

Algoma University WUSC Local Committee Executive

Acknowledgement of Responsibilities

Term: October 2017 to April 2017

Hours: 1+ 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.

Secretary

As secretary your role dictates that you are to manage the local committee resources, such as documents and meeting minutes, keep record of all published media articles, as well as participate in meeting management by taking meeting minutes.

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

Secretary Responsibilities

- Keep paper and electronic copies of all important documents
- Keep paper and electronic copies of all meeting minutes
- Keep copies of all published media articles / stories
- Upload all media articles / stories to "My committee"
- Participate in meeting management
- Take meeting minutes — > Send to President to distribute

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

Executive member

Name and Signature

Date

Current President / Vice President

Name and Signature

Date

Staff Advisor

Name and Signature

Date