County Chairman to present to the Guild

Next steps

- publicise the Guild locally
- invite Leaders and Commissioners to become associate members
- decide the future programme
- open a bank account - [see Chapter 9 - Finance](#)
- pay the census subscription in February each year
- find out what Trefoil and Guide activities are happening and get involved
- arrange an occasion for members to renew or make the Promise and receive the red Trefoil badge and membership card
- ask members to complete a *Member's Personal Details Form*
- enjoy yourselves

Lone Guilds

There are many reasons why some people are unable to join a Guild for regular meetings. They may be less active, live in remote areas, be housebound, acting as carers for others or looking after small children. They can still be members of the Trefoil Guild by joining a Lone Guild. The County Chairman should spot a need when Guilds cannot continue because of low numbers or some other reason and may need to create a Lone Guild.

- Lone Guilds may be formed within a County and the Lone Guild Chairman will be a member of the County Executive Committee
- Lone Guilds may also be formed at Country/Region level
- the Lone Guild Chairman produces a regular newsletter or 'round robin' and keeps in touch with members by letter, email or telephone, and where possible an occasional gathering
- Lone Guild members will receive *The Trefoil* or *Talking Trefoil* and may take part in County, Country/Region, National and International events
- a Lone Guild may also be able to share an occasional activity with a local Guild

Lone Guilds enable a member to remain in the Trefoil Guild.

Closing a Guild

This is the responsibility of the County Chairman.

Before the decision is taken to close a Guild, explore possible ways in which it might continue:

- links with another Guild
- County federation of small Guilds
- the Guild becomes a Lones group within a County Guild
- encouraging new members to join (a Guild may continue with six members)

If the Guild is to be closed notify (for information):

- the Trefoil Guild Office
- the Country/Region Chairman
- the County Registration Secretary (Guide)

Return the Registration Certificate to the County Trefoil Guild Chairman.

Guild assets

- must be dealt with in accordance with the terms of the governing constitution or Trust Deed if any exists
- if there is no such Trust Deed the assets must be held in the County Trefoil Guild Account for use at a later date for Trefoil Guild purposes in the same area, whether District, Division or County
- must not be given away

g *At a glance*

**TABLE OF APPOINTMENTS AND TERMS OF OFFICE
GUILD**

Appointment	Appointed by	In consultation with	Length of appointment	Maximum length of appointment
Chairman	Elected annually by Guild		Up to three years	In exceptional circumstances may be re-elected for a further two years. Is eligible for re-election after a two-year gap
Treasurer	Elected annually by Guild			No maximum term of office
Secretary	Elected annually by Guild		Up to three years	Eligible for re-election after a two-year gap

Guild Chairman - Your Role

Welcome to your role as Chairman of your Guild

You are the leader of a Team

- encourage all members to have a sense of purpose and involvement
- delegate!
- encourage members' skills

A successful Guild

- has a varied, lively programme
- meets the needs of members
- is actively involved in local guiding
- has links with the community

The programme should provide

- fun and friendship
- social events
- new skills and interest
- activities outside meetings
- small interest groups

Meeting the needs of members

- help with transport
- cater for everyone in the programme
- involve members in planning
- provide opportunities to divide into groups to pursue different interests
- be adaptable

Links with guiding

- be an active member of the District or Division meeting
- invite Commissioners and Leaders to become associate members
- be aware of needs and requests - respond
- liaise with members who can offer help
- foster links
- be aware of Leaders who might be relinquishing appointments

Links with the Community

- foster the links which your members already have
- advertise your activities
- report events in the local media

Communication is vital

- you are the link for all Guild members to County, Country/Region and National level
- pass on information, do not filter it
- do not assume that everyone knows
- keep in close touch with the County Chairman
- maintain contact with members who are no longer able to attend meetings

The County Team

- represent your Guild on the County Executive Committee
- offer support to the County Chairman and her team
- be fully involved in decision making at County level
- take ideas up - pass information down

Encourage wide participation

- invite other Guilds to an open event
- encourage Guild members to accept invitations from other Guilds
- encourage Guild members to join in County, Country/Region, National and International events

Managing the business

- keep it short - not more than 20 minutes
- liaise with the Secretary to provide written information for members
- prepare beforehand
- follow up when action is needed