

# **Algoma University WUSC Local Committee Executive**

## Acknowledgement of Responsibilities

**Term:** October 2017 to April 2017

**Hours:** 4+ Hours per week

**Report to:** Faculty Advisor(s) and other Executive members

This letter confirms your selection for a position as an executive member of the WUSC Local Committee at Algoma University and conditions that are outlined below.

### **Executive Position Description**

Your position as a member of the executive team, will be to oversee and engage with all members of the local committee in the planning and organization of events and campaigns for WUSC's programs, as well as connect with the Student Refugee Program Executive in order to support as needed.

### **President**

As President your role dictates that you are to set the agenda for local committee meetings, chair said meetings, over see all programs undertaken by the local committee and ensure sustainability of the local committee and SRP.

### **Executive Responsibilities**

- Be a dedicated and passionate member of WUSC
- Promote and inform students, staff and faculty about WUSC programs and activities
- Support the rest of the executive team and local committee members
- Attend local committee meetings
- Attend all executive team meetings
- Volunteer at local committee events

### **President Responsibilities**

- Call meetings
- Get training when possible (Leadership / Regional Meetings / Webinars)
- Set dates for events
- Finalize approval on event organization
- Finalize approval of the budget
- Organize elections and interviews
- Organize job shadowing
- Give all important documents to administration
- Archive all important documents accordingly
- Communicate regularly with faculty advisor(s)
- Ensure "My committee" is up to date

Should you wish to accept the terms of this offer, please sign and date this letter

Executive member

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Name and Signature

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Date

Current President / Vice President

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Name and Signature

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Date

Staff Advisor

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Name and Signature

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Date