

# **USC CHARITY AVAILABLE COMMITTEE POSITIONS AND RESPONSIBILITIES**

## **COMMUNICATIONS PORTFOLIO**

### *Multimedia Coordinator (x2)*

- Take pictures and/or videos at USC Charity events
- Brainstorm new promotional initiatives for USC Charity events

### *Graphics Coordinator (x5)*

- Create graphics that will be used to promote USC Charity events and to educate the community about the causes behind the events
- Collaborate and communicate with the Events and Relay coordinators to have an idea of the graphics/media needed

## **EVENTS PORTFOLIO**

### *Children's Holiday Party Coordinator (x1)*

- 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
- Communicate and coordinate with the Children's Aid Society
- Organize event volunteers, logistics, and ensure that the event runs smoothly

### *Chit Chat with Charity Coordinator (x2)*

- Work with the Events Director and Charity Coordinator to plan and execute a mental health conference
- Event takes place in January 2024
- Organize event volunteers, logistics, materials, and ensure that the events run smoothly

## **RELAY FOR LIFE PORTFOLIO**

### *Relay for Life Coordinator (x8)*

- Work with the Relay for Life Directors to plan the event for March 2024
- Brainstorm new ways to promote the event
- Brainstorm activities for the night of, as well as event ideas to fundraise throughout the year
- Encourage fundraising from the rest of the committee and from the Western University community

## **SPONSORSHIP PORTFOLIO**

### Sponsorship Coordinator (x6)

- Reach out to potential sponsors to get materials, food, drinks, prizes, etc. for USC Charity events
- Communicate and work with the Events and Relay coordinators to acquire material lists and keep them updated on the status of sponsorships

## **FIRST YEAR INTERNS**

### *Events First Year Intern (x1)*

- Contribute ideas to help the Events Coordinators and Directors plan themes for our events
- Help the Events Coordinators in preparing a materials list for the event, organize volunteers, and in promoting the events

### *Communications First Year Intern (x1)*

- Assist the Communications portfolio in creating graphics for the events and/or taking pictures
- Contribute ideas for different ways to promote the events
- Contribute ideas for creative promotional and/or outreach strategies

### *Relay for Life First Year Intern (x1)*

- Help the Relay team organize activities for the Relay for Life Event
- Contribute and help plan event ideas to help fundraise for Relay for Life throughout the year
- Encourage students to fundraise for Relay for Life

### *Sponsorship First Year Intern (x1)*

- Assist the Sponsorship portfolio in obtaining material/product sponsorships for our events