# 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 | Customer Service Rep Cindy Douglas:ns-ggc@girlguides.ca | Records Management Coord Peggy MacPhie:ns-imis@girlguides.ca | Membership Support & Community Development Assistant Jo SwinemerNs-membership@girlguides.ca | Accounting Administrator  Trudy Sangsterns-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 |  | .- Community meeting space investigations |  |
|  |  Safe Guide – 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 | Deputy PC Strategic Planning, Change Mgmt & PartnershipsDarlene Banks ns-dpc2@girlguides.ca | Deputy PC Area / Community Debbie Mellishns-dpc1@girlguides.ca | Provincial Treasurer Carolyn Brown: 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 |  |  |