

Provincial Cookie Adviser Position Description

Position Description

Jan 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To coordinate, manage and evaluate the provincial cookie program.

ACCOUNTABILITY

Provincial Council, through the Provincial Treasurer

RESPONSIBILITIES

- Is a member of Provincial Finance Committee, where applicable, in a provincial jurisdiction;
- Where applicable in a provincial jurisdiction, is Chair of the Provincial Cookie Committee;
- As Chair of the Provincial Cookie Committee:
 - Recruits, orients, and mentors members of the Cookie Committee;
 - Fosters a cooperative, collaborative, and supportive environment with members of the Cookie Committee;
 - Ensures that the Cookie Committee meets on a regular basis and a record of all meetings is maintained;
 - Prepares and monitors the budget for the Cookie Committee; and,
 - Identifies any personal learning needs that will enhance her performance as the Chair of the Cookie Committee.
- Advises the Provincial Treasurer on all information, issues, challenges, and successes respecting the cookie program within the jurisdiction of the Provincial Council;
- Provides advice and consults regularly with Area/Community Cookie Advisers and District cookie coordinators/receivers to mitigate any risks to the cookie program;
- Is fully familiar with the cookie website, how to access and place orders, and the ordering deadlines for cookies and sales aids;
- Ensures all cookie orders from within the provincial jurisdiction are entered to meet the National deadlines; and provides delivery details, media information, and sales aids orders on behalf of the Provincial Council;
- Maintains contact with the National logistics coordinator as required throughout the delivery period and ensures all Delivery Reporting Forms are submitted and encourages all Advisers and receivers to complete the Delivery Evaluation Questionnaires;
- Responds to customer inquiries, using quality customer service procedures;
- Works closely with the provincial office staff to ensure invoices are actioned, credits assigned, payments are received and accounts reconciled;
- Works closely with other committee chairs and Provincial Council to plan, coordinate, and deliver provincially sponsored cookie sales events;
- Establishes and maintains a strong collaborative relationship with the Membership Services and Girl Engagement Committees and with the Elected Member – Youth;



- Is the primary contact person for the National Cookie Department on all matters relating to cookie sales, orders, campaign strategies, and delivery concerns and provides feedback and recommendations on the effectiveness and efficiency of all aspects of the cookie sales processes;
- Liaises with, consults, and fosters resources exchange with other provincial cookie advisers;
- Reviews and provides advice on the inclusion of GGC cookies into girls' programming at a Provincial level;
- Ensures that planned activities involving the sale of GGC cookies are aligned with GGC's Strategic Priorities;
- Contributes to the creation and publication of articles/newsletters and messaging on GGC cookies; and,
- Other duties as assigned by Provincial Council.

NS SPECIFIC:

- Develop and monitor the Advisory budget and approve and sign expense claims as appropriate;
- Liaise with the Area Cookie Advisers to support the implementation of Cookie Campaigns in their respective areas, champion and advise on cookie issues and directives that provide key messages;
- Actively participate in Finance Forum meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.
- Provide written updates for each Provincial Council meeting and an annual report to the Treasurer;
- Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office;
- Maintains and monitors, at least 3 times weekly, the respective Provincial email and respond in a timely manner;
- When creating and executing Provincial events, adhere to event timeline;
- Complies with all Provincial Processes.

QUALIFICATIONS

- Knowledge of, and experience with, the sales of Girl Guide cookies;
- Experience in sales or marketing, including ordering and selling of a product is an asset;
- Ability to work with a team and to chair meetings;
- Ability to exercise critical, analytical, and decision focused skills;
- Good organizational skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources;
- Experience in conflict resolution; and,
- Ability to plan exciting, attractive, and engaging activities and events to enable successful cookie sales.

TERM

Three (3) years

