

# PROVINCIAL GUIDER CONFERENCE MANAGEMENT COMMITTEE FINANCE COORDINATOR Position Description



Established 26 August 2016, Rev Oct 2022

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## **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 track revenue and expenses and keep accurate financial records for the Provincial Guider Conference.

## **ACCOUNTABILITY**

Provincial Council through Chair, Guider Conference Management Committee.

## **RESPONSIBILITIES**

- Work closely with Conference Management Committee members to develop Budget and coordinate all required finances for the conference;
- Recruit members for Finance Sub-Committee, as required;
- Assist with the orientation of Sub-Committee members;
- Attend and participate in all Conference Management Committee meetings and provide monthly written updates/reports;
- Liaise with the Conference Registration Coordinator to ensure payments for Conference have been received and processed, as appropriate;
- Keep accurate financial records and monitor revenues from registrations fees via the National Eply process.
- Ensure all Registration fees are collected as specified by the Registration Coordinator.
- Ensure the Provincial Refund Policy is followed;
- Monitor all expenses and submit to National for payment.
- 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.

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