

University Students' Council Charity Executive Committee 2015-2016:

Job Descriptions

Events

Relay for Life (2)

- Shall work with the entire committee to plan and execute Relay for Life.
- **Responsibilities include:** organizing the layout, setup and supplies, preparing all activities and events that will occur throughout the night, communicating with the Canadian Cancer Society

USC Haunted House (2)

- Shall work with the entire committee to plan and execute the Annual Haunted House.
- **Responsibilities include:** organizing layout, setup and themes of the Haunted House, arranging all materials, running the event during the day and night

Children's Holiday Party (2)

- Shall work with the entire committee to plan and execute the Annual Children's Holiday Party.
- **Responsibilities include:** organizing all supplies, sponsorship, registration, activities and volunteer recruitment, running the event the day of

Dine in the Dark (2)

- Shall work with the entire committee to plan and execute Dine in the Dark.
- **Responsibilities include:** organizing the venue, food, prices, ticket costs and sponsors, and running the event on the night of

United Way Coordinator

- Shall work with the entire committee **and** Western's United Way campaign to be the liaison between the two committees and will plan and execute at least one event for the United Way
- **Responsibilities include:** attending both the USC Charity

Committee meetings and the United Way meetings, relaying all information between both committees, planning one event

Communications

Promotions (2)

- Shall promote the different events within the Charity portfolio across campus and beyond.
- **Responsibilities include:** social media campaigns, physical promotions, presentations at council meetings, communications with USC outlets and communications beyond campus

Sponsorship (2)

- Shall work to obtain sponsorship for all the different events.
- **Responsibilities include:** contacting businesses for sponsorship requests, tracking and recording all items received and their dollar value and facilitating pick-up and delivery of sponsorship items

Volunteer Coordinator

- Shall recruit and organize volunteers for the different events and initiatives within the portfolio.
- **Responsibilities include:** recruitment, orientation, organizing, training and thanking volunteers

Media (2)

- Shall work with the entire committee to create multimedia to promote the portfolio.
- **Responsibilities include:** updating social media accounts, creating posters, cover photos (Facebook), logos, promo graphics and videos
- If applying to this portfolio please **attach previous media work.**