

UNIVERSITY STUDENTS' COUNCIL

CHARITY

COMMITTEE 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 Friday, September 14th 2018 at 11:59pm.
2. INTERVIEW REQUESTS will be sent out on Sunday, September 16th 2018.
3. INTERVIEWS will take place Monday, September 17th 2018 to Friday, September 21st 2018.
4. OFFERS will be sent out on Sunday, September 23rd 2018.

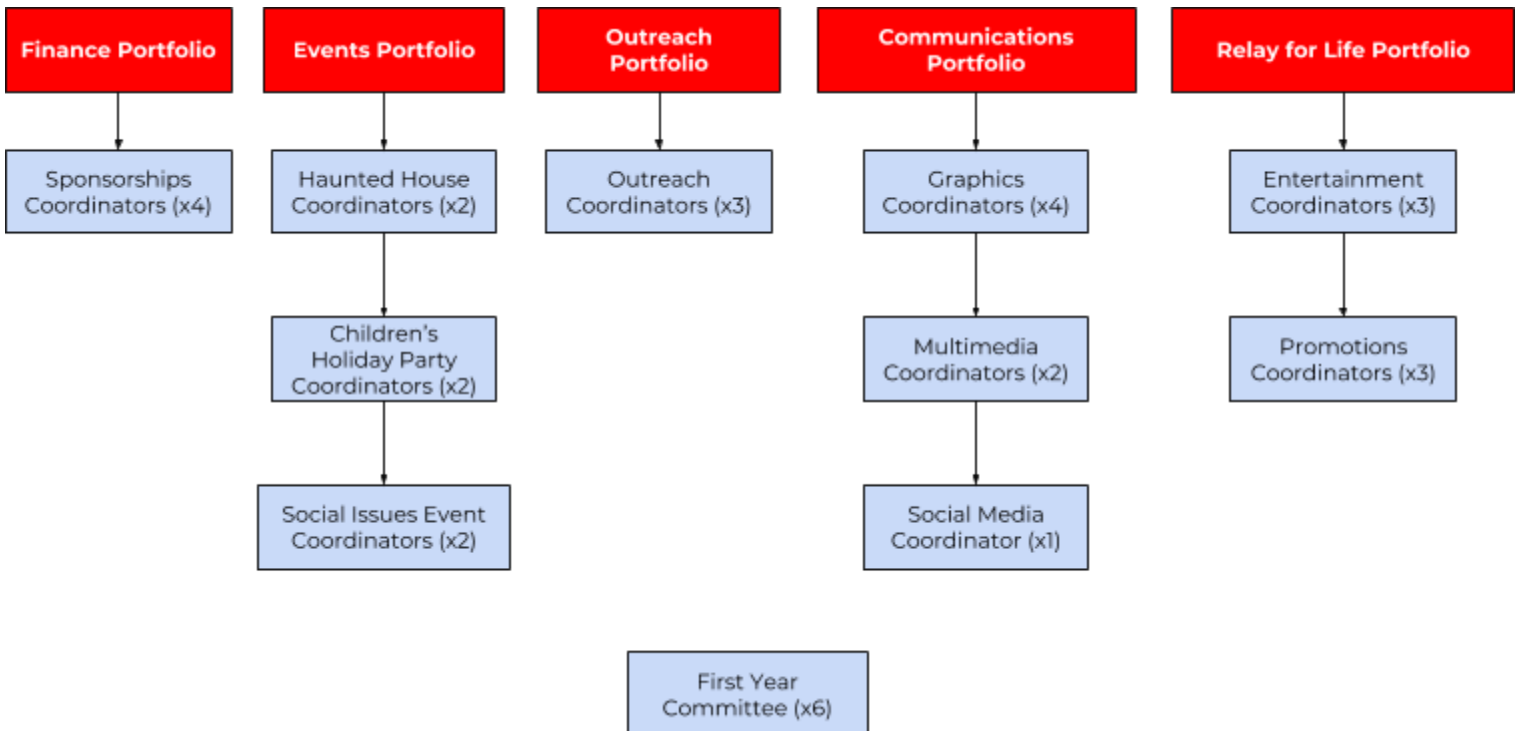
ALL POSITION RESPONSIBILITIES

- MUST be able to attend all committee meetings at 9pm on Tuesday nights
- Attend 2 weekly meetings (portfolio meeting & all committee meeting)
- Attendance at all USC Charity Committee events

Time Commitment

- 4-5 hours per week (September-April)
- Hours will increase near events and deadlines

PORTFOLIO STRUCTURE



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

PORTFOLIO-SPECIFIC RESPONSIBILITIES

Finance Portfolio

Sponsorship Coordinators (x4)

- Establish connections with local businesses to secure material/monetary donations for committee events and initiatives
- Seek new opportunities for USC Charity events to collaborate with local businesses

Communications Portfolio

Graphics Coordinators (x4)

- Produce all promotional material for committee initiatives using Adobe Photoshop and/or other programs
- Develop creative designs for USC Charity merchandise
- Coordinate with the events coordinators to establish graphic timelines for committee activities

Multimedia Coordinators (x2)

- Coordinate with other committee members to create multimedia promotional material as needed
- Proficient in either photography or/and videography
- Attendance of all events and creation of multimedia material to recap USC Charity events

Social Media Coordinator (x1)

- Oversee and actively update USC Charity's social media platforms (Facebook, Instagram, etc.)
- Facilitate the growth of USC Charity's social media presence
- Cooperate with other departments to develop promotional strategies/plans to advertise upcoming events

Events Portfolio

Haunted House Coordinators (x2)

- Oversee the planning and execution of the Haunted House alongside the USC Events Crew
- Find new ways to support/promote Food Support Services leading up to and through the event
- Support other event coordinators as needed

Children's Holiday Party Coordinators (x2)

- Oversee the planning and execution of the Children's Holiday Party alongside the USC Events Crew
- Serve as the main contact with the Children's Aid Society
- Support other event coordinators as needed

Social Issues Event Coordinators (x2)

- Plan **two** new smaller-scale events relating to two important causes (Indigenous Issues & Women's Issues) untouched by other committee events
- Support other event coordinators as needed

Outreach Portfolio

Outreach Coordinators (x3)

- Build relationships with local organizations with the goal of securing volunteer opportunities for Western Students
- Assist in building the resources on the Volunteer Portal on the USC website
- Help events coordinators secure volunteers for committee initiatives

Relay for Life Portfolio

Entertainment Coordinators (x3)

- Plan the activities/entertainment for the day of the event
- Coordinator with the finance portfolio to think of creative ways that businesses can support the event
- Find innovative ways to make the activities exciting and inclusive for all participants

Promotions Coordinators (x3)

- Help plan the promotional events preceding Relay for Life 2019
- Work alongside the communications portfolio to develop a social media plan for these events
- Find innovative ways to engage students, increase registrations and introduce the cause through events

First Year Committee (x6)

- Choose a portfolio to shadow and support for the entire year
- Provide promotional support for the committee's initiatives inside of residence buildings and among the first year population