

BC iMIS Specialist MEMBERSHIP COMMITTEE

Position Summary

The BC iMIS Specialist sits on the BC Membership Committee representing the Area iMIS Advisers and iMIS users in the Province. The purpose of the position is to promote, support and expand the use of iMIS.

The BC iMIS Specialist is appointed by the BC Membership Adviser after consultation with the Provincial Commissioner, Provincial Council or Executive. Reports to the Membership Adviser and is a member of the Provincial Membership Committee.

iMIS Adviser Responsibilities

- Attend, and be an active member at BC Membership Committee Meetings
- Works together with the Membership team (LINK, Membership, Trefoil, Awards) to complement each other.
- Promote and expand the use of iMIS to support services in order to increase and retain membership
- Keep current with and adhere to the privacy legislation.
- Keep current on developments of iMIS processes and reporting information
- Provide expertise on Guiding processes/needs during the development of iMIS processes
- Provide information/advise to help maximize the use of iMIS (e.g. elimination of duplicate information, reviewing methods of handling changes, iMIS information required including statistics).
- Research opportunities to increase membership management through system use. (work with others to identify areas for growth)
- Provide focus and priority for upgrade/change requests
- Provide input to strategic priorities for future developments
- Recruit others to participate in specific process initiatives.

Relationship/Communication

- Provide orientation and ongoing support for Area iMIS Advisers, and other iMIS users in the Province.
- Communicate with all BC iMIS Advisers, to provide updates or request response.
- Liaise between National and Province in matters concerning iMIS
- Work with office staff in directing information to the Guiding Members
- Liaise between staff and other volunteers when issues arise
- Participate in formal and informal discussions, presentations and dialogue to ensure that members understand the uses and benefits of iMIS
- Provide subject expertise to Trainers on this subject, assist Trainers with iMIS related issues if requested.
- Provide written input for Council Meetings, Provincial Annual Reports, Provincial Newsletters and/or Area Newsletters as required
- Attend, and participate in National iMIS Adviser Networking Conference, Conference Calls and email communication

Term

- Is appointed for a three-year term, with a further two-year term optional and final

Skills/Qualifications

- Active Guiding Member
- Sign the Code of Conduct / Confidentiality Agreement
- Excellent communication skills, both written and verbal
- Strong organizational skills
- Self-motivating
- Knowledge and experience in the structure and program of Girl Guides of Canada
- Knowledge and experience with software such as Microsoft Office (Access, Excel) and database applications

Benefits and Opportunities

- To connect with iMIS Advisers across BC and Canada
- Contribute to the BC Membership Committee's purpose to recruit, retain, recognize and regain members.