

PROVINCIAL OFFICE STAFF

3581 Dutch Village Rd.
 Halifax, NS
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Office Manager Miriam MacDonald: miriam.macdonald@girlguides.ns.ca	Customer Service Rep Cindy Douglas: ggcns@girlguides.ns.ca	Records Management Coord Peggy MacPhie: imis@girlguides.ns.ca	Membership Support & Community Development Assistant Jo Swinemer membership@girlguides.ns.ca	Accounting Administrator Sharon LeLeivre: Sharon.LeLievre@girlguides.ns.ca
Contracts Council Correspondance Council Mtg Arrangments GGC Property Management Insurance & Waivers Provincial Office Budget Provincial Website review for updates Provincial Volunteer Applications Recognition & Awards- coord Security Staffing Conference Calling Card Coordination Member Eblasts coordination Keys/Security Codes: .-Guide House Meetings	Client assistance Safe Guide Paper submissions reciever Name Tag & Office Supplies Ordering Equipment - on loan First Aid Training Booking Prov and Challenge Crest Purchases Donations HST Reviews & issue resolution Assistance with membership questions Youth Recognition Admin Support Lending Library Event Registration support Room bookings at Guide House Visitor coordination at Guide House Website updates Please use noted email's for: Website updates: website@girlguides.ns.ca Safe Guide - safeguide@girlguides.ns.ca Water activities - safeguide@girlguides.ns.ca	BackCheck PRC- Expiry Notification Census Reports - Areas iMIS - Girl and Adult .- iMIS Entry .- iMIS inquiries .- iMIS Reports Quality Control Compliance Reports: .- Members not in Compliance reports .- Units not in Compliance reports INQ Process	Registration questions On Line Registration support Girl Inquiries Waitlist Management Girl Transfers Refunds Unit Demographic updates Support for adult screening as needed Membership Growth .- School demographic analysis .- Community meeting space investigations .- Support to Provincial Membership Adviser .- Problem solving support to Area / District Commissioners	CWFF Contributions Donations Financial Questions HST Rebates Invoicing- Cookies/Registration, etc Expense Cheques Financial Statements

Guide Office Contact Information:
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Nova Scotia Guide Office Staff and Senior Volunteer Help List
 June 2016

PROVINCIAL SENIOR VOLUNTEERS

3581 Dutch Village Rd.
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Provincial Commissioner Lorena Fortune: NSPC@girlguides.ns.ca	Deputy PC Strategic Planning, Change Mgmt & Partnerships Darlene Banks dpc.partnerships@girlguides.ns.ca	Deputy PC Area / Community Debbie Mellish dpc.area@girlguides.ns.ca	Provincial Treasurer Finance Committee Angela Stoddard: finance@girlguides.ns.ca
Provincial Council questions Contracts Adult Support Procedures Incident Reporting Guiding Assistance requests Insurance & Waivers Human Resources Governance & Evaluation	Strategic Planning Change Management Community Partnerships	Area Commissioner Support	Area Financial Reviews Cookie Campaign Fundraising Approvals Grant Reviews Provincial Budget Area Treasurers