

Cookie Orderer

Role

The Calgary Area Cookie Orderer promotes and administers the affairs of Girl Guides of Canada-Guides du Canada according to the policy of the organization by overseeing all initiatives relating to the cookie business throughout Calgary Area.

Qualifications

The Calgary Area Cookie Orderer should have experience or a special interest in promoting the cookie campaigns for Calgary Area, Girl Guides of Canada-Guides du Canada.

Orientation

The Calgary Area Commissioner or her designate, Provincial Cookie Orderer and the outgoing Area Cookie Orderer provide orientation.

Appointment

When she has met the requirements for appointment, the Area Cookie Orderer is nominated by the Area Commissioner, approved by Area Council and is appointed by the Area Commissioner

Term

The Calgary Area Cookie Orderer is appointed for a term of three years.

Accountability

The Area Cookie Orderer is accountable to the Area Commissioner or her designate and the Provincial Cookie Orderer.

General Responsibilities

- Be familiar with the terms of reference of the Provincial Cookie Committee
- Be aware of and promote adherence to the policies and practices of Girl Guides of Canada contained in the bylaws, current issue of Guiding Essentials and Safe Guide, especially those relevant to the Cookie Committee activities

Responsibilities Specific to Calgary Area

- Maintain relationships with Members, area staff, other committees, area council, the media and outside organizations
- Relay and report relevant information to the area council
- Ensure that the Membership Adviser and Area Council are kept updated on all information regarding the cookie business at determined nationally.
- Ensure all relevant information is passed along to all district cookie coordinators and District Commissioners as required.
- Ensure that all districts have a cookie coordinator in place before every cookie campaign.
- Accept the Oath of Confidentiality and the Code of Conduct



Time Commitment

- Participate in various special events
- Attend Alberta Cookie Committee general meetings
- Participate in Alberta Cookie Committee teleconference calls as necessary

Member's Rights

- To be appointed by the Area Commissioner after fulfilling the position's requirements for appointment
- To receive timely and appropriate recognition for service

