

Dear Applicant,

Hello and welcome to the application for the McGill Hong Kong Student Network's (HKSAN) Vice-President Communications position for the 2017-2018 academic year; your interest in applying to be an executive on our team is greatly appreciated, thank you! The Hong Kong Student Network is an official SSMU student-run club, founded in 2006. HKSAN remains as one of the foremost cultural organizations on campus - attracting a rich diversity of members within and around the McGill community, reflective of the dynamics of Hong Kong, a city many of us call home. HKSAN organizes a series of social events, including but not limited to: food outings, singing competitions, cultural festivities, and collaborations with other student organizations in Montreal. If you see yourself as a hardworking and creative individual seeking to make a significant cultural, social, and charitable impact in the McGill community, then HKSAN is the perfect opportunity for you.

The **VP Communications** primary role is to facilitate communication within the team, but also act as HKSAN's voice to the student body. He/she will look after our official HKSAN email - this includes addressing general questions from members about our club and sending out newsletter listservs. He/she will help build HKSAN's brand image, encourage public awareness of our events, and generate a connection with our members. He/She is also responsible for gathering information and compiling packages for our members to know about internship opportunities, both locally and overseas. The VP Communications must also keep the integrity and uphold the image of HKSAN through both listserv and our official email.

It is important to note that a position on the executive team is a substantial time commitment throughout the school year, including the summer. The position comes with serious responsibilities including: mandatory attendance to all HKSAN executive meetings and events organized by HKSAN aside from the duties of a VP Communications. Therefore, taking on the position as a VP Communications will require strong time management skills, for a commitment to HKSAN in addition to a full university workload can be difficult to balance and has required sacrifices in the past. If you are prepared to make this commitment, you will quickly discover that the opportunities that result from your involvement with the executive team will be well worth the effort and that the experience is truly rewarding.

Should you have any questions or inquiries about HKSAN, the roles of a Vice President Communications, the application process or other opportunities to participate in HKSAN, please do not hesitate to contact us at mcgillhksan@gmail.com. Please fill out the the application form **by 11:59 am (noon) on Thursday March 16th, 2017. Interviews will take place the weekend of March 18th and 19th.** Thank you for taking the time to submit your application. We wish you all the best and look forward to working with you in some capacity over the next academic year!

Sincerely,

Emily Y.Q. Huang and Raymond Diamonds
Co-Presidents, HKSAN 2017-2018

