**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 Chair meetings of the Management Committee of the Provincial Guider Conference and to oversee the work of the Committee.

**ACCOUNTABILITY**

Provincial Council through Provincial Training Adviser

**RESPONSIBILITIES**

* Plan and chair committee meetings and conference calls for the Conference Management Committee;
* Ensure Position Descriptions accurately reflect the work required from Committee members;
* Recruit Coordinators for all Sub-Committees of the Provincial Guider Conference Management Committee;
* Provide orientation to members of the Provincial Guider Conference Management Committee;
* Provide advice, consultation and support to Conference Management Committee members, as required;
* Ensure a cohesive and well-coordinated planning team;
* Provide monthly written updates/minutes to Provincial Training Adviser and Provincial Member Services Coordinator;
* Complete expense forms and submit 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 Conference Management Committee will be coordinated primarily via email and conference calls.

**TERM**

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