

GIRL GUIDES TASMANIA

Placing a Unit in Recess Policy

Board Approved June 2022



All groups within the organisation including Property Management Committees, Support Groups, Districts, Regions, and Units are not-for-profit sub-entities of Girl Guides Tasmania. Membership of all groups within the organisation is limited in accordance with the policies of Girl Guides Australia.

Placing a unit in recess may be considered by the District/Regional Leader (or her delegate) if a Leader is unable to run the Unit for a period of more than one school term. Examples include the resignation of the Leader, a leave of absence or insufficient membership or other viability concerns.

A Unit may be placed in recess for a period of up to 12 months only, if there is the expectation that it may reopen within that time frame. The position is to be reviewed at the end of this period by the District/Region Leader and Unit Leader/s or her delegate.

'Recess' is to be extended only if there is the distinct possibility that the Unit will reopen within a short period of time, say within three months. Otherwise, the Unit closes.

Procedure

- The District/Region Leader is to complete the ADM.23 Closure or Recess of Unit or District form and forward it to Guide House.
- If possible, members should be directed to another Unit close by or the opportunity to be a Lone Guide so their Girl Guiding experience can continue.
- The District/Region Leader is to liaise with the State Executive Officer regarding any outstanding commitments, such as rent or power and ensure the signatories of any bank accounts are updated.
- The District/ Region Leader is to advise Guide House of the contact person during the recess.
- The District/ Region Leader or her delegate is to advise Guide House staff when the Unit reopens.

Related Policies

- Closing a Sub-Entity Policy
- Opening a New Sub-Entity Policy
- Sub-entities and Bank Account Policy
- Sub-entities Bookkeeping and Audit Policy
- Credit & Debt Management Policy

Review schedule

Initially	2013
Periodic	3 years
Recent review	April 2022
Review Committee	Finance, Audit & Risk

