

PROVINCIAL GUIDER CONFERENCE
MANAGEMENT COMMITTEE
COMMUNICATIONS COORDINATOR
Position Description



Established Aug 1 2018, Rev Oct 2022

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To provide communications support for the Provincial Guider Conference.

ACCOUNTABILITY

Provincial Council through Chair, Guider Conference Management Committee.

RESPONSIBILITIES

- Provide communications expertise and support to the Provincial Guider Conference Management Committee;
- Promote the Provincial Guider Conference to adult Members and Rangers;
- Provide information and updates on the Provincial Guider Conference to the Guiding community throughout the Province via various forms of media available;
- Arrange for media coverage where desirable and appropriate;
- Liaise with all Provincial Guider Conference sub-committees to coordinate communications between and amongst sub-committees;
- Arrange for appropriate signage for conference and conference sessions in consultation with the Sessions and the Facilities Sub-Committees;
- Ensure all promotional materials for conference, including crests and T-shirts are on brand and appropriate;
- Recruit additional members for the Communications Sub-Committee, as may be required;
- Assist with the orientation of sub-committee members;
- Attend and participate in all Provincial Guider Conference Management Committee meetings and provide monthly written updates/reports;
- Submit expenses to Conference Finance Coordinator in a timely manner;
- Ensure that planned promotions and 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.
