Thank you for your interest in being an executive member of the 2014-2015 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 1-2 hour executive training session to be scheduled during the first two weeks of September 2014**
* **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: 332 Student Center, 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” no later than **Saturday, March 29** **at 11:59pm**. **Please attach a copy of your resume as well.**
* All applicants applying for a position other than President will be interviewed. For those invited for an interview, interviews will take place on **Thursday April 3 from 11:30AM-1:00PM and Friday April 4 from 11:30AM-2:00PM. In the body of your email, please indicate when you are available during these time periods.** Interviews will be maximum 10-15 minutes.
* For applicants applying to be President, the 2014-2015 President will be elected on **Monday, March 31 from 6:00PM-7:00PM in Student Center Room 307.** Candidates will give a 1-2 minute speech outlining the reasons why they are the ideal candidate for the position, followed by an anonymous vote by WEC members that are present. If you are not available during this time, please email **wec.elections@gmail.com** as soon as possible to make alternate arrangements.

**Note**: If for some reason you cannot attend the interviews during the above times, you must contact **wec.elections@gmail.com** to make alternate arrangements (i.e. different time, Skype interview, etc.).

**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 2014):**

**Email address** (*Please ensure you provide the email that you check the most as this will be our primary method of communication):*

**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 being applied for. If you have previously volunteered with WEC, please include it here as well.**

**2. In your opinion, why is women’s rights advocacy important and necessary today in Canada and around the world?**

**3. 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, and so on.**

**Good luck!**

# 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