

## **USC Charity Committee 2021-22**

### **Exec Position Descriptions**

The University Student Council's Charity Committee is hiring for various committee positions for our portfolios! The Committee helps make a difference on campus and in the community through various charity initiatives throughout the year, including the Haunted House, Relay for Life, and Children's Holiday Party. It aims to connect and engage Western students with various issues surrounding their community while inspiring them to give back. As part of the Committee, you will undoubtedly have a meaningful impact on this community and ensure that USC Charity continues to inspire students to get involved.

The USC is seeking undergraduate students in the 2021/22 term to act as executive members on the Committee. These roles include Events Director, Relay for Life Director, Communications Director, Sponsorship Director, Executive Assistant.

#### **Events Director**

*3-5 hours per week*

- Oversee the planning and execution of Haunted not Hungry, Children's Holiday Party, and 1-2 social issues events, including working alongside the Charity Coordinator for budget preparation and acquiring materials for the event, brainstorming creative event ideas, and maintaining contact with necessary stakeholders
- Coordinate with the Communications and Sponsorship Director in planning promotional materials and sponsorship lists
- Assist the Relay for Life Directors with event planning in second semester as needed

#### **Relay for Life Director**

*3-5 hours a week*

- Oversee the preparation and execution of Relay for Life, a 12-hour fundraiser in support of the Canadian Cancer Society, in March 2022
- Develop a campaign plan to organize events / promotions from November to March
- Encourage fundraising from the committee and Western University community
- Maintain frequent contact with the Canadian Cancer Society (CCS)
- Attend the CCS Relay Retreat (if applicable)

## **Communications Director**

*3-5 hours a week*

- Plan and execute all promotional campaigns (graphics, photography, and videography) for USC Charity events while coordinating with the Events and Relay for Life Directors
- Update the Sponsorship package for USC Charity 2021-2022
- Manage USC Charity social media accounts (Facebook, Instagram, TikTok)
- Brainstorm new promotional initiatives for USC Charity events and engaging ways to reach out to students

## **Sponsorship Director**

*3-5 hours a week*

- Create a 2021-2022 USC Charity sponsorship package
- Manage all committee sponsorships throughout the year, in particular, coordinating with the Events and Relay for Life Directors to ensure sponsorship lists and materials are acquired on time
- Brainstorm ways to reach out to different companies to obtain sponsorships

## **Executive Assistant**

*3-5 hours a week*

- 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, organizing and executing committee and director feedback forms, and planning team socials
- Oversee portfolio activities and regularly check in with directors
- Help mark committee applications and organize First-Year Committee recruitment in September