



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Charity Ball Coordinator</b>
<b>Supervisor:</b>	Student Programs Officer
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	5-8 hours per week average, 10-15 hours during peak time
<b>Term:</b>	May 1 – April 30 <sup>th</sup>

### **OVERVIEW:**

Take part in the planning of the USC's biggest formal event of the year. In this role, you will work with the Student Programs Officer to oversee the planning of Charity Ball and the selection process of the annual partner charity. You also have the opportunity to collaborate with other USC departments: the Productions Department to design, plan, and execute the event, and the Promotions Department to create and advertise the annual Charity Ball Look Book.

### **DUTIES AND RESPONSIBILITIES:**

- Act as Chair and oversee the selection of the Charity Ball Committee in consultation with the Student Programs Officer.
- Oversee and administer the selection process of the annual partner charity in collaboration with the Charity Ball Committee and Student Programs Officer.
- Work with the selected charity organization to further student volunteerism and engagement and educate students about their mission and mandate.
- Work with the USC Productions Department to design, plan, and execute the event.
- Contribute to the budgeting and event proposal process with the Student Programs Officer for all portfolio initiatives.
- Oversee all promotional aspects for the event, including ticket sales, digital marketing campaigns, and annual Look Book.
- Plan and execute a cheque presentation ceremony and develop other opportunities to promote the students' contribution to the charity organization.
- Maintain frequent communication with the Student Programs Officer to maintain consistent visioning and outcomes.
- Adhere to USC bylaws, policies, and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

## **QUALIFICATIONS:**

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The Charity Ball Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Charity Ball Coordinator will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Charity Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Charity Ball Committee, the Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Finance Acumen:** The Charity Ball Coordinator should be financially literate and have some accounting/budgeting experience.

## **TRAINING:**

- The Charity Ball Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- The Charity Ball Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.