

NS, NB&PEI Council & National Support Team
time frame: Sept - Dec 31 2020 or until otherwise advised

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| Contract Signing Council Correspondance Council Mtg Support Insurance & Waivers Provincial Office Budget Provincial Website review for updates Security Staffing Member Eblasts coordination | Coord logistical needs for Council(s) Council documentation distribution iMIS -Council / Committee Changes District & Area updates Council & Committee Directories additional iMIS reporting Contract Admin Records Mgmt: Prov / Area documents Financial: Deposit prep Invoice coding Invoice submissions Insurance Certificates: Provincial / Area needs Cookies work with Provincial Cookie Adviser(s) as needed Provincial Volunteer Applications Coordinate Provincial Website with MarComm | Adult Registration Confirm intent to renew iMIS - Adult Member/ non member Application iMIS Entry iMIS inquiries iMIS Reports Non Member PRC process Unit Needs Open / close units update rosters Waitlist Mgmt User Space update iMIS & notify Guiders of changes Girl Registration administer paper process update for changes & transfers Refunds ** NS, NB/PEI support: Devon: bradyd@girlguides.ca | Inquiries General inquiries Glider renewals New members New Units User space Unit capacity Girl registration Website Social Media Cookies Safe Guide Subsidy Programs |

NS Provincial Office
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