

PROVINCIAL GUIDER CONFERENCE
MANAGEMENT COMMITTEE
CEREMONIES & EVENTS COORDINATOR
Position Description



Established 26 August 2016, Rev Oct 2022

MISSION

Girl Guides of Canada-Guides du Canada (GGC) enables girls to be confident, resourceful and courageous, and to make a difference in the world.

PURPOSE

To co-ordinate and plan Ceremonies and Special Events for the Provincial Guider Conference.

ACCOUNTABILITY

Provincial Council through Chair, Guider Conference Management Committee.

RESPONSIBILITIES

- Work closely with the Conference Management Committee to coordinate and present Opening and Closing ceremonies, Campfire, Reflections, Ideas Market, and any Service Project initiative for the Conference;
- Liaise with the Conference Facilities Coordinator to ensure space and equipment requirements are met and assigned to Ceremonies & Events, as required;
- Recruit additional members for Ceremonies & Events Sub-Committee, as required;
- Assist with the orientation of Sub-Committee members;
- Attend and participate in all Conference Management Committee meetings and provide monthly written updates/reports;
- Submit expenses to Conference Finance Coordinator in a timely manner;
- Ensure that planned activities are aligned with GGC Strategic Priorities;
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC;
- Comply with the Fundamental Principles for all Committees; and,
- The work of the Sub-Committee will be coordinated primarily via email and conference calls.

TERM

As needed to effectively plan, execute and evaluate the event.
