**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 track revenue and expenses and keep accurate financial records for the Provincial Guider Conference.

**ACCOUNTABILITY**

Provincial Council through Chair, Guider Conference Management Committee.

**RESPONSIBILITIES**

* Work closely with Conference Management Committee members to develop Budget and coordinate all required financesfor the conference;
* Recruit members for Finance 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;
* Liaise with the Conference Registration Coordinator to ensure payments for Conference have been received and processed, as appropriate;
* Keep accurate financial records and issue receipts for registration fees;
* Work with Provincial Office, Customer Service Rep, to monitor payments received;
* Liaise with staff bookkeeper at Provincial Office, as appropriate and as required;
* Ensure all Registration fees are collected as specified by Registration Coordinator;
* Ensure the Provincial Refund Policy is followed;
* Complete expense forms, prepare all Purchase Orders and Requisitions and submit to Provincial Office 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.