

Established 01 Nov 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 assist in planning and organizing the Provincial Conference

ACCOUNTABILITY

Provincial Council through Chair, Conference Management Committee.

RESPONSIBILITIES

- Work closely with the Conference Management Committee members and to plan and coordinate the Provincial Conference;
- Participate in a chosen sub-committee. Sub-committees are as follows Finance, Ceremonies and Events, Sessions, Facilities, Registration and Communications;
- Attend and participate in all Conference Committee meetings and provide written updates/reports as required;
- 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.
