

# PROVINCIAL GUIDER CONFERENCE MANAGEMENT COMMITTEE CHAIR

## Position Description



Established 26 August 2016, Rev Oct 2022

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### **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 Chair meetings of the Management Committee of the Provincial Guider Conference and to oversee the work of the Committee.

### **ACCOUNTABILITY**

Provincial Council through Provincial Training Adviser

### **RESPONSIBILITIES**

- Plan and chair committee meetings and conference calls for the Conference Management Committee;
- Ensure Position Descriptions accurately reflect the work required from Committee members;
- Recruit Coordinators for all Sub-Committees of the Provincial Guider Conference Management Committee;
- Provide orientation to members of the Provincial Guider Conference Management Committee;
- Provide advice, consultation and support to Conference Management Committee members, as required;
- Ensure a cohesive and well-coordinated planning team;
- Provide monthly written updates/minutes to Provincial Training Adviser and Provincial Member Services Coordinator;
- Submit expenses to Conference Finance Coordinator in a timely manner;
- 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 Conference Management Committee will be coordinated primarily via email and conference calls.

### **TERM**

As needed to effectively plan, execute and evaluate the event.

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