

# Algoma University WUSC Local Committee Executive Acknowledgement of Responsibilities

**Term:** October 2017 to April 2017

**Hours:** 1+ 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.

## **Treasurer**

As treasurer your role dictates that you will help set budgets, track expenses, keep appropriate records of all expenses and assets as well as keep executives and faculty advisors aware of all WUSC finances.

## **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

## **Treasurer Responsibilities**

Creating budgets for events

Creating a yearly budget

Keep record of all expenses made by local committee during the year

Keep executives and faculty members informed of finances

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