

Newfoundland and Labrador Council
PROVINCIAL COOKIE COMMITTEE
Job Description

EXPECTATIONS

Provincial Cookie Committee advises on the delivery and implementation of cookie opportunities for girl and adult Members. The Provincial Cookie Committee works as a team in direct collaboration with the Provincial Cookie Lead on communications and issues related to the delivery and implementation of cookie program activities and other initiatives.

RESPONSIBILITIES

- Solicit feedback from District and Area levels and work with Provincial Cookie Lead to make cookie initiatives successful.
- Work within the Committee and Cookie Lead to publicize cookie opportunities for girl and adult Members.
- Mentors, informs and offers practical support to the District and Area levels in its endeavor to promote cookie activities consistent with policies of GGC.
- Promote and provide information on special activities such as Provincial Cookie Week, District or Area events that relate to cookies.
- Directly communicate with Committee as required.
- Maintain current knowledge of the Guiding Programs, Guiding Essentials, Safe Guide and activities of the organization.
- Ensure District and Area Commissioners are kept informed of current issues regarding cookies.
- Support and/or participate in cookie trainings.
- Participate in teleconferences and attend Conferences as required.
- Make recommendations to Provincial Cookie Lead on behalf of District and Area members.
- Be familiar with Provincial Office procedures pertinent to the operation of the Cookie Committee.
- Assist with coordinating long range planning to discuss with Provincial Cookie Lead.
- Support Committee members. Be in direct contact with assigned Units, Districts, District and Area Commissioners.
- Cookie Committee will be expected to collect orders for all sales aids and cookies. Enter cookie orders and sales aids for assigned Units / Districts.
- Committee members are expected to meet all deadlines.

PERFORMANCE EXPECTATIONS

- Committee members are required to provide notification of absence to the Provincial Cookie Lead as soon as the inability to attend meetings is known.
- Read all relevant material in advance of each meeting and consider the implications of these findings on all levels and locations of GGC.
- Identify potential external trends that may have an impact on GGC's plans and activities.
- Publicly support and promote GGC activities.
- Make informed recommendations in the best interest of GGC.
- Support Cookie Committee to communicate with one voice.
- Promote and support National and Provincial fund-raising initiatives.
- Be familiar with current strategic plan of GGC.
- Review the amount of cookie opportunities offered through the engagement of girls using age related tools.

REQUIREMENTS FOR POSITION

- Experience in, knowledge of, and a passion for cookie activities.
- Completion of Safe Guide.
- Knowledge of the Cookie Program.
- Ability to work both independently and with a team.
- Strong oral, written and comprehensive skills.
- Computer skills... Windows (common Microsoft applications).
- Ability to communicate effectively.
- Respond to District and Area Members and others in a timely and responsible manner.
- Good organizational skills.
- Ability to organize and chair meetings and solicit views, opinions and advise.
- The Committee meets annually at the Committees' Conference.

TERM OF POSITION

The Term of office will be for three years.

REPORT TO

Provincial Cookie Lead

Girl Guides of Canada – Guides du Canada
Newfoundland and Labrador Council

Provincial Cookie Committee
Approved Sept 2015 – Updated Feb 2016