**MISSION**

To be a catalyst for girls empowering girls.

**PURPOSE**

To provide communications support for the Provincial Guider Conference.

**ACCOUNTABILITY**

Provincial Council through Chair, Guider Conference Management Committee.

**RESPONSIBILITIES**

* Provide communications expertise and support to the Provincial Guider Conference Management Committee;
* Promote the Provincial Guider Conference to adult Members and Rangers;
* Provide information and updates on the Provincial Guider Conference to the Guiding community throughout the Province via various forms of media available;
* Arrange for media coverage where desirable and appropriate;
* Liaise with all Provincial Guider Conference sub-committees to coordinate communications between and amongst sub-committees;
* Arrange for appropriate signage for conference and conference sessions in consultation with the Sessions and the Facilities Sub-Committees;
* Ensure all promotional materials for conference, including crests and T-shirts are on brand and appropriate;
* Recruit additional members for the Communications Sub-Committee, as may be required;
* Assist with the orientation of sub-committee members;
* Attend and participate in all Provincial Guider Conference Management Committee meetings and provide monthly written updates/reports;
* Complete expense forms and submit to Conference Finance Coordinator in a timely manner;
* Ensure that planned promotions and 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.