

NS, NB & PEI Council & National Support Team



NS, NB & PEI Council Contact Information:

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<p>Contract Signing</p> <p>Council Correspondance</p> <p>Council Mtg Support</p> <p>Insurance & Waivers</p> <p>Provincial Office Budget</p> <p>Provincial Website review for updates</p> <p>Security</p> <p>Staffing</p> <p>Member Eblasts coordination</p>	<p>Coord logistical needs for Council(s)</p> <p>Council documentation distribution</p> <p>iMIS -Council / Committee Changes</p> <p>District & Area updates</p> <p>Council & Committee Directories</p> <p>additional iMIS reporting</p> <p>Contract Admin</p> <p>Records Mgmt: Prov / Area documents</p> <p>Provincial Financial:</p> <p>Deposit prep</p> <p>Invoice coding</p> <p>Invoice submissions</p> <p>Insurance Certificates: Provincial / Area needs</p> <p>Cookies</p> <p>work with Provincial Cookie Adviser(s) as needed</p> <p>Provincial Volunteer Applications</p> <p>Coordinate Provincial Website with MarComm</p>	<p>Adult Registration</p> <p>Confirm intent to renew</p> <p>iMIS - Adult Member/ non member</p> <p>Application</p> <p>iMIS Entry</p> <p>iMIS inquiries</p> <p>iMIS Reports</p> <p>Non Member PRC process</p> <p>Unit Needs</p> <p>Open / close units</p> <p>update rosters</p> <p>Waitlist Mgmt</p> <p>User Space</p> <p>update iMIS & notify Guiders of changes</p> <p>Girl Registration</p> <p>administer paper process</p> <p>update for changes & transfers</p> <p>Refunds</p> <p>** NS, NB/PEI support: Devon: bradyd@girlguides.ca</p>	<p>Inquiries</p> <p>General inquiries</p> <p>Guider renewals</p> <p>New members</p> <p>New Units</p> <p>User space</p> <p>Unit capacity</p> <p>Girl registration</p> <p>Website</p> <p>Social Media</p> <p>Cookies</p> <p>Safe Guide</p> <p>Subsidy Programs</p>
<p>NS Provincial Office</p> <p>Provincial Co-Commissioners</p> <p>Debbie Mellish & Cindy O'Hearn</p> <p>ns-pc@girlguides.ca</p> <p>3581 Dutch Village Rd. Halifax, NS B3N</p>	<p>NB & PEI Provincial Office</p> <p>Provincial Commissioner</p> <p>Shelley MacDonald</p> <p>nb-pc@girlguides.ca</p> <p>55 Rothesay Ave Saint John, NB E2J 2B2</p>		