

# PROVINCIAL GUIDER CONFERENCE MANAGEMENT COMMITTEE

## Terms of Reference



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 deliver biennial Provincial Conference for Guiders in Nova Scotia.

### **ACCOUNTABILITY**

Provincial Council

### **RESPONSIBILITIES**

- Plan and execute the biennial Provincial Guider Conference;
- Review evaluations and recommendations from previous Guider Conference Committee;
- Oversee the evaluation of the Guider Conference and collate the results;
- Set theme for the Guider Conference;
- Determine location and budget requirements for Provincial Council review and approval;
- Capitalize on the event to increase the awareness of GGC to the public and our membership;
- Ensure all GGC Policies are adhered to, including the Fundraising Policy;
- Communicate on a monthly basis, or as needed, – via teleconference or face-to-face;
- Provide regular reports to Provincial Council through the Provincial Training Adviser; and,
- Create and submit articles on a regular basis for inclusion in Coastlines, including posts for Provincial Social Media distribution, complying with any and all media copyright laws.

### **MEMBERSHIP**

- Chairperson
- Coordinators:
  - Registration Coordinator
  - Facilities Coordinator
  - Finance Coordinator
  - Sessions Coordinator
  - Ceremonies & Special Events Coordinator
- Two young adults (ages 19-30)
- One Ranger
- One Guider working only at the Unit level -to sit on a sub committee
- Provincial Training Adviser, ex officio
- Provincial Commissioner/Deputy Commissioner, ex officio

### **TERM**

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

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