

BC Membership Support MEMBERSHIP COMMITTEE

Position Summary

The Membership Support person works to facilitate Membership support in BC, primarily in her Area. The purpose of the position is to support and expand Membership initiatives and procedures.

The Membership support person is appointed by the BC Membership Adviser after consultation with the Area Commissioner. She reports to the BC Membership Adviser.

Membership Support Responsibilities

- Works together with the BC and Area Membership teams, to provide support to members with Member Zone.
- Provide follow up with member enquiries and screening to ensure applicants are aware of guidelines and procedures
- Follow up on wait lists, in consultation with the BC Waitlist manager, to ensure Area and District Commissioners are properly informed of waitlists.
- Provide assistance to Area Commissioners to assist with wait list issues.
- Provide assistance to District Commissioners regarding PMBRs to ensure efficiency with the application and screening processes.
- Keep current with and adhere to the privacy legislation.
- Keep current on developments of member processes and screening requirements

Relationship/Communication

- Communicate with the BC Membership adviser regarding issues or concerns.
- Work with the Area Commissioner communicating matters concerning screening and waitlists.
- Liaise with DCs and ACs in communication with BC Membership
- Participate in formal and informal trainings as required.
- Provide written reports, as required
- Participate in conference Calls and email communication as required

Term

- This position has a three year term.

Skills/Qualifications

- Active Guiding Member
- Sign the Code of Conduct / Confidentiality Agreement
- Excellent communication skills, both written and verbal
- Strong organizational skills
- Self-motivating
- Knowledge and experience in the structure and program of Girl Guides of Canada
- Knowledge and experience with software such as Microsoft Office (Access, Excel) and database applications
- Ability and availability to consistently check and respond to Emails

Benefits and Opportunities

- Contribute to the BC Membership Committee's purpose to recruit, retain, recognize and regain members