**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 Registration activity required for the Provincial Guider Conference, including the allocation of sleeping accommodations.

**ACCOUNTABILITY**

Provincial Council through Chair, Guider Conference Management Committee.

**RESPONSIBILITIES**

* Work closely with the Provincial Office to ensure registration forms are picked up or forwarded on a regular schedule.
* Review Registration Forms and address concerns with participant.
* Maintain a continuously updated Registration database in order to effectively assign Session selections and sleeping accommodations in a timely manner.
* Work closely with Conference Management Committee members to coordinate registration requirements for the Conference;
* Prepare registration package for distribution to Guiders in Nova Scotia;
* Liaise with the Conference Facilities Coordinator to assure coordinated, accurate, and efficient allocation of sleeping accommodations;
* Liaise with the Conference Finance Coordinator to ensure payments for Conference have been received and processed, as appropriate;
* Organize and compile registration packages for distribution to participants;
* Organize Registration Desk at Conference and distribute Conference packages and other material as may be required;
* Recruit members for Registration 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;
* Complete expense forms and submit 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.