



University Students' Council of the University of Western Ontario  
*Position Description*  
**CHARITY BALL COORDINATOR**

**EFFECTIVE:** 01/01/16

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: CHARITY BALL COORDINATOR**

**2.00 POSITION OVERVIEW:**

(1) Under the direction of the Student Programs Officer, the Charity Ball Coordinator will oversee the planning and execution of the USC's annual formal event to increase awareness and raise funds for a local charitable organization.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Act as Chair and oversee the selection of the Charity Ball Committee in consultation with the Student Programs Officer.
- (2) Oversee and administer the selection process of the annual partner charity in collaboration with the Charity Ball Committee and Student Programs Officer.
- (3) Work with the selected charity organization to further student volunteerism and engagement and educate students about their mission and mandate.
- (4) Work with the USC Productions Department to design, plan, and execute the event.
- (5) Contribute to the budgeting and event proposal process with the Student Programs Officer for all portfolio initiatives.
- (6) Oversee all promotional aspects for the event, including ticket sales, digital marketing campaigns, and annual Look Book.
- (7) Plan and execute a cheque presentation ceremony and develop other opportunities to promote the students' contribution to the charity organization.
- (8) Maintain frequent communication with the Student Programs Officer to maintain consistent visioning and outcomes.
- (9) Adhere to USC bylaws, policies, and procedures.



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(10) 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.

### **4.00 QUALIFICATIONS:**

(1) **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.

(2) **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 promotional campaigns. The Charity Ball Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

(3) **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.

(4) **Finance Acumen:** The Charity Ball Coordinator should be financially literate and have some accounting/budgeting experience.

### **5.00 TIME COMMITMENT:**

(1) This position requires varying time commitments:

- i. April to August: 8-10 hours per week.
- ii. September to December: 10-15 hours per week.
- iii. January: 15-20 hours per week.
- iv. February to April: 1-2 hours per week.
- v. The Charity Ball Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

### **VI. TRAINING/SUPPORT:**

- i. 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 Resources Department.



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- ii. The Charity Ball Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- iii. Throughout their term, the Charity Ball Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.

### **VII. LEARNING OUTCOMES:**

- i. Throughout their term, the Charity Ball Coordinator will learn how to develop effective programming/event planning skills and how to foster the development of skills, knowledge, and attitudes in others.
- ii. The Coordinator will also enhance their ability to adapt their behaviour according to various situations and demonstrate responsibility for their actions.

### **VIII. COMMUNITY IMPACT:**

- i. If successful, the Charity Ball Coordinator will foster a strong sense of philanthropy and involvement with students on campus.
- ii. The Coordinator will have the opportunity to make an impact at the university, in the community, province and country through the awareness and fundraising campaigns.
- iii. The Coordinator will work to foster a strong sense of involvement and participation among Committee members and volunteers in fundraising events and activities.

### **IX. EVALUATION:**

- i. The Charity Ball Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.



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- ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

### **X. COMPENSATION:**

- i. The Charity Ball Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- ii. In order to receive the first honourarium payment, the Charity Ball Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- iii. In order to receive the second honourarium payment, the Charity Ball Coordinator must:
  - i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;
  - ii. Submit a final report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

### **XI. SUPERVISION:**

- i. Primary supervision: Associate, Programming
  - i. Executive Oversight: Student Programs Officer
- ii. Additionally, the Coordinator will receive support from the Programming Associate and the Volunteer Services Department.



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