

# Area Cookie Adviser

## New Brunswick/Prince Edward Island

### Position Description

Updated June 2021

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **PURPOSE**

To promote and support activities relating to the coordination of the Classic and Mint Cookie Campaigns.

#### **ACCOUNTABILITY**

Area Council and Provincial Cookie Adviser

#### **RESPONSIBILITIES**

- Liaise between Area Council and Provincial Cookie Adviser.
- Respond to communications in a timely manner.
- Liaise with the Provincial Cookie Adviser ensuring cookie and sales aids orders are ordered via the online ordering website by Provincial deadlines.
- Participate in conference calls and Area Advisory Network Conferences.
- Provide the Provincial Cookie Adviser with an annual report and advise of Cookie needs in the Area.
- Attend Area Council meetings and provide on-going updates for Cookie Campaigns and activities.
- Ensure that cookie activities are carried out in positive, timely, and efficient manner within the Area.
- In partnership with the Area Team seek out fun, interesting and unique activities for promoting cookies within your Area and invite local media to attend, take photos and/or interview participants.
- Ensure that planned activities are aligned with the GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.

#### **TERM**

Three (3) Years

