

# **Algoma University WUSC Local Committee Executive**

## **Acknowledgement of Responsibilities**

**Term:** October 2017 to April 2017

**Hours:** 2+ Hours per 2 weeks

**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.

### **Student Refugee Program Coordinator (SRP Coordinator)**

As SRP Coordinator your role dictates that you are to act as both a personal aid to the sponsored student(s), as well as manage all sponsored student(s) affairs and documentation.

### **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

### **SRP Coordinator Responsibilities**

- Ensure Events such as fundraising / awareness are being held when needed
- Ensure social events are being held regularly
- Ensure tasks on the monthly calendar check list are being completed
- Organize orientation after the sponsored student(s) arrival
- Create a Handbook with all the information the student(s) will need
- Ensure student(s) connection with people such as academic advisor, counsellor, etc
- Ensure student(s) are aware of resources, dates and events during the year
- Check on student(s) regularly to ensure they are adjusting well
- Identify anyway you can aid the student (i.e bus routes, campus life, etc)

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