



For Guiding in Alberta, Northwest Territories and Yukon

Area Cookie Orderer Position Description

Duties:

- Promote cookies within all levels of Guiding
- Help where necessary with ordering cookies and ensuring cookie receivers are in place.
- Where applicable, organize cookie pick up at distribution centre.
- Be a resource for Guiders in the Area
- Attend the Provincial Cookie Committee meetings as needed and participate in the work of the committee
- Be a conduit of information between the Provincial Cookie Committee and the Area Council and District Councils
- Be a conduit of information from the Area Council to the Provincial Cookie Committee
- Support the work of the Area Council
- Provide reports to the Area Council and the Provincial Cookie Committee as required
- Help in the preparation of the Area and event budgets and ensure fiscal responsibility for their budget areas.
- Maintain records of any Area Cookie orders if applicable
- Maintain communication with the Area Council and Provincial Cookie Committee