

Club Structure & Executive

President					
VP Internal				VP External	
Secretary	Events (2)	Treasurer	Sponsorship (2)	Communications	Marketing (2)
EVENTS COMMITTEE		SPONSORSHIP COMMITTEE		MARKETING COMMITTEE	

PRESIDENT

- Sets overall direction and vision with the team and provide guidelines for executives
- Liaison between the club and World Vision Canada and network with other organizations and school interest clubs
- Support and oversee executives to fulfill their responsibilities and monitor quality of work
- Attend training and monthly calls hosted by World Vision Canada
- Obtain and pass on knowledge of World Vision's work to executives and members
- Organizing and chair weekly executive meetings
- Organize recruitment of senior executives
- Complete transitional document at the end of each term
- Act as an advisor for the next president

VP INTERNAL

- Work closely with the President in executing the internal operation of the club and to develop direction and plan for the upcoming term
- Undertake the duties of the President in his/her absence
- Oversee and support executives in the internal operation department to fulfill their responsibilities (Secretary, Treasurer, Events)
- Verify all financial transactions and budgets
- Organize monthly general meetings with VP External (agenda, content, activities, food)
- Report and accountable to the President
- Complete transitional document at the end of each term

VP EXTERNAL

- Work closely with the President in executing the external operation of the club and to develop direction and plan for the upcoming term
- Undertake the duties of the President in his/her absence
- Oversee and support executives in the external operation department to fulfill their responsibilities (Marketing, Sponsorship, Communications)
- Organize monthly general meetings with VP Internal (agenda, content, activities, food)
- Report and be accountable to the President
- Complete transitional document at the end of each term

SECRETARY / ADMIN

The secretary is responsible for the administration and organizational operations of the club.

- Communicate with the club's governing body, along with the President
- Handles and submits all FEDS forms and applications
 - » Submit Event forms (book booth or room) and Event Calendar forms
 - » Submit Food Vendor form, AV forms, locker requests
- Organize logistics for all meetings (room booking, AV equipment)
- Set up and manage database for member list and mailing list (events, volunteer...)
- Record and send out meeting minutes
- Organize club resources (google drive, slack)
- Create PowerPoint and presentation material for general meetings
- Report and accountable to the VP Internal
- Complete transitional document at the end of each term

TREASURER

The Treasurer is responsible for managing the club's financial resources and monitoring all financial transactions, ensuring that fundraisers contribute to the fundraising goal while remaining within the predetermined budget.

- Monitor & verify all financial transactions
- Coordinate with Event and Marketing Coordinators to create a budget at the beginning of each academic term
- Collect and deposit all club revenues and donations into the club's Feds bank account
- Submit all financially related forms and process club cheques/reimbursement requests
- Working closely with the Sponsorship Coordinators to manage and process incoming donations
- Submit donations to World Vision Canada
- Report and accountable to VP Internal
- Complete transitional document at the end of each term

COMMUNICATIONS COORDINATOR

- Manage correspondents (send and reply emails)
- Coordinate recruitment for general members
- Coordinate with Secretary to manage communication with volunteers
- Send out monthly emails to general members on updates and upcoming general meetings
- Working with Events Coordinators to reach out to potential clubs and organization for collaboration opportunities
- Reach out to local events and conferences for boothing opportunities
- Report and accountable to VP External
- Complete transitional document at the end of each term

EVENTS COORDINATOR (2)

The Events Coordinator is responsible for designing and planning events aimed to reach the club's fundraising and advocacy goals. Such includes seeking collaboration with other clubs/organizations and coordinating logistics to bring an event to life.

- Plan events aimed to reach the club's fundraising and advocacy goals
- Coordinate with secretary for submission of forms (room booking, AV forms etc.)
- Create material and gather resources for events (e.g. movie for screening, clothing for art installation, presentation boards, decorations, WV supplies & swags, AV, etc.)
- Work with partnering clubs and organizations for collaboration projects
- Report to and coordinate with treasurer regarding budget and received donation
- Coordinate with Marketing Coordinators for event promotion
- Coordinate and manage the Events Committee of volunteers for event preparation (e.g. creating art installation, boothing, etc)
- Report and accountable to the VP Internal
- Complete transitional document at the end of each term

MARKETING COORDINATOR (2)

The Marketing Coordinator is responsible for developing and distributing marketing material to increase club awareness, promote club events and generate participation, and build engagement on our social media platforms.

- Create FB Event page for each event
- Create promotional content and materials under the guideline of World Vision Canada's branding requirements (or request from FEDs)
- Distribute promotional materials in various channels (Social Media, FB, campus, etc.)
- Coordinate and manage the Marketing Committee of volunteers for marketing operations such as poster runs, lecture visits, etc.
- Run/Manage social media accounts (Twitter, Facebook, Instagram) on a day to day basis
- Follow WVC's official social media channels for updates and repost their contents
- Report and accountable to the VP External
- Complete transitional document at the end of each term

SPONSORSHIP COORDINATOR (2)

The Sponsorship Coordinator is responsible for seeking sponsorship and donation used to gather funding and generate participant engagement for our events. One will also coordinate and manage and volunteers for sponsorship related operations.

- Write sponsorship request letters
- Reach out to potential organizations and businesses for sponsorship and donation
- Coordinate and manage the Sponsorship Committee of volunteers for sponsorship outreach
- Coordinate with the treasurer and Events Coordinator regarding received sponsorships
- Create proposals and write applications for funding
- Report and accountable to the VP External
- Complete transitional document at the end of each term

MEETINGS

Executive Meetings: Weekly

Emergency meetings can be called by any executive via. Email & Facebook/Slack

General Meetings: Monthly

Meeting dates & times will be forwarded to members via. Email

TIME COMMITMENT

The time commitment will fluctuate based on the schedule of the club.

As an estimate, it will require a **total of 3-5 hours per week** (spread across multiple days), with more hours required prior to and during an event.

Weekly executive meetings (1 hour), Monthly general meetings (1-2 hours)

Other: Boothing hours & Events