**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 and plan Ceremonies and Special Events for the Provincial Guider Conference.

**ACCOUNTABILITY**

Provincial Council through Chair, Guider Conference Management Committee.

**RESPONSIBILITIES**

* Work closely with the Conference Management Committee to coordinate and present Opening and Closing ceremonies, Campfire, Reflections, Ideas Market, and any Service Project initiative for the Conference;
* Liaise with the Conference Facilities Coordinator to ensure space and equipment requirements are met and assigned to Ceremonies & Events, as required;
* Recruit additional members for Ceremonies & Events 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;
* Complete expense forms and submit 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 Sub-Committee will be coordinated primarily via email and conference calls.

**TERM**

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