

## **Early Outreach Executive Committee**

Time Commitment:

This position requires varying time commitments depending on the time of the year.

Approximately 1 - 4 hours of work required per week.

### **Programming Directors - Total of 3 positions**

Be an active member of the Early Outreach team | Working on a team to fill the conference with programming | Helping in training sessions | Making sure conference programming goes as planned | Candidate should be well organized and pay close attention to details

The following responsibilities are for the specific programming roles:

Socials & Meals: organize meals, locations and logistics | Organize evening socials for all delegates

Speakers & Prof Talks: organize speakers, professor talks and logistics pertaining to these events

Games and Workshops: organize creative and educational games & workshops

\*Please note that although these are three separate positions, all three programming directors will be expected to work as a team to ensure that conference programming runs smoothly\*

### **Marketing Director - 1 position**

Be an active member of the Early Outreach team | In charge of reaching out to the public via social media and public announcements | Poster, t-shirt and basic web design | Document and photograph the conference for a slideshow recap | Candidate should have experience with photoshop and iMovie or similar products

### **Communications Director - 1 position**

Be an active member of the Early Outreach team | In charge of taking and distributing minutes every weekend | Offer backup to any exec member that needs it | Spearhead the contact of schools and school visits | Organize the move-in/out procedure during the conference | Work with Marketing on public announcements

**Leadership Development Director - Total of 3 positions**

Be an active member of the Early Outreach team | Picking, training and managing a team of Leadership Developers | Supporting the Leadership Developers leading up to and throughout the conference weekend | Be responsible for the actions of the LDs and Delegates

**Finance Director - 1 position**

Be an active member of the Early Outreach team | Create Conference budget | Work with the Early Outreach Coordinator and VP External to find and apply for conference funds | Be organized and always aware of deadlines | Create and present a finance presentation for the grade eight students | Help secure partnerships with outside sources