

Area Membership Adviser- Nova Scotia

Position Description

Updated August 2023

MISSION

To promote and support all activities relating to the GGC program.

PURPOSE

To promote all activities relating to Membership Registration and Retention.

ACCOUNTABILITY

Area Council and Provincial Membership Registration and retention Advisory.

RESPONSIBILITIES

- Coordinate recruitment initiatives in your Area with the help of Provincial Registration and Retention Adviser. ie job and volunteer drives
- Work with the DC's and Unit Guiders to relieve units that have waitlists.
- Promote inclusion of Link, Bridging members and trefoil Guilds in Area events and opportunities.
- Create and oversee an awards Committee to assist the Districts with nominations and understanding of awards.
- Work with DC's regarding PMBR and follow up with PMBR about outstanding items.
- Develop and implement strategies, in accordance with GGC's Statement of Inclusion, for outreach to women and girls of under-represented populations to reduce barriers to membership in GGC.
- Liaise between Area Council and the Provincial Registration and Retention Adviser.
- Work closely with the AC and PR Adviser to develop and implement area strategies to grow and retain members and to increase public awareness of GGC membership benefits.
- Respond to communications in a timely manner. Most of our communication is done via emails, so the expectation would be to check and respond to emails at least twice a week.
- Attend Area Council meetings and provide on-going updates for Membership Registration and Retention activities.
- Maintains current knowledge of all membership documents, including Adult Member Support Modules and Member registration processes.
- Ensure that planned activities are aligned with the GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.

TERM

Three (3) years

