

# PROVINCIAL GUIDER CONFERENCE MANAGEMENT COMMITTEE SESSIONS COORDINATOR

## Position Description



Established 26 August 2016, Rev 2022

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### **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 identify session topics, recruit session facilitators, and organize the session time table for the Provincial Guider Conference.

### **ACCOUNTABILITY**

Provincial Council through Chair, Guider Conference Management Committee.

### **RESPONSIBILITIES**

- Work closely with the Conference Management Committee members and the Provincial Training Adviser to plan and coordinate all Conference sessions;
- Prepare listing and description of Session offerings for distribution to GGC Members in Nova Scotia;
- Recruit members for the Sessions Sub-Committee, as required;
- Assist with the orientation of Sub-Committee members;
- Recruit Session facilitators and presenters, as required, to ensure competent and sufficient coverage for all Sessions offered to participants;
- Attend and participate in all Conference Management Committee meetings and provide monthly written updates/reports;
- Liaise with the Conference Registration Coordinator to keep updated on Session selections;
- Liaise with the Conference Facilities Coordinator to identify room and equipment requirements for sessions;
- 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.

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