

Camp 2025 Finance Lead

Position Description

Nov 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To track revenue and expenses and keep accurate financial records for the Provincial Camp 2025.

ACCOUNTABILITY

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Work closely with the Management Committee to plan and coordinate finances and budget for the 2025 Camp,
- Recruit members for Finance Sub-Committee, as required,
- Assist with the orientation of Sub-Committee members,
- Attend and participate in all **2025** Camp Management Committee meetings and provide monthly written updates/reports,
- Keep accurate financial records and monitor revenues from registrations fees via the National on line registration process,
- Monitor the finances of the Camp Planning Committee and approve and sign expense claims for Committee Members and submit to National for payment,
- Ensure all Registration fees are collected as specified by the Registration Coordinator,
- Manage the Unified Banking account, including assigning P Cards. Manage P Card limits,
- Work with Camp Amenities sub-committee lead to ensure timely monetary deposits occur as well as ensure necessary funds are on hand to provide proper cash flow,
- Work with the Registrar to ensure that all registration fees are collected as specified by the 2025 Camp Committee,
- Ensure the Provincial Refund Policy is followed,
- Ensure that planned activities are aligned with the GGC Strategic Priorities,
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC,
- Comply with the “Fundamental Principles for All Committees”,
- Review expense and mileage forms and submit,
- Coordination of rentals and vendor payments via the ns-executiveassistant@girlguides.ca,
- Complete Budget Request Forms and working papers in preparation for the annual budget,
- The work of the Sub-Committee will be coordinated primarily via email and conference calls.



Post Camp:

- Ensure that all expenses are paid and records are submitted to National in a timely manner.

Term of Office

The term of office will be as outlined by the By-laws of Girl Guides of Canada. Be present for the duration of the camp including set up and break down. The time required for the work of the position varies considerably; approximately 5 - 10 hours per week, on average, will be required.

