

WAITLIST MANAGER

BC MEMBERSHIP COMMITTEE

Position Summary

The Waitlist manager sits on the BC Membership Committee, as a member of the BC Membership team. She is responsible for overseeing waitlists in the province, monitoring the status wait lists, following up and providing support to Commissioners to manage waitlists in their Area or Districts. She liaises with the appropriate provincial staff, Commissioners, BC iMIS Specialist, and .the BC Membership Adviser.

The Waitlist Manager is selected by the BC Membership Committee and appointed to her role. She reports to the BC Membership Adviser.

Screening Adviser Responsibilities

- Attend and be an active member at BC Membership Committee meetings.
- Submit a report for all meetings on activities, challenges and successes with regard to the management of wait lists.
- Keep current on Girl Guides of Canada policies and procedures.
- Keep current with and adhere to privacy legislation.
- Monitor the status of all wait lists in BC to ensure that the lists are administered in accordance with Girl Guides of Canada policy.
- Attend and participate in workshops and conferences as required.

Relationship/Communication

- Respond to inquiries about wait list process.
- Communicate with Commissioners/Advisers regarding the status of their wait lists.
- Liaise with the Girl Member Records Administrator and Member Records Clerk regarding the screening of potential Members.

Term

- Three year term

Skills/Qualifications

- Active Guiding Member
- Sign the Code of Conduct / Confidentiality agreement
- Excellent communication skills, both written and verbal.
- Strong organizational skills
- Self-motivating

Benefits and Opportunities

- To connect with Guiding members across BC
- Contribute to the BC Membership Committee's purpose to recruit, retain, recognize and regain members