

Jamboree Committee Chair



GirlGuiding New Zealand

Role Overview

This is a volunteer uniformed role at a national level.

The Jamboree Committee Chair reports to the Guiding Experience Lead.

Purpose of the role

The purpose of the role is to successfully deliver a Jamboree in January 2026 in accordance with the terms of reference and framework provided.

This role works closely with the Jamboree Committee and the Events Co-ordinator. The Events Co-ordinator co-leads the event with the Jamboree Committee Chair and has sole responsibility for some elements of the event planning and delivery.

Term

From the date of appointment to the delivery of the final report to the Chief Executive and Board.

Key Tasks and Responsibilities

1. Committee Leadership
 - Chair Jamboree committee meetings: plan for, set agenda and ensure that minutes are accurate, comprehensive and have clear time bound actions.
 - Arrange to advertise for and contribute to suggestions for personnel for Committee positions; interview and appoint as per the appointment process.
 - Prior to any Committee appointment, ensure that the role description, time commitment, and commitment to fulfilling the requirements are clearly understood.
 - Develop and recommend a vision for the event within the brief provided.
 - Develop and recommend an event timeline.
 - Work closely with Committee members to ensure that the necessary work is on track, problem solving takes place, and the agreed timeline is adhered to, and that support can be accessed where needed.
 - Ensure that approvals are obtained as outlined in the terms of reference and handbook.
 - Work closely with relevant GirlGuiding NZ staff and volunteers to ensure timely advertising of and publicity around the event.
 - Ensure that the event meets the safety and risk mitigation requirements of GirlGuiding New Zealand and New Zealand legislation.
 - Ensure input of girls through the GAP group to the planning and content of the event is taken into account and that the feedback loop is closed after consideration of the information they provide.

Jamboree Committee Chair



- Maintain a file of working details, specifications, quantities used in planning her area of the jamboree for informing future event planning.
2. Financial
 - Oversee development of the Jamboree budget and recommend the fees for both girls and adults, (with the support of the Financial Support person and relevant staff) and submit this for approval of the National Board in line with the Policy on Delegations of Authority.
 - Brief committee members on budget and financial processes, and ensure that these are understood, and adhered to.
 3. Event staffing
 - Support committee members in finding and recommending team members for their areas of responsibility within the agreed timeline.
 - Contribute to the leader selection process for all leader applications for the event.
 4. Risk Management
 - Ensure that comprehensive risk management strategies are developed for all areas of the event, utilising staff, members and outside expertise as necessary.
 - Ensure that any required upskilling in this area is available to Committee members.
 - Have a good knowledge of GirlGuiding NZ's relevant policies and procedures and ensure that these are followed in the planning process and during the event.
 5. Reporting
 - Ensure minutes of all meetings are available in a timely manner and are circulated to agreed persons.
 - Ensure an action list from the minutes for each meeting is compiled, circulated, and followed up on within agreed timeframes.
 - Report to the Guiding Experience Lead each month, showing planning progress, raising any issues and providing required reporting to the Chief Executive and Board.
 - Track planning against the agreed timeline in an ongoing manner and seek assistance where needed to maintain timeline.
 6. Onsite
 - During the event be the Leader in Charge. Be aware of and take the lead in any major incidents.
 - Support Committee members, monitor their wellbeing and seek assistance where required.
 - Hold a daily meeting of Committee members and Group Leaders during Jamboree for briefing and resolving problems before they become issues.
 - Ensure all GGNZ Health and Safety and Legislative requirements are met.
 - Take responsibility for ensuring site clearance and return of equipment.

Jamboree Committee Chair



7. Post-Jamboree

- Take responsibility for signing off-site clearance.
- Co-ordinate post- Jamboree committee evaluation.
- Ensure all GGNZ Health and Safety and Legislative requirements are met.
- Ensure that the event finances are finalised and a report provided to the Chief Executive in time for the March Audit and Finance Meeting. If the timeframe is not able to be achieved a progress report is to be provided followed by the final report to the May Audit and Finance Report.
- Provide a written report with recommendations for any future Jamborees. Ensure that this is sent to the Guiding Experience Lead by 1 April following the event.
- Ensure that post-Jamboree thanks and acknowledgments are sent to relevant people or organisations in a timely manner.

Direct Reports

- Jamboree Committee Members

Time Commitment

Time commitment can vary according to criteria, deadlines, and accountability requirements, including planning, initiatives, email management, and meetings/teleconferences with the wider team of both staff and volunteers, as relevant to Jamboree.

Location of Position

No fixed location. The role may require a willingness to travel within New Zealand to attend Jamboree site visits and meetings where required. Attendance at Jamboree is required.

Person specification

Knowledge and skills

- GirlGuiding New Zealand Leadership qualification
- GirlGuiding New Zealand Outdoor camping qualifications (preferred)
- Some understanding of girl development and the needs of girls today
- Effective people management and leadership skills
- Excellent communication skills
- Effective co-ordination and organisational skills
- Openness to change and new ideas
- Ability to operate effectively with staff and volunteers

Jamboree Committee Chair



Experience

- GirlGuiding experience in a variety of leadership and programme roles
- Effective Team leadership experience
- Chairing of meetings preferably both in person and by telephone or video conference
- Event development and management experience
- Previous volunteer role at a Jamboree or similar large scale camping event (preferred)

Personal Attributes

- Passion for GirlGuiding and its values
- A strong desire to ensure positive outcomes for girls and young women
- The integrity to respect confidentiality and act with discretion
- The ability to develop and encourage committee member in their responsibilities
- Ability to give instructions and delegate effectively
- Ability to lead and motivate wider event staff and participants
- Active and of good health and has the stamina to deliver the event