

Food Support Services Executive Committee Application

*Roles and Descriptions*

*Social Media and Graphic Design Associate*

- Designing posters, banners and other promotional materials required for events and food drives throughout the year
- Posting and advertising upcoming events and food drives on all relevant social media platforms
- Updating all social media hubs regularly with information related to food support services, food insecurity, food costs, etc.
- Work in collaboration with other committee members to devise marketing plans for events and fundraisers
- Required attend a minimum of one meeting per month
- Corresponds with the Food Support Services coordinator on a regular basis

*Events Manager and Volunteer Coordinator*

- Responsible for recruiting volunteers to assist with events and fundraisers
- Responsible for assisting with display and event set up, as well as returning all display materials and donations to the Peer Support Centre following the conclusion of events
- Designs and implements a volunteer schedule for event days
- Communicates with volunteers prior to and after each event
- Required attend a minimum of one meeting per month
- Corresponds with the Food Support Services coordinator on a regular basis

*Food Support Services- Service Delivery Assistant*

- Assist the Coordinator in delivering food hampers throughout the 2014/2015 academic year
- Responsible for responding to food hamper requests and sending out appropriate emails when the coordinator is unable to do so.
- There is no set number of hours that you must commit to for this position. However, you must be willing and able to assist the Coordinator in delivering the food hamper service whenever the Coordinator is unavailable, since the nature of this program is time sensitive.
- You will be notified well in advance of when your assistance will be required in order for you to prepare and attain all required materials needed to deliver the service.
- This is a great opportunity to get involved with the USC, the Peer Support Network and to provide a great service to your fellow students. Food Support Services is truly students helping students and if you are passionate about helping other this is a great opportunity to do so.

Full Name: \_\_\_\_\_

Program: \_\_\_\_\_

Year: \_\_\_\_\_

Role you are applying for: \_\_\_\_\_ . What are two characteristics that

you think are important for this role:\_\_\_\_\_ .

**Please answer the following questions.**

Why did you decide to apply for this role?

What relevant experience do you have? This could include paid work, volunteer, hobby-related, etc.

What do you know about food insecurity issues in Canada? What is one thing that you think people in the Western community should know about?

Please send all completed applications to Lindsay Clayborne, Food Support Services Coordinator at [Foodsupport@westernusc.ca](mailto:Foodsupport@westernusc.ca) by no later than Friday August 22<sup>nd</sup>, 2014 at 4:00pm.