# PROVINCIAL OFFICE STAFF

3581 Dutch Village Rd. Page 2 >

Halifax, NS B3N 2S9

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| --- | --- | --- | --- | --- |
| Office Manager Miriam MacDonald:  [ns-officemanager@girlguides.ca](mailto:ns-officemanager@girlguides.ca) | Customer Service Rep Cindy Douglas:  [ns-ggc@girlguides.ca](mailto:ns-ggc@girlguides.ca) | Records Management Coord Peggy MacPhie:  [ns-imis@girlguides.ca](mailto:ns-imis@girlguides.ca) | Membership Support & Community Development Assistant Jo Swinemer  [Ns-membership@girlguides.ca](mailto:Ns-membership@girlguides.ca) | Accounting Administrator   Trudy Sangster  [ns-accountingadmin@girlguides.ca](mailto:ns-accountingadmin@girlguides.ca) |
| Contracts | Client assistance | Back Check | Registration questions | CWFF Contributions |
| Council Correspondence | Safe Guide Paper submissions receiver | PRC- Expiry Notification | On Line Registration support | Donations |
| Council Mtg Arrangements | Name Tag & Office Supplies Ordering | Census Reports - Areas | Membership Inquiries | Financial Questions |
| GGC Property Management | Equipment - on loan | iMIS - Girl and Adult | Waitlist Management | HST Rebates |
| Insurance & Waivers | First Aid Training Booking | .- iMIS Entry | Girl Transfers | Invoicing- Cookies/Registration, etc |
| Provincial Office Budget | Prov and Challenge Crest Purchases | .- iMIS inquiries | Refunds | Expense Cheques |
| Provincial Website review for updates | Donations | .- iMIS Reports | Unit Demographic updates | Financial Statements |
| Provincial Volunteer Applications | Website updates | Quality Control Compliance Reports: | Support for adult screening as needed |  |
| Recognition & Awards- coord | Assistance with membership questions | .- Members not in Compliance reports |  |  |
| Security | Youth Recognition Admin Support | .- Units not in Compliance reports |  |  |
| Staffing | Lending Library | INQ Process |  |  |
| Conference Calling Card Coordination | Event Registration support |  |  |  |
| Member E-blasts coordination | Room bookings at Guide House |  |  |  |
|  | Visitor coordination at Guide House |  |  |  |
|  |  |  | Membership Growth |  |
| Keys/Security Codes | **Please use noted email's for:** |  | .- School demographic analysis |  |
|  | Website updates: [ns-website@girlguides.ca](mailto:ns-website@girlguides.ca) |  | .- Community meeting space investigations |  |
|  | Safe Guide – [ns-safeguide@girlguides.ca](mailto:ns-safeguide@girlguides.ca) |  | .- Support to Provincial Membership Adviser |  |
|  |  |  | .- Problem solving support to Area / District Commissioners |  |

**PROVINCIAL SENIOR VOLUNTEERS**

3581 Dutch Village Rd. Halifax, NS

B3N 2S9

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| Provincial Commissioner Lorena Fortune:  [ns-pc@girlguides.ca](mailto:ns-pc@girlguides.ca) | Deputy PC Strategic Planning,  Change Mgmt & Partnerships  Darlene Banks  [ns-dpc2@girlguides.ca](mailto:ns-dpc2@girlguides.ca) | Deputy PC Area / Community Debbie Mellish [ns-dpc1@girlguides.ca](mailto:ns-dpc1@girlguides.ca) | Provincial Treasurer  Carolyn Brown:  [ns-treasurer@girlguides.ca](mailto:ns-treasurer@girlguides.ca) |
| Provincial Council questions | Strategic Planning | Area Commissioner Support | Area Financial Reviews |
| Contracts | Change Management | Cookie Campaign |
| Adult Support Procedures | Community Partnerships | Fundraising Approvals |
| Incident Reporting |  | Grant Reviews |
| Guiding Assistance requests |  | Provincial Budget |
| Insurance & Waivers |  | Area Treasurers |
| Human Resources |  |  |
| Governance & Evaluation |  |  |