

INCOME TAX CLINIC 2015 - EXECUTIVE COMMITTEE APPLICATION

About Us

Income Tax Clinic (ITC) is a free service offered to all undergraduate students at Western and is operated under the University Students' Council's Secretary-Treasurer. This service is offered for one week at the end of March, and our clinic is a community partner with the Canada Revenue Agency. The income tax clinic coordinator and the ITC executive team is in charge of planning, organizing, and managing this USC's annual income tax clinic at the University.

Executive Roles and Responsibilities

Knowledge in Tax is an asset, but an interest in learning tax is mandatory.

Logistics Coordinator:

- Responsible for organizing the tax clinic on a functional basis and foreseeing potential problems that may arise
- Works with the ITC Commissioner to ensure a successful clinic, and will be responsible for booking rooms, equipment, and area for the tax clinic

Marketing Coordinator:

- Responsible for creating various marketing tactics for the tax clinic to extend the Western population reach
- Goal is to reach a larger portion of the community, so creative and well-planned marketing initiatives will be needed

Volunteer Coordinator:

- Responsible for recruiting and scheduling volunteers and day managers for the tax clinic and ensuring that they are well prepared for the clinic
- Works with the ITC Commissioner to hold volunteer info sessions

Training Coordinator:

- Must have been part of the Income Tax Clinic in the past
- Works with the Volunteer Coordinator to Run Train training sessions
- Work with Volunteer Coordinator in reviewing the volunteer applications of student from affiliate campus.