



## COMMUNICATION CHAIN FOR GGC – AREA AND PROVINCIAL STAFF

Please use this information to determine who you need to contact at either the area or provincial office. Contact to these offices would be for more administrative needs – any issues pertaining to Guiding involving girls, parents or Guiders should be sent to volunteers as per this chart. There is no communication chain when dealing with staff, you can contact everyone directly without having to go through someone else first.

Staff Person and Role	Responsibilities	Contact Information/Hours
Elaine Cullingham Executive Director Provincial office	<ul style="list-style-type: none"> <li>• Provincial screening</li> <li>• Potential member status</li> <li>• BackCheck and PRC renewals</li> <li>• Safe Guide e-learning PINs</li> <li>• Safe Guide compliance for Guiders</li> <li>• iMIS (inputting, questions, reports)</li> <li>• Website updates</li> <li>• Inquiries about administration and operations of provincial initiatives</li> </ul>	<a href="mailto:elaine.cullingham@girlguides.ca">elaine.cullingham@girlguides.ca</a> T: (204) 774-4475 ext. 202 Hours: M-F, 9 am to 4 pm
Monika Theissen Member Support Coordinator Provincial office	<ul style="list-style-type: none"> <li>• Provincial events</li> <li>• Membership initiatives</li> <li>• Booking meeting room space</li> <li>• Any other special event or activities</li> <li>• Forms retention</li> <li>• Safe Guide assessment</li> </ul>	<a href="mailto:monika.theissen@girlguides.ca">monika.theissen@girlguides.ca</a> T: (204) 774-4475 ext. 200 Hours: M-F, 9 am to 4 pm
Tammy Rutherford Bookkeeper Provincial office	<ul style="list-style-type: none"> <li>• Payment information</li> <li>• Receipts and invoices</li> <li>• Donations</li> </ul>	<a href="mailto:tammy.rutherford@girlguides.ca">tammy.rutherford@girlguides.ca</a> T: (204) 774-4475 ext. 201 Hours: variable
Yvonne Barber Office Administrator Grand Pines Area Office Lagimodiere Area Office Prairie Valley Area Office	<ul style="list-style-type: none"> <li>• Area events</li> <li>• Resource and equipment borrowing</li> <li>• Photocopying</li> <li>• iMIS reports</li> <li>• Cookies (area and district level)</li> <li>• Online store orders</li> </ul>	<a href="mailto:mb-grandpinesarea@girlguides.ca">mb-grandpinesarea@girlguides.ca</a> T: (204) 253-3937  <a href="mailto:mb-lagimodierearea@girlguides.ca">mb-lagimodierearea@girlguides.ca</a> T: (204) 253-3937  <a href="mailto:mb-prairievalleyarea@girlguides.ca">mb-prairievalleyarea@girlguides.ca</a>  Hours: M-F, 9 am to 4 pm