Thank you for your interest in being an executive member of the 2015-2016 WEC team. WEC operates from a feminist framework. **We aim to provide an open and anti-oppressive space for women and self-identifying women at York University.** We also strongly encourage males to join as a member and join our volunteer ventures because we believe that **society as a whole needs to be involved to drive social change.**

**Executive team member requirements**

* **Attend a minimum of 2 WEC events per semester**
* **Attend 1 hour weekly/bi-weekly executive meetings**
* **Attend a mandatory 1 executive training session to be scheduled during the first two weeks of September 2015 (*NOTE:* this is potential; dependent on new President)**
* **As WEC is a feminist club, applicants should have basic knowledge of feminism and women’s/human rights issues and the frameworks they operate within**
* **NOTE: In order to be eligible to run for President, past experience (minimum one year) on the Women Empowerment Club executive team is required.**

**Office: 121E Founders College, York University**

**Email:** wec.yorku@gmail.com

**Website: http://wec.club.yorku.ca**

**Facebook:** <http://facebook.com/wecyorku>

**Twitter: @YorkUWomen**

**Steps to Apply**

* Position descriptions are on page 4 and 5
* Email applications to **wec.elections@gmail.com**with the heading “WEC Executive Team Application” by **Saturday, March 21** **at 11:59pm**. **Please attach a copy of your resume as well.** You will receive a confirmation email on **Sunday, March 22.**
* Elections for all positions will take place on **Monday, March 23 from 11:30-12:30 (Room TBA).** Candidates will give a 1-2 minute speech outlining the reasons why they are the ideal candidate for the position. Once all candidates have given their speeches, the current 2014-2015 executive committee will anonymously vote for each position.
* Guidelines for speech (**Note:** This is simply a guideline, you do not have to follow this to the tee):
	1. - Why are you the ideal candidate for the position?;
	2. - Why is women’s rights advocacy important and necessary today in Canada and around the world?;
	3. - What do you hope to bring to the Women Empowerment Club?;
	4. - etc.

**Note**: If you cannot attend for the entire duration, you can attend to give your speech and leave and we will inform you of the voting results afterwards. If you cannot attend at all (due to class, etc.) you must contact us to make alternate arrangements. In either of the above cases you must make note in the **body of the email when you send your application.**

**Part 1: General Information**

**Full name:**

**Student number:**

**Phone number:**

**Preferred position(s): *You may indicate up to 3 choices, number 1 being most desired.***

1.

2.

3.

**Program and year (as of September 2015):**

**Email address**:

**Part 2: Short Answer** – **Maximum 200 words each question**

1. Briefly describe yourself, specifying any past experiences and skills that may be relevant to the position(s) being applied for. If you have previously volunteered and/or attended a WEC event, please include it here as well. ***Point form may be used.***

2. Provide an idea for one event including general details (purpose, expected attendance, approximate budget, etc.) and why you think this event would be important and beneficial for the campus. Example ideas: a seminar on a certain topic, a campaign, a fundraising event, etc.

**Good luck!**

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# Roles and Responsibilities of WEC Executive Positions

* **President (1)**
	+ Managing the team and successful completion of projects
	+ Maintaining positive team spirit and team cohesion
	+ Meeting with internal and external contacts to represent WEC
	+ Organizing elections and club renewal procedure
* **Vice-President (1)**
	+ Help manage the WEC team while working with President
	+ Deal with financial affairs – pre/post-funding with YFS, SCLD, College Funds, and grants
	+ Budget and document for all WEC-related events & campaigns
* **Internal Affairs Coordinator (2)**
	+ Responsible for securing office space, booking venues for events/meetings, and tabling
	+ For large-scale events – in charge of materials such as name tags, signs, etc.
	+ Recruiting and managing volunteers for WEC’s Annual Women’s Conference
	+ Helping President and VP with daily logistics
	+ Taking meeting Minutes and emailing them out within 48 hours
* **External Affairs Coordinator (2)**
	+ Contact speakers and sponsors for events
	+ Point(s) of contact with all external contacts; including collaboration opportunities with external groups (ex: other universities, external women’s organizations)
	+ Looking into sponsorship information for our club
	+ Revising WEC sponsorship package each year
* **Marketing Coordinator (2)**
	+ Creating marketing strategies to reach a greater target audience at YorkU to promote WEC events
	+ Creating, managing, and advertising WEC and its events on WEC website, YUConnect, FB and Twitter
		- i.e. posters, emails, social media updates, going to classes to speak about events, etc.
	+ Search for platforms to promote WEC; including Excalibur (newspaper), CHRY (York Radio) and other YorkU media organizations
* **Events and Campaigns Coordinator (2)**
	+ Propose and/or modify ideas for events & campaigns
		- Ex: How to improve WEC’s annual F-Word campaign
	+ Ensure all details of events & campaigns are planned and implemented such as: Food/catering, scheduling, activities, speakers, and so on
	+ Recruiting and managing volunteer schedules for bake sales/gift drives
	+ Coordinate with other teams to ensure smooth operations and adequate promotion
* **Graphic Designer (1)**
	+ Design all promotional material for WEC events including posters, pamphlets, Facebook cover photos etc.
	+ Design tickets, banner, delegate handbooks, and speaker package for WEC’s annual conference
	+ Work closely with marketing committee to ensure marketing campaigns are activated on time with appropriate promotional material
	+ Work closely with external committee to help format sponsorship package
	+ Must of knowledge of design software such as Adobe Photoshop, Adobe Illustrator, or iDraw etc.