

NS, NB&PEI Council & National Support Team

NS, NB&PEI Council Contact Information:

Operations Team Lead Miriam MacDonald: macdonaldm@girlguides.ca	Executive Assistant Stephanie Tudor: tudors@girlguides.ca (Dani Brown brownd@girlguides.ca)	Unit & Member Support memberunitsupport@girlguides.ca.	Customer Care info@girlguides.ca
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 Provincial 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 Guider renewals New members New Units User space Unit capacity Girl registration Website Social Media Cookies Safe Guide Subsidy Programs
NS Provincial Office Provincial Co-Commissioners Debbie Mellish & Cindy O'Hearn ns-pc@girlguides.ca 3581 Dutch Village Rd. Halifax, NS B3N	NB&PEI Provincial Office Provincial Commissioner Shelley MacDonald nb-pc@girlguides.ca 55 Rothesay Ave Saint John, NB E2J 2B2		

