**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;
* Complete expense formsand 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 Sub-Committee will be coordinated primarily via email and conference calls.

**TERM**

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