

# PROVINCIAL GUIDER CONFERENCE MANAGEMENT COMMITTEE FACILITIES COORDINATOR Position Description



Established 26 August 26, Rev Oct 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 co-ordinate all facilities required for the Provincial Guider Conference, including sleeping accommodations, meeting room and event space, and food and equipment requirements.

## **ACCOUNTABILITY**

Provincial Council through Chair, Guider Conference Management Committee.

## **RESPONSIBILITIES**

- Work closely with Conference Management Committee members to coordinate any and all facilities space requirements and food and beverage service requirements for the conference;
- Act as the point of contact with the conference facilities;
- Recruit members for Facilities Sub-Committee, as required;
- Assist with the orientation of Sub-Committee members;
- Liaise with the Conference Registration Coordinator to assure coordinated, accurate, and efficient allocation of sleeping accommodations;
- Liaise with the Conference Sessions Coordinator to assure room and equipment requirements for sessions are met;
- Attend and participate in all Conference Management Committee meetings and provide monthly written updates/reports;
- Submit expenses to Conference Finance Coordinator in a timely manner;
- Promote and support two-way communication throughout all levels of Guiding;
- 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.

---