



University of Guelph WUSC Local Committee

2016 – 2017 Executive Job Descriptions

Term: May 2016 to April 2017

Hours: Average 3+ hours per week (more at the beginning of the semester)

Report to: Staff Advisor and the rest of the Executive Team

World University Service of Canada is a Canadian development organization that works to educate, empower and employ youth around the world. Through a unique youth-to-youth sponsorship, the WUSC's Student Refugee Program provides student refugees with an opportunity to pursue their education at a Canadian university and/or college, as permanent residents. WUSC also facilitates many other international development programs, including Shina a Light, Uniterra Symposia Series, Students Without Borders, and more. The WUSC Guelph Local Committee raises awareness and engages the campus community about refugee issues and WUSC programs, and supports students sponsored through the SRP. For more information about WUSC's programs, please visit the www.wusc.ca.

POSITION DESCRIPTION

As a member of the executive team, you will oversee and engage with members of the Local Committee in the planning and organization of events and campaigns for WUSC's programs, and connect with the Student Refugee Program volunteer teams in order to offer appropriate support.

COLLECTIVE RESPONSIBILITIES (ALL POSITIONS)

- Be a dedicated and passionate team member of WUSC.
- Promote and inform students, staff and faculty about WUSC activities.
- Support the rest of the executive team and local committee members.
- Attend local committee meetings – 1 per week (4 per month)
- Attend executive team meetings – 1 monthly (1 per month)
- Volunteer at local committee events.
- Complete transition reports for future executive members.
- Ensure effective student engagement, and communication between team members.
- Regularly update the chair or co-chairs.

CO-CHAIR OF ACTIVITIES AND EVENTS (2)

- Make a tentative plan for events to be held next semester, in the semester prior and submit this plan to chair or co-chairs, have an idea of what campaigns will be focused on throughout the year.
- Work with LC members to market, plan and execute events and activities.
 - Delegate event tasks to other LC members.
 - Advise and provide resources for all LC events organized by members.
 - Provide sign-up lists for all events to ensure there are sufficient volunteers.
 - Ensure that all events and activities are properly organized.
- Ensure that an Orientation Week event is executed.
 - Fill out orientation application to hold an event, attend event planner training, apply for innovation fund.
- Sign up the LC for clubs days and SVC's Inter(act) (more for the SRP) as well as other fairs.
- Seek out collaborations with other individuals and organizations.
- Conduct risk assessment for planned events.
- Communicate with other executive team members, the Office of Intercultural Affairs, and Staff Advisor on activities and events.
- Work with marketing chair to promote events.
- Reach consensus of where money raised at events will go.
 - Work with chair of finance regarding the budget of the event and where the money goes.
 - Ensure that the "post-event report" for WUSC's records is completed on my committee. My committee updates are the responsibility of the chair of communications, therefore work with them on this.

If you are interested in the above positions, please send your resume and cover letter to wusc@uoguelph.ca by **Friday March 18, 2016 at midnight**.