

WAC Application Cover Page

Full Name: _____

Current Grade: _____

Teacher Reference: _____

Positions of Interest (check all that apply, and indicate if you have a preference for certain ones)

- ☐ Conference Chair
- ☐ Secretary/Treasurer
- ☐ Head of Programs
- ☐ Head of Operations
- ☐ Registration and Media Head
- ☐ Registration and Media Team
- ☐ Plenary Head
- ☐ Morning/Closing/Keynote Head
- ☐ Head of Security
- ☐ Head of Facilities

To apply, submit a completed application to Mr. Chan in person. A complete application includes:

- 1) WAC Application cover page (this page) stapled to the
- 2) Statement of Interest (typed, 1 page recommended, 2 pages maximum)

The Statement of Interest must **include**:

- Motivations for applying
- Your past experience with WAC
- Previous experience in a similar position
- Any skills/assets you bring to the table with respect to WAC
- Anything else you wish to add

Applications are due on May 16th, 2014 by 4pm

★ Conference Chairs (1) ★

Overview:

In conjunction with the Branksome counterpart of this role, the conference chairs are responsible for guiding the World Affairs Conference. An overall vision of and commitment to the conference are essential.

The successful candidate will possess the following qualities:

- A strong interest in global issues
- A sense of responsibility
- Organizational skills
- Ability to delegate,
- Pays close attention to detail
- Willingness to lead by example
- WAC must be the candidate's primary extra-curricular commitment

Specific Responsibilities:

- Work with the program chairs to create an overall theme for the conference
- Oversee all operations of WAC in consultation with faculty advisors
- Chair WAC meetings
- Abide by strict set of deadlines to ensure the conferences success
- Provide support for all other members as needed
- Other responsibilities as decided by the faculty supervisor

★ Secretary and Treasurer (1) ★

Overview:

The secretary/treasurer is the point person for WAC. Their primary responsibility is to act as a record-keeper and facilitate communication among different members of the WAC team.

The successful candidate will possess the following qualities:

- Superior organizational skills
- Extremely good communication skills
- Ability to pay close attention to detail
- Ability to respond to e-mails in a quick and efficient manner

Specific Responsibilities:

- Establishes email distribution lists for students, speakers, and faculty involved with WAC
- Maintains a calendar of important deadlines and communicates to respective heads when deadlines are approaching
- Maintains and tracks the list of speakers
- In consultation with the programs department, submits photos, blurbs, etc. to the media department
- In consultation with the conference chairs, assists in establishing and enforcing deadlines
- In consultation with faculty advisors, assists in finance/record keeping of expenditures
- Other responsibilities as decided by the faculty supervisor

★ Head of Programs Department (1) ★

Overview:

The head of programs (1 from UCC, 1 from Branksome), in conjunction with the conference chairs, are responsible for the selection of the theme of the conference and for finalizing the topics for each plenary and morning panel. They are responsible for overseeing the members of the programs committee in their task of researching plenary topics and contacting speakers. The quality of the conference rests on their shoulders.

The successful candidate will possess the following qualities:

- An interest in global issues
- Good oral and written communication skills
- Organization skills
- The ability to delegate and enforce/respect deadlines

Specific Responsibilities:

- Assist plenary heads in selecting appropriate speakers
- Working with the keynote head, assist in finding a keynote speaker
- Proofread speaker bios and plenary blurbs before submission to the secretary for the website
- Enforce deadlines of the entire programs team
- Provide support (advice for certain speakers, directly looking and contacting speakers, etc) for the programs team as needed
- Look over/ensure all speaker contracts are filled in properly
- Other responsibilities as decided by the faculty supervisor

★ Head of Operations Department (1) ★

Overview:

The head of operations is integral in ensuring the day of the conference runs smoothly by ordering equipment and overseeing the security and facilities heads. They are responsible for contacting vendors, establishing good relationships, and ordering equipment such as tables, tablecloths, cutlery, flowers, etc. at reasonable prices. They are also responsible for overseeing the duties of the facilities head (booking rooms and A/V equipment with UCC facilities) and the security head (arranging where the security should be and when during the conference to setup/take down equipment).

The successful candidate will possess the following qualities:

- Excellent communication skills
- Mature and responsible
- Organization skills
- The ability to delegate and enforce/respect deadlines
- Previous experience with WAC

Specific Responsibilities:

- Create and maintain a list of equipment and furniture (to rent) that will be required for the conference
- Contact vendors and order the equipment
- Coordinate with the vendors about pick-up and drop-off locations
- Coordinate with the head of registration/media department and the head of facilities to ensure rooms have enough space and the required equipment
- Coordinate with the head of security to create a schedule for all members of the security on the Monday and Tuesday of the conference.
- Assist the heads of security and facilities as needed.
- Other responsibilities as decided by the faculty supervisor

★ Registration and Media Department (4) ★

Overview:

The head of registration/media department and his associated team work with the other departments to promote WAC, create a registration package in the early fall, register participants, and manage/modify the website. They are also responsible for working with UCC Press to create notepads, name tags, posters, and other print material or design work needed.

The successful candidates will possess the following qualities:

- Excellent communication skills
- Organization skills
- Knowledge of webpage building and imaging software
- Ability to respond to update requests quickly
- Ability to meet tight deadlines

Specific Responsibilities:

- Produce the WAC Registration Package
- Communicate with the various other teams to get information for the registration package
- Produce a WAC Guidebook for the day of the conference
- Register schools and each delegate
- Maintain an accurate data base on each delegate's plenary choices and all other WAC related data
- Work with the head of facilities in room allocations once registration is complete
- Create name badges for all participants and faculty members
- Work with the UCC communications office to advertise for WAC
 - Potentially creating: posters and video advertisements
- Ensure there is a photographer present for the conference
- Other responsibilities as decided by the faculty supervisor

Registration and Media Team (More Information)

- Specific skills that can contribute to the effort are required for our department, feel free to apply as a: **designer**, web **developer**, **video** creator, **database** engineer, expert **editor** or anything else.
- We are looking for a diverse team of three, mention all your skills!

★ Plenary Heads (6) ★

Overview:

In conjunction with the Branksome counterparts for this role, the plenary heads are responsible for organizing a session on a specific topic related to the theme of the conference. The heads are responsible for finding a speaker on the specific topic and to escort the speaker on the day of the conference.

The successful candidates will possess the following qualities:

- Interest and knowledge of global issues
- Communication skills
- Pays close attention to detail
- Ability to work on tasks well in advance of deadlines

Specific Responsibilities:

- Meet with Branksome counterpart to coordinate
- Create a blurb for the plenary for the website
- Research and contact potential speakers
- Have confirmed speakers by the given deadlines
- Communicate with head of programs department if there are any issues or if help is needed
- Submit contracts, bios, and photos of committed speakers to the secretary
- Prepare an introduction to their session for the day of the conference
- Act as the host for their speaker on the day of the conference

★ Morning and Closing Keynote Heads (3) ★

Overview:

In conjunction with the Branksome counterparts for this role, the morning/closing/keynote heads are responsible for organizing a session during their specific time on a topic related to the theme of the conference. In total, these are responsible for finding three (3) speakers for morning panel, one (1) speaker for keynote, and one (1) speaker for closing. These heads are also responsible for escorting the speakers on the day of the conference.

The successful candidate will possess the following qualities:

- Interest and knowledge of global issues
- Communication skills
- Pays close attention to detail
- Ability to work on tasks well in advance of deadlines
- Previous WAC experience

Specific Responsibilities:

- As a group, meet with Branksome counterparts to coordinate and distribute workload
- Create a blurb for morning, closing, and keynote speakers
- Research and contact potential speakers
- Have confirmed speakers by the given deadlines
- Communicate with head of programs department if there are any issues or if help is needed
- Submit contracts, bios, and photos of committed speakers to the secretary
- Prepare an introduction to their session for the day of the conference
- Act as the host for their speaker on the day of the conference

★ Head of Security (1) ★

Overview:

The head of security is responsible for recruiting a team of 10 responsible individuals to help out with the physical set up and take down of WAC prior and after the conference. The head of security is also in charge of creating a document outlining where security teams should be before, during, and after the conference.

The successful candidates will possess the following qualities:

- Organizational skills
- Communication skills
- Ability to work with heavy objects
- Pays close attention to detail

Specific Responsibilities:

- Communicate with UCC security about procedures and needs for the days of the conference
- Recruit reliable staff
- Communicate with the head of facilities with regard to the needs of furniture and layout
- With the help of the team, set up each room as instructed
- Return each room to its original layout after the conference is complete
- Assist with coat check on the day of WAC
- Act as guides for non-UCC delegates

★ Head of Facilities Department (1) ★

Overview:

The head of facilities is responsible for room bookings and furniture on the day of the conference and help oversee the physical setup of WAC.

The successful candidates will possess the following qualities:

- Organizational skills
- Communication skills
- Pays close attention to detail
- Must have attended WAC before

Specific Responsibilities:

- Communicate with the registration team to determine the room sizes
- Communicate with UCC Facilities to ensure that each room has the required A/V requirement
- Work with media department to print signs for the day of the conference to help non-UCC delegates with directions
- Communicate with the Head of Security to ensure all rooms are set up properly