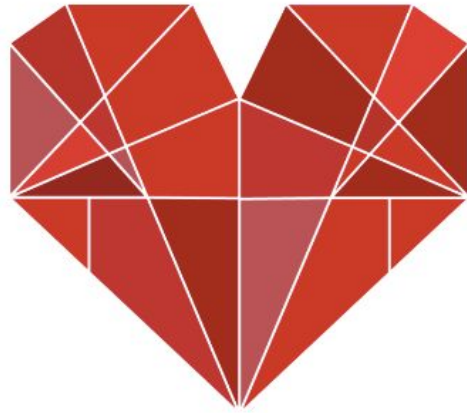


**UNIVERSITY STUDENTS' COUNCIL CHARITY
COMMITTEE RECRUITMENT**



UNIVERSITY STUDENTS' COUNCIL

CHARITY

APPLICATION PROCEDURE

- Applications will be due **Wednesday, August 14th** at 11:59pm
- Interview offers will be sent out by **Sunday, August 18th**
- Interviews will take place from **Monday, August 19th to Friday, August 23rd**
- Committee offers will be sent out **Monday, August 26th**

POSITION DESCRIPTIONS AND RESPONSIBILITIES

ALL POSITIONS

- Read the 2018-2019 USC Charity Turnover Report
- Attend weekly committee meetings
- Attend and actively participate at all USC Charity events
- Maintain communication with your portfolio director
- Complete a position-specific turnover report in April 2020
- Use your passion for charity to contribute to the committee's success

TIME COMMITMENT

- 1-5 hours/week (September-March)
- Hours will increase near events and deadlines

POSITION-SPECIFIC

Communications

Multimedia Coordinator (x2)

- Photography and videography
- Brainstorm new promotional initiatives for USC Charity events

Graphics Coordinator (x3)

- Create graphics that will be used to promote USC Charity events and to educate the community about the causes behind the events

Events

Children's Holiday Party Coordinator (x2)

- Plan the Children's Holiday Party for late November/early December
- Communicate with the Sponsorship Coordinators to ensure we have sufficient materials for the event
- Organize event volunteers

Haunted House Coordinator (x2)

- Plan the Haunted House for late October
- Communicate with the Sponsorship Coordinators to ensure we have sufficient materials for the event
- Organize event volunteers

Mental Health Event Coordinator (x2)

- Work with the Events Director and Charity Coordinator to brainstorm a new USC Charity event
- Plan the new event for either November 2019 or January 2020
- Organize event volunteers if required

Relay for Life

Relay for Life Coordinator (x6)

- Work with the Relay for Life Directors to plan the event for March 2020
- Brainstorm new ways to promote the event
- Encourage fundraising from the rest of the committee and from the Western University community

Sponsorship

Sponsorship Coordinator (x4)

- Reach out to potential sponsors to get materials, food, drinks, prizes, etc. for USC Charity events

FAQs

I'm entering my first year at Western. Can I apply for USC Charity?

We are excited to offer USC Charity positions for first year students, but those positions require a separate application which will go out in September.

Where can I find the application?

Please go to <https://westernusc.ca/your-opportunities/>

How do the interviews work? I'm not in London during the summer.

The interviews will be conducted over Google Hangout/Skype.

Please contact the Charity Coordinator, Blaise O'Malley, at charity@westernusc.ca if you have any questions or are in need of accommodations.