

# **Algoma University WUSC Local Committee Executive**

## Acknowledgement of Responsibilities

This document outlines all of the current executive positions within our executive board, and the roles and responsibilities for each position.

Each executive member is held to the same standards and expectations regarding their executive status, in addition to the standards and expectations of their specified role / position within the board; as such each executive member is held to the following standards.

### **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.

### **Executive Position Requirements:**

- Must be a student attending Algoma University
- Must maintain the required average for your program(s)
- Must submit and application form
- Must attend a minimum of two events per semester
- Must attend all general and all executive meetings  
(unless you present an explained absence to the rest of the executive board)

### **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

**\*\* Recommended that Individuals applying for this position have 1 year or more experience with a Local committee if possible\*\***

**Term:** September 2019 to April 2020

**Hours:** 5+ Hours per week

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

### **Chair**

As Chair of the committee your role dictates many responsibilities, meaning you must be able to delegate and be flexible in your schedule and in your social abilities in order to effectively ensure sustainability of the local committee and the SRP Student.

### **Chair Responsibilities**

- Set Agenda
- 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
- Oversee Logistics of International Forum
- Ensure committee is up to date with all SRP activities and vice-versa
- Ensure a committee member attends the Leadership Meeting in August
- Has signing authority on Bank account
- Attend monthly meetings with WUSC Financial Committee

**In applying for this position successful candidates must be able to answer the following questions:**

Why are you interested in this position?

What experience qualifies you for this position?

What about WUSC and its local committee inspires you to get involved?

What new and exciting ideas will you bring to this position?  
(Please provide a minimum of two fundraising and event ideas)

**\*\* Recommended that Individuals applying for this position have 1 year or more experience with a Local committee if possible\*\***

**Term:** September 2019 to April 2020

**Hours:** 4+ Hours per week

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

### **Co-Chair**

As Co-Chair of the committee your role dictates many responsibilities, meaning you must be able to be flexible in your schedule and in your social abilities in order to effectively ensure sustainability of your Co-Chair, local committee and the SRP Student.

### **Chair Responsibilities**

- Aide Chair with all duties if and when possible
- Get training when possible (Leadership / Regional Meetings / Webinars)
- Finalize approval on event organization
- Finalize approval of the budget
- Archive all important documents accordingly
- Communicate regularly with faculty advisor(s)
- Has signing authority on Bank account
- Attend monthly meetings with WUSC Financial Committee
- Organize and manage communication with all members of the local committee
- Manage the committee email address with 'external communications'
- Ensure committee member list is up to date

**In applying for this position successful candidates must be able to answer the following questions:**

Why are you interested in this position?

What experience qualifies you for this position?

What about WUSC and its local committee inspires you to get involved?

What new and exciting ideas will you bring to this position?

(Please provide a minimum of two fundraising and event ideas)

**\*\* Recommended typing proficiency 50-60 words per minute (Online Resources available to test provided with application) \*\***

**Term:** September 2019 to April 2020

**Hours:** 2+ Hours per week

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

### **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.

### **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

**In applying for this position successful candidates must be able to answer the following questions:**

Why are you interested in this position?

What experience qualifies you for this position?

What about WUSC and its local committee inspires you to get involved?

What new and exciting ideas will you bring to this position?  
(Please provide a minimum of two campaign ideas)

**\*\* Recommended experience with budgeting or mathematics \*\***

**Term:** September 2019 to April 2020

**Hours:** 2-3+ Hours per week

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

**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.

**Treasurer Responsibilities**

- Record all financial transactions of the group
- Hold signing authority on bank account
- 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
- Participate in the monthly meetings of the WUSC Financial Committee attended by the Faculty Advisor, SRP Coordinator and the Treasurer.

**In applying for this position successful candidates must be able to answer the following questions:**

Why are you interested in this position?

What experience qualifies you for this position?

What about WUSC and its local committee inspires you to get involved?

What new and exciting ideas will you bring to this position?

(Please provide a minimum of two campaign ideas)

**\*\* Must be a local student in the summer months to complete all required tasks before the student (s) arrive. \*\***

**Term:** September 2019 to April 2020

**Hours:** 2+ Hours per week

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

### **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.

### **SRP Coordinator Responsibilities**

- Manage Sponsorship
- Ensure tasks on the monthly checklists are being done
- Organize an orientation after the sponsored student's arrival
- Create a handbook with all of the information the student would need
- Coordinate the SRP support people
- Put the sponsored student in touch with the different people who will play a role in the sponsorship (academic, counsellor, etc.)
- Ensure the sponsored students knows where the resources are and what needs to be done at different moments during the year
- Check in with the sponsored student twice a week
- Participate in the monthly meetings of the WUSC Financial Committee attended by the Faculty Advisor, SRP Coordinator and the Treasurer.

**In applying for this position successful candidates must be able to answer the following questions:**

Why are you interested in this position?

What experience qualifies you for this position?

What about WUSC and its local committee inspires you to get involved?

What new and exciting ideas will you bring to this position?

(Please provide a minimum of two truly Canadian experiences imperative for Student understanding of Canadian culture)

**\*\*Previous experience with recruitment, interpersonal relations, and/or outreach an asset\*\***

**Term:** September 2019 to April 2020

**Hours:** 2+ Hours per week

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

### **Head of Recruitment**

Organize periodic events to attract new members and ensure that there is a recruitment proponent to all public committee events (sign-up sheet, brochures, etc.) and that a meeting with prospective members occurs shortly after the event where they were recruited. The list of new members must be sent to the AUSU General Manager WUSC President so they can be added to the mailing list.

### **Head of Recruitment Responsibilities**

- Tabling
- Student engagement and Online engagement
- Posters for recruitment (coordinate with director of social media sub-committee)
- Train volunteers at booths in member recruitment
- Ensure at least two people will be present and trained at all of the local committee events to take care of recruitment
- Train and educate new members on functioning of the Local Committee and WUSC

**In applying for this position successful candidates must be able to answer the following questions:**

Why are you interested in this position?

What experience qualifies you for this position?

What about WUSC and its local committee inspires you to get involved?

What new and exciting ideas will you bring to this position?

(Please provide a minimum of two ideas for student and community engagement)