



UNIVERSITY STUDENTS' COUNCIL

CHARITY

DIRECTOR RECRUITMENT INFORMATION

“University Students’ Council Charity (USC Charity) is a committee of students passionate about supporting positive change on both a local and global scale. As a committee of the USC it aims to provide students with the opportunity to participate in philanthropic initiatives organized internally and externally over the school year. This year the committee is continuing with tradition but also growing to embrace a more holistic definition of charity. Help make a difference across Western’s campus and beyond.”

Peace, Love, Charity,
Charity Coordinator

Contact the Charity Coordinator, Kieran Maingot, at charity@westernusc.ca if you have any questions or if you are in need of any accommodations.

APPLICATION PROCEDURE

1. ALL APPLICATIONS ARE DUE online Wednesday, July 4th 2018 at 11:59pm.
2. INTERVIEW REQUESTS will be sent out on Friday, July 6th 2018.
3. INTERVIEWS will take place Monday, July 9th to Friday, July 13th 2018.
4. DIRECTOR OFFERS will be sent out on Monday, July 16th 2018.

POSITION RESPONSIBILITIES

All Positions

- Attend 2 weekly meetings (director meetings & all committee meetings)
- Attendance at all USC Charity Committee events
- Provide leadership to a portfolio of 4-8 committee members (with the exception of the Executive Assistant)
- Maintain communication with the Coordinator about portfolio activities
- Assist portfolio members with their assigned events / initiatives / tasks

Time Commitment

- 3 hours per week (July-August)
- 6-8 hours per week (September-April)
- Hours will increase near events and deadlines

Position-Specific

Executive Assistant

Responsibilities

- Act as the right hand to the Coordinator helping manage internal affairs of the committee
- Help organize the executive team by leading meetings, taking meeting minutes and planning team socials
- Assist/oversee portfolio activities when the Coordinator is focused on others projects

Finance Director

Responsibilities

- Organize and budget committee expenses
- Ensure transparency of committee finances
- Work alongside the Executive Assistant to develop a sponsorship package
- Manage all committee sponsorship throughout the year

Communications Director

Responsibilities

- Plan and execute all promotional campaigns (photography, videography and graphics) for the committee
- Manage the quality of the content published on USC Charity social media accounts
- Oversee the USC Charity Hype Team in developing marketing initiatives to promote USC Charity initiatives

Events Director

Responsibilities

- Oversee the planning of the Haunted House, Children's Holiday Party and two new small-scale social issues events
- Utilize resources to pinpoint two untouched areas of charity that the committee should address through the two new social issues events
- Ensure communication between portfolios when preparing for and executing events

Outreach Director

Responsibilities

- Facilitate the expansion and promotion of the volunteer portal on the USC website
- Seek out new opportunities for collaboration with Western clubs and local charities
- Work with the Executive Assistant to plan and execute a charity-specific clubs fair

Relay for Life Director (x2)

Responsibilities

- Oversee the preparation and execution of the 12-hour fundraiser in March 2019
- Develop a campaign plan to organize events / promotions from November to March
- Maintain constant contact with the Canadian Cancer Society (CCS)