

GIRL GUIDES OF CANADA - BC COUNCIL
PROVINCIAL COOKIE ADVISER JOB DESCRIPTION

PURPOSE

- To provide resources and information for adult Members in BC.
- To provide information for girl Members and their parents.
- To promote Cookies to the public and respond to public inquiries.

QUALIFICATIONS

- Be knowledgeable of the Vision, Mission and Values of GGC.
- Be knowledgeable about the Girl Guides of Canada, BC Council Standards and Procedures regarding cookies
- Be knowledgeable about Guiding programs.
- Have above average computer skills.
- Financial knowledge and experience would be as asset

TERM OF OFFICE

- Nominated for a three-year term.

RESPONSIBILITIES

1. Is a member of the provincial finance committee, attends and participates in committee meetings, and submits a report as required.
2. Submit a report to be included as part of the pre-agenda report to BC Council.
3. Ensure established deadlines are met for cookie promotion, ordering, delivery and sales.
4. Assist the office staff with cookie campaign billing and reconciliation
5. Liaise with the designated 'cookie coordinator staff member' at the provincial office regarding cookie delivery, product concerns and other issues as required.
6. Liaise with the provincial PR Adviser concerning the use of advertising and broadcast materials.
7. Promote programs as related to increasing cookie sales within the province.
8. Respond to public inquiries about cookies or redirect these to appropriate areas.
9. Promote cookie campaigns and incentives in *Pipeline* and on the BC website.
10. Communicate with designated district/area cookie advisers/bookers to ensure they have the correct materials and information.