

Algoma University WUSC Local Committee Executive

Acknowledgement of Responsibilities

Term: October 2017 to April 2017

Hours: 3+ 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.

Vice President

As Vice President your role dictates that you are to manage communication with members of the local committee, participate in general meeting organization, as well as participate in event organization and recruitment.

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

Vice President Responsibilities

- Manage the general email address of the local committee
- Keep a list of active members
- Forward emails and information to local committee members when needed
- Chair meeting when president is absent
- Do all presidential duties when president is absent
- Set up volunteer schedules for events and recruitment as required

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