

CASE Executive Application Form
2014-2015

Please submit this application form along with a copy of your resume to case@ucalgary.ca by Friday, March 28, 2014.

**Position Descriptions:**

***VP Events:***

* Coordinate events on and off campus, particularly related to activism, awareness campaigns, and educational sessions.
* Work with VP Student Engagement to delegate tasks to volunteers.
* Work with VP Communications to organize promotional materials.
* Work with VP External to collaborate with other organizations & partners when needed.
* Work with VP Finance for events budget and logistics.
* Apply to SU for appropriate grants, funding etc.

***VP Operations and Finance:***

* Manage incoming and outgoing funds through club bank account.
* Advise other executive members on how resources should be spent and ensure the club keeps a balanced budget.
* Keep organized record of all club’s financial activity.
* Serve as a co-signing authority for all club financial transactions.
* Work closely with VP Events to manage all bookings of venues and equipment.
* Work with VP Fundraising to manage cashbox and memberships.

***VP Fundraising:***

* Organize at least one major fundraising event per year.
* Organize at least two small fundraising events such as bake sales, book sales, etc.
* Keep track of memberships, ensure volunteers and incoming members buy memberships.
* Consult VP Operations and Finance for budget recommendations/setting fundraising goals.
* Work with VP Student Engagement to recruit volunteers for fundraising events.
* Help update sponsorship package, brainstorm strategies for securing sponsors.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Applying For:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why would you like this position?
2. Please provide a brief summary of your experience relevant to this role and how it would contribute to the role

1. Do you have other commitments (volunteer, job, etc) and approximately how much time per week do they require?