

PROVINCIAL GUIDER CONFERENCE MANAGEMENT COMMITTEE REGISTRATION COORDINATOR Position Description



Established 26 August 2016, Rev 2022

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 co-ordinate all Registration activity required for the Provincial Guider Conference, including the allocation of sleeping accommodations.

ACCOUNTABILITY

Provincial Council through Chair, Guider Conference Management Committee.

RESPONSIBILITIES

- Work closely with the National registration platform (EPly) to set up and monitor the registration process.
- Prepare registration package for distribution to Guiders in Nova Scotia;
- Review Registration Forms and address concerns with participant.
- Maintain a continuously updated Registration database in order to effectively assign Session selections and sleeping accommodations in a timely manner.
- Work closely with Conference Management Committee members to coordinate registration requirements for the Conference;
- Liaise with the Conference Facilities Coordinator to assure coordinated, accurate, and efficient allocation of sleeping accommodations;
- Liaise with the Conference Finance Coordinator to ensure payments for Conference have been received and processed, as appropriate;
- Organize and compile registration packages for distribution to participants;
- Organize Registration Desk at Conference and distribute Conference packages and other material as may be required;
- Recruit members for Registration Sub-Committee, as required;
- Assist with the orientation of Sub-Committee members;
- Attend and participate in all Conference Management Committee meetings and provide monthly written updates/reports;
- Submit expenses to Conference Finance Coordinator in a timely manner;
- Promote and support two-way communication throughout all levels of Guiding;
- 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 Sub-Committee will be coordinated primarily via email and conference calls.

TERM

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