



POLICIES and GUIDELINES

GFS AUSTRALIA INC

These Policies and Guidelines have been written
to accompany the Rules of GFS Australia
Incorporated (Victoria).

1. Membership

1.1 Financial members

Financial members may be known as Members or Townsend Members. The founder of GFS was Mary Elizabeth Townsend who began the organisation (The Girls' Friendly Society) in England on 1st January 1875.

1.2 Religious Affiliation

Members may belong to a church other than the Anglican Church or may have no church affiliation.

1.3 Application for Membership

Prospective members will complete an Application for Membership of the organisation.

1.4 Welcoming Service

Members may be welcomed to the organisation using the service approved by GFS Australia Inc.

(NOTE: in this case "members" applies to all members, not just to financial members.)

1.5 Statistical Report

Statistical information and fees will be gathered from Dioceses annually based on membership as at 30 June of each year.

2. Ministry Models

GFS Australia supports a variety of ministry models which may include:

- i. Teddybears for 4-6 year olds;
- ii. Parish based GFS groups which may be single sex or co-ed groups;
- iii. School based groups which may be single sex or co-ed groups;
- iv. Kidsplus+ groups which may be single sex or co-ed groups;
- v. Teensplus groups which may be single sex or co-ed groups;
- vi. GFS Playgroups for infants/toddlers and their parent/carers;
- vii. Townsends for adult leaders;
- viii. Adult ministry groups for men and women;
- ix. Evangelistic outreach programs to children in local areas.

3. Leadership

Leadership with the organisation is open to Christian adults aged eighteen (18) years and over. People aged thirteen to seventeen (13-17) years of age may be considered as leaders in training.

Leadership in the organisation is characterised by:

- i. A willingness to learn and step out in faith;
- ii. Commitment to the effective facilitation of others;
- iii. Passion about the purpose and aims of the organisation;.
- iv. Modelling their life on Christ;

- v. A willingness to use God-given gifts to meet others at their point of need;
- vi. Regular Christian Worship.

- 3.1.1 A leader must undertake ongoing training which will be the responsibility of each Diocese.
- 3.1.2 A leader must have the recommendation of the Clergy person in charge of the parish in which they will undertake leadership responsibility.
- 3.1.3 In school based ministry the leader must have the recommendation of the Chaplain/Principal of the school in which they will undertake their leadership responsibility.
- 3.1.4 Leaders in training must not be given sole responsibility for the supervision of children.
- 3.1.5 Before being commissioned, a leader must sign the GFS Code of Conduct and agree (and sign a document) to comply with all of their Diocesan ministry requirements.

3.2 Accreditation

- 3.2.1 Each Diocese will be responsible for the accreditation program for their leaders. All leaders will be commissioned for ministry within the Anglican community.
- 3.2.2 The Diocese must include training on the GFS Australia Inc Code of Conduct and all signed documents will be held by each individual Diocese.

4. Code of Conduct

All leaders should participate in a training course on the GFS Australia Inc Code of Conduct, such training to be implemented and monitored by individual Dioceses. GFS Australia Inc expects that you will:

- i. Respect the dignity of self and others.
- ii. Demonstrate a high degree of individual responsibility, recognising that the way in which you choose to behave and speak is an example to others within the organisation.
- iii. Recognise the importance of and encourage the spiritual development of children and youth members.
- iv. Treat children and youth members with respect and care for their welfare, safety, health and wellbeing while they are your responsibility.
- v. Act with consideration and good judgement in personal relationships.

- vi. Respect everyone's right to personal privacy at all times and take special care where sleeping, changing of clothing, bathing and ablutions are associated with a GFS activity.
- vii. Ensure that at least two adults are in attendance whilst supervising and/or accompanying children or youth members. It is recognised that, in certain circumstances, it may be necessary for a leader /or adult, whilst acting responsibly, to be alone with a child or youth member. This is NOT however, a preferred situation.
- viii. Recognise that physical or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any member of GFS Australia Incorporated.
- ix. Sign the Diocesan Protocol for sexual misconduct and comply with any other Diocesan requirement with respect to the care of children/youth.
- x. Comply with any statutory requirements involving the care of children.
- xi. Comply with the terms of any complaint protocol adopted by GFS Australia Incorporated.

5. Elections/National Executive

- 5.1 All members of the National Executive Committee shall sign the Code of Conduct and the Statement of Faith (Nicene Creed) at the commencement of their term of office.
- 5.2 When a member of GFS Australia Inc is elected as the World President of GFS, they shall be member of the National Executive Committee (with voting rights) during their term as World President.
- 5.3 Travel and accommodation costs for members of the National Executive to attend an annual National Executive Committee meeting will be met by GFS Australia Inc and will be a budgeted figure decided upon at each National Council AGM.
- 5, 4 The three year budget presented to the National Council will include a figure for expenses incurred by the National chairman during their term. The budget figure will be prepared by the National Executive.
 - 5.4.1 Dioceses which invite the National Chairman to visit their diocese must meet all expenses associated with the visit including travel and accommodation.
 - 5.4.2 The Vice Chairman will present at the Executive Meeting immediately before National Council at which he/she shall be commissioned as National Chairman, an outline of the expected major projects that he/she would like to address during his/her term as National Chairman.

- 5.4.3 The National Executive will consider these items while preparing the budget item for the National Chairman according to the financial status of GFS Australia Incorporated. The budget figure will be prepared by the National Executive.
- 5.4.4 The National Executive will be commissioned at the closing service of the National Council at the beginning of their three (3) year term.
- 5.5 Nominations for the position of Vice-Chairman must include a supportive statement from the Bishop of the Diocese in which the nominee resides or in the Diocese in which the nominee carries out their GFS ministry.
- 5.6 The Vice-Chairman is nominated for the position of Chairman at each National Council. The names of nominees are to be forwarded to each financial member (through the Dioceses) at least two (2) months before the commencement of the National Council. If no nominations are submitted for any one (1) position in the required time the National Chairman will notify members of an extension of time of one (1) month to receive nominations for the positions for which no nominations have been received in the required time.
- 5.7 All persons nominated to a position of the National Executive must attend the National Council Meeting at which their nomination will be considered unless exceptional circumstances prevent the nominee from attending. Any exceptional circumstances should be notified in writing to the National Chairman.
- 5.8 The three year budget presented to the National Council will include a figure for expenses incurred by the National Chairman during their term. The budget figure will be prepared by the National Executive. The National Executive will be commissioned at the closing service of the National Council at the beginning of their three (3) year term.

6. Chaplain

- 6.1 The National Chairman of GFS Australia Inc shall choose the National Chaplain.
- 6.2 The Chaplain is not a member of the National Executive but may attend meetings of the National Executive to speak but not to vote. Attendance at National Executive meetings is not funded by GFS Australia Inc.
- 6.3 The three (3) year budget presented to the National Council AGM will include a figure for expenses incurred by the Chaplain to attend National Council at the end of their current Chairman's term and at a Mid -Term Conference (if one is held) of GFS.

7. Identification

- 7.1 Logo – The official logo of GFS Australia Inc is:



7.2 The following badges have been approved by the National Council of GFS Australia to indicate membership of GFS:

- i. Member Badge;
- ii. Teddybear Badge;
- iii. Leader Badge.

7.3 GFS Australia does not have corporate wardrobe identification. Dioceses may adopt corporate wardrobe identification for their own use.

7.3.1 GFS Australia may recommend a corporate wardrobe item/s for use at World Councils of the Girls' Friendly Society.

8. Resources

8.1 The National Chairman of GFS will provide a regular Australian Newsletter to all members of GFS Australia distributed through Diocesan organisations.

8.2 GFS Australia Inc will maintain a website with regular updates and information for access by GFS Australia members, the wider GFS community and the general public.

8.3 GFS Australia Inc maintains records relevant to the history of the organisation. (See separate Archives Policy currently being developed.)

9. National Events

9.1 Any Diocese organising an event on behalf of GFS Australia Inc may apply for a loan of up to \$2000 to assist with the planning of the event.

9.2 Any excess of funds from such events shall be forwarded to the National Treasurer within six months of the final day of the event. The Diocese may make a recommendation regarding how the funds shall be expended.

10. History

GFS Australia recognised the importance of a written and pictorial history of the Organisation and priority will be given if necessary at each National Council meeting to consider the most effective method of preserving the history of GFS Australia Inc.

11. Involvement with Other Organisations

11.1 A representative of both MU Australia and CEBS – The Anglican Boys' Society, will be invited to the National Council of GFS Australia Inc at their own expense, and be given speaking but not voting rights. A request will be made to each organisation to prepare a report for presentation at the National Council.

11.2 GFS Australia will endeavour to retain relationships with the following organisations:

- i. CEBS – The Anglican Boys' Society;
- ii. MU Australia.

12. Worldwide GFS

(The following points are for information, gathered mainly from the World Guidelines of the Girls' Friendly Society and these points are included to provide an understanding of the policy.)

GFS Australia Inc is part of the world wide family of the Girls' Friendly Society.

12.1 World Structure

There is no formal structure for the world body of GFS. A World Council of the Girls' Friendly Society is held every three years at which nominations are called for a member country of GFS to offer to host the World Council two terms ahead (ie in 2011 a member country would nominate to offer to host the World Council in 2017.)

12.2 World President

The country chosen to host a World Council nominates a suitable member from their country to be World President in the term in which they will host World Council. The World President follows the World Guidelines which are reviewed by delegates at each World Council.

12.2.1 The responsibility of the Presidency of the GFS World Council shall rest on the person of the President and not on the Executive Committee or Board of the country she/he represents.

12.3 Delegates to World Council

Each member country of the World Council may have representation at the World Council by a senior delegate and a junior delegate (normally chosen from members sixteen to thirty years of age).

12.4 Observers at World Council

Observers from member countries may attend World Council, the number of observers determined by the current World President.

12.5 World Project

A World Project is chosen at each World Council or the current project at any Council is extended for another three years if necessary. All GFS members are encouraged to support the project. Any country may put forward a submission for a World Project. Normally the project would support and encourage the growth of the Girls' Friendly Society in developing countries. Capital projects are not accepted as part of a World Project proposal.

12.6 World Dues

A World Due is paid by each member country, the minimum payment set at each World Council.

12.7 World Travel Fund

GFS members are asked to contribute to this fund to enable travel subsidies to be paid to member countries which are unable to meet the cost of travel of their senior delegate. The World President allocates monies from this fund.

12.8 World Link Countries

The member countries are linked together in groups. The groups are revised at each World Council. The aim of linking countries is to offer prayer support, exchange ideas and share resources where possible. The National Chairman of GFS Australia will advise all members of the link countries which include Australia after each World Council.

12.9 Election of the Australian Senior and Junior Delegates to World Council. Senior Delegate

The National Chairman of GFS Australia Inc, at the time of any World Council, is the Senior Delegate to a meeting of the World Council during her/his term. Should the National Chairman not be available to fulfil the position of Senior Delegate, the current Vice-Chairman shall be asked to act as Senior Delegate to World Council.

Should neither the National Chairman nor the Vice-Chairman of GFS Australia Inc be available to fulfil the position of Senior Delegate, the National Executive of GFS Australia Inc shall choose a member of the National Executive to fill the position of Senior Delegate.

12.10 Junior Delegate.

12.10.1 Application Process

The National Chairman shall call for nominations for Junior Delegate in February of the year preceding World Council. The National Chairman will send application forms to the Diocesan Chairmen/Co-Ordinators who will then forward the forms and information to any eligible members, aged sixteen (16) to thirty (30). (The applicant must have turned sixteen (16) by the 31st of March in the year of application, and must not be older than thirty (30) by the commencement of World Council.)

12.10.1.1 .Application criteria is at the discretion of the current National Executive and may be based on previous applications.

12.10.1.2 Applications from prospective Junior Delegates in each Diocese must be forwarded to their Diocesan Chairman by the middle of March. Should there be more than one application within a Diocese, the Diocesan Chairman/Executive will select one applicant. This application will then be sent to the National Chairman by the second week in May.

12.1.1.3 The National Chairman/Executive will appoint the Junior Delegate by the end of May so the successful applicant can attend the Mid-Term Conference if one is held.

12.10.1.4 The Junior Delegate position is held for three (3) years from the date of their appointment.

12.10.2 Role

The Junior Delegate must be an active member of GFS.

12.10.2.1 The position is a three year role which must include attendance at the Mid-Term Conference (if held) immediately following their appointment, World Council and National Council.

12.10.2.2 The Junior Delegate will be commissioned at the Mid-Term Conference if this is held.

12.10.2.3 The Junior Delegate will be an ordinary member on the GFS National Executive as a voting member for the three years that they hold the position. If the Junior Delegate is under eighteen (18) they will be given the right to vote at Executive meetings.

12.10.2.4 The Junior Delegate will provide a yearly report to the National Chairman regarding their participation locally, nationally and internationally and this report is to be included in the GFS Australia Newsletter, at the Chairman's discretion.

12.11 Funding the Costs Associated with Senior and Junior Delegates for World Council

Where possible the World Council fee, which includes accommodation and travel costs to World Council, will be fully met by GFS Australia Inc. A figure for this expense is to be included in the budget presented at the National Council of GFS prior to each World Council. In the case of GFS Australia Inc not being able to meet the full costs of both delegates the amount available is to be shared between the delegates.

12.12 Applying to Host World Council

12.12.1 A decision to apply to host World Council will be made at a general meeting of GFS Australia Inc to meet the expected timeframes and requirements of the World Council.

12.12.2 The proposal would be in the form of a motion and would be circulated for the discussion by membership as per the Rules of Association of GFS Australia Inc, before the General Meeting at which it would be discussed.

12.12.3 Membership from at least 75% of Dioceses with a GFS ministry must agree to the proposal with the expectation that no one Diocese would be expected to host the Council.

12.13 Choosing the World President elect.

12.13.1 The process of choosing the World President is by election, where current and previous National Chairpersons of GFS Australia Inc/GFS Australia Ltd (or any other names by which GFS has been known in Australia) are able to nominate for the position. (Motion passed at the 2012 National Council of GFS Australia Inc.)

12.13.2 Following the decision of the National Council to offer to be World Host Country, the National Chairman will contact each past National Chairman of GFS Australia and invite them to nominate for the position of World President and include the pro forma "Nomination for the Position of World President".

12.13.3 The nomination must include:

- i. The Curriculum Vitae of the nominee;
- ii. The nominee's statement as to their suitability for the position;
- iii. A detailed outline of the nominee's vision for their term as World President, particularly addressing the duties of the World President according to the World Guidelines of the Girls' Friendly Society;
- iv. A letter from the relevant Bishop of the nominee's Diocese (or Archbishop if appropriate) as to the suitability of the nominee for the position of World President.

12.13.3 Nominees will be given twenty one (21) days to respond from the date of the letter/email from the National Chairman.

12.13.4 Within fourteen (14) days of the closing date for nominations, all nominations, including all relevant documents, will be provided to every financial member of GFS Australia Inc (by mail) together with a return addressed envelope, to the National Secretary to ensure a secret ballot.

12.13.5 Voting will close fourteen (14) days from the date of the sending of documents to financial members.

12.13.6 On the completion of the voting process the National Chairman will advise the successful nominee who will become the World President elect and will advise the World President and all members of GFS Australia Inc of the successful nominee. If there are no nominations for the position of World President, the National Chairman will advise the current World President that GFS Australia withdraws its offer to be the next World Host Country.

12.13.7 The World President, during their term of office, will be an additional member of the National Executive of GFS Australia Inc.

13. Outreach Project

13.1 GFS Australia seeks to encourage ministry outreach through the development of projects in all Dioceses or for specific GFS outreach projects overseas which are special projects for either individual Dioceses of GFS Australia Inc.

13.2 The primary aim of any outreach project is:

- i. To allow GFS Australia to work with people of any age;
- ii. To support the promotion of GFS Australia in Dioceses where there is no GFS ministry;
- iii. To support existing GFS ministries in new initiatives.
- iv. The National Chairman will call for applications for the Outreach Project twelve (12) months before the National Council.

14. Finance

14.1 Bank Accounts

All accounts opened are to be authorised by the National Executive. These accounts include:

- i. A General Account including interest from the Security and Legacy Fund (or Promotion);
- ii. Kathleen Bright- Parker Fund.

14.2 Signatories

The Treasurer is responsible for registering the new signatories with the appropriate authorities following the National Council Meeting for all bank accounts and investments within two (2) months of the end of the Council.

14.3 Investments

The Treasurer with the agreement of the National Executive may invest funds where necessary

14.4 Appeal

The National Executive may launch appeals to raise funds to support the work of the Organisation within Australia and overseas.

14.5 Goods and Services Tax (GST)

14.5.1 GFS Australia Inc is a registered GST entity with an ABN number.

14.5.2 The Organisation may receive funds by way of fees, interest, bequests, donations, grants and sale of assets.

14.5.3 The Secretary shall forward by 31 May each year membership renewal notices.

14.5.4 The Annual membership fee is determined at each National Council Meeting for the following three (3) years.

14.5.5 Annual membership fees are due and payable as at 30 June each year.

14.6 Expenses

14.6.1 The Treasurer shall pay all accounts in the name of the Organisation included in the budget approved at the National Council Meeting and/or accounts authorised by the National Executive.

14.6.2 Travel and accommodation costs incurred by a member representing the Organisation at a national event may be paid by the Organisation.

15. Kathleen Bright-Parker Fund Rules

This fund has been named in honour of Mrs Kathleen Bright-Parker who was instrumental in the establishment of the Australian Council of the Girls' Friendly Society in 1947 and who worked tirelessly in the establishment and nurture of that Council for forty two (42) years.

15.1 Purpose

To establish a fund in Australia's Bicentennial year to receive thank you offerings for the way in which God has blessed lives through GFS. The interest from the funds received and invested will be used to enable members to participate in national and/or international activities which it is believed can be beneficial to all concerned.

15.2 Capital

The fund shall have a minimum capital of \$10,000.

15.3 Funds

To be held in the name of GFS Australia Kathleen Bright Parker Fund. These funds should be held only in Trustee type securities and signatories should be the National Chairman, Treasurer, and one or two appointed by the National Executive Committee, with any two to sign for withdrawals.

15.4 Disbursement

It is the intention that the capital received should remain intact. Interest earned may be used to provide grants.

15.5 Availability of Funds

15.5.1 An event where sponsorship is provided, either in part or in full; it should be carefully considered by the National Executive Committee to ensure that it is an appropriate activity for GFS Australia as a whole and to the individual participant.

15.5.2 Participants would generally be between the ages of fifteen (15) and thirty (30) and if representing GFS Australia, be able to demonstrate a sound knowledge of GFS Australia. Where funding is provided it is desirable that all Dioceses have the opportunity to nominate suitable candidates from which the selection committee appointed by the Executive Committee could choose the participant/s.

15.5.3 The Selection Committee should comprise of the National Chairman, the National Vice-Chairman and one other member of the National Executive Committee.

16. Pat Franklin Foundation

16.1 Purpose

The purpose of the Pat Franklin Foundation is to provide assistance to members of the world wide society of the Girls Friendly Society, however named in the member country. It is intended that the recipient/s develop leadership skills or gain experience to further the ministry of the Society in whatever way it is conducted in the country of origin.

16.2 Aims/Objectives

The aims of the Foundation are to enable young Society members, affiliates or leaders to engage in formative experiences including:

- i. Financial assistance to visit another country for study or training purposes;
- ii. Subsidies to gain further education or training within own country;
- iii. Assistance to attend World Council;
- iv. Assistance for leader trainers to provide training in other countries;
- v. Assistance to participate in other international Christian conventions or congresses.

For further information contact GFS Australia National Chairman.