CCR Activity Submissions: Position Templates

HOW TO USE THIS GUIDE:

1) Locate the positions within your club, group or society in the Table of Contents;

2) Paste each position description and the respective competency options into the corresponding sections on the online form;

3) Edit any further details or information about your club/group/society in the position description.

TIPS FOR COMPLETING POSITION DESCRIPTIONS:

1) Position descriptions will appear on a student’s record and thus must be written with care.
2) Write them only in past tense.
3) Explain acronyms if you include them.
4) Assume they will be read by an external audience not familiar with the University of Toronto’s structure or jargon.
5) Try to give each position as fair and honest a description as possible.
# Table of Contents:

<table>
<thead>
<tr>
<th>POSITION TEMPLATE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Member (General)</td>
<td>3</td>
</tr>
<tr>
<td>Communications/Marketing Director</td>
<td>4</td>
</tr>
<tr>
<td>Cultural Director</td>
<td>5</td>
</tr>
<tr>
<td>Editor-In-Chief</td>
<td>6</td>
</tr>
<tr>
<td>Executive Member (General)</td>
<td>7</td>
</tr>
<tr>
<td>First Year Representative</td>
<td>8</td>
</tr>
<tr>
<td>Local Evaluation Committee Student Member</td>
<td>9</td>
</tr>
<tr>
<td>Orientation Co-Chair</td>
<td>10</td>
</tr>
<tr>
<td>Orientation Executive</td>
<td>11</td>
</tr>
<tr>
<td>Orientation Leader</td>
<td>12</td>
</tr>
<tr>
<td>Peer Mentor</td>
<td>13</td>
</tr>
<tr>
<td>President/Co-President</td>
<td>14</td>
</tr>
<tr>
<td>Residence Don</td>
<td>15</td>
</tr>
<tr>
<td>Secretary</td>
<td>16</td>
</tr>
<tr>
<td>Social Director</td>
<td>17</td>
</tr>
<tr>
<td>Sponsorship Director</td>
<td>18</td>
</tr>
<tr>
<td>Tour Guide</td>
<td>19</td>
</tr>
<tr>
<td>Treasurer</td>
<td>20</td>
</tr>
<tr>
<td>Vice-President, External</td>
<td>21</td>
</tr>
<tr>
<td>Vice-President, Internal</td>
<td>22</td>
</tr>
<tr>
<td>Volunteer Director</td>
<td>23</td>
</tr>
<tr>
<td>Webmaster</td>
<td>24</td>
</tr>
</tbody>
</table>
POSITION TITLE: COMMITTEE MEMBER (GENERAL)

PROPOSED POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Committee Member was responsible for reviewing applications that were evaluated on the basis of (a specific criteria here), implementing changes and ideas discussed during the committee meetings, and addressing any concerns of the general student body which they served. The committee meetings took place (number/ frequency) times per year.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

Decision making and action: Pursued and worked to achieve both short term and long term goals for the committee; Identified areas of concern and worked to overcome obstacles.

Fostering Inclusivity and equity: Articulated the advantages and impact of a diverse society; Identified and challenged systematic barriers to equality and inclusiveness

Critical Thinking: Identified opportunities, problems, questions and issues placed before the committee; Analyzed and evaluated the relevance and quality of information received by the committee; Assessed the assumptions and considered alternative perspectives and solutions to problems.

Systems Thinking: Understood the nature and role of the committee and holistically analyzed it, while identifying and solving seemingly disparate problems within it; Understood how the roles and responsibilities of the committee with respect to the greater student community and made decisions accordingly.

Community and civic engagement: Demonstrated consideration of the welfare of others in decision making; Engaged in reasoned debate and critical reflection; Understood and participated in relevant governance systems

Commitment to ethics and integrity: Incorporated ethical reasoning into action; Explored and articulated the values and principles involved in personal decision making; Acted in congruence with personal values and beliefs; Exemplified dependability, honesty and authenticity
POSITION TITLE: COMMUNICATIONS/ MARKETING DIRECTOR

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Vice-President Communications/Marketing created and promoted the organization’s information via email and other mediums about events, meetings, seminars, socials and other related information. They also contributed to the planning and execution of events.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
Communication: Created and promoted the organization’s information via email and other mediums about events, meetings, seminars, socials and other related information.

Teamwork: Shared a group or organizational goal and worked with the Executive board to achieve it

Creative Expression: Created posters for specific events; Updated the website as and when necessary with information about the organization’s events.

Technological aptitude: Used technology effectively to communicate, solve problems and complete tasks.

EXAMPLES OF SIMILAR POSITIONS:
Head of Communications/Marketing, Vice-President Communications/Marketing, Director of Communications/Marketing
POSITION TITLE: CULTURAL DIRECTOR

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Cultural Director was responsible for co-ordinating projects that promoted the values and culture of the organization, across the University of Toronto. They were also responsible for liaising with the Centre for International Experience.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
Project Management: Planned and executed events that promoted the culture and traditions represented by the organization; Organized and coordinated social events, representing the organization, both within the outside the University of Toronto.

Teamwork: Worked with the Executive team in the planning and execution of specific events

Creative Expression: Generated new ideas and ways to promoted the culture that the organization represents; Was able to represent ideas and communicate them through artistic means

EXAMPLES OF SIMILAR POSITIONS:
Socio- Cultural Director, Cultural Coordinator, Vice-President Cultural
POSITION TITLE: EDITOR-IN-CHIEF

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Editor-in-Chief was responsible for the overall management of the (Journal Publication title). They worked with a team of peers, created a time frame, and ensured that tasks were completed by specific due-dates. They also evaluated and organized the content in the (journal) in order to ensure that it fits within the framework of the organization’s constitution.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

**Goal Setting and Prioritization:** By overseeing the journal completion timeframe, they demonstrated time management skills.

**Decision making and action:** Was responsible for consulting with the Editors and deciding the content of the journal. Both scholarly and otherwise.

**Project Management:** Solicited submissions for the journal, assessed submission quality, and worked with both authors and editors thereby demonstrating both problem solving and organizational skills.

**Teamwork:** Worked effectively with the editors and authors balancing all stakeholders interest.

**Creative Expression:** Was responsible for the aesthetic design of the journal cover, including cover design and layout.
POSITION TITLE: EXECUTIVE MEMBER (GENERAL)

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)

The General Executive Member was responsible for working with the rest of the executive team to ensure the accomplishment of the organization’s short term and long term goals. Their collaboration involved planning and executing events, promoting the values of the organization and representing the organization on campus.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

**Teamwork:** Worked with the executive team in planning and implementing events for the organization throughout the year

**Collaboration:** Assisted the executives with their individual tasks as and when called upon

**Creative Expression:** Generated new ideas and ways in which to promote the organization to incoming first year students at the University

**Decision making and action:** Worked to help the organization achieve both its short term as well as its long term goals.

**Communication:** Effectively promoted the values, goals and events of the organization to the club/group’s target audience as well as internally

**Critical Thinking:** Identified opportunities, problems, questions and issues; analyzed, interpreted and evaluated the relevance and quality of information; Assessed assumptions and considered alternative perspectives and solutions

**Project Management:** Investigated possible events, devised innovative ideas for events, invited speakers and was responsible for all aspects of organizing events.
POSITION TITLE: FIRST YEAR REPRESENTATIVE

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The First Year Representative was responsible for liaising with the first year student community to promote the organization's goals, values and events. They also contributed to the overall goals of the organization, including the planning and promotion of events and activities.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
**Teamwork:** Worked with the executive team in planning and implementing events for the organization throughout the year

**Collaboration:** Assisted the executives with their individual tasks as and when called upon

**Creative Expression:** Generated new ideas and ways in which to promote the organization to incoming first year students at the University

**Decision making and action:** Worked to help the organization achieve both its short term as well as its long term goals.

**Communication:** Effectively promoted the values, goals and events of the organization to first year student body
POSITION TITLE: LOCAL EVALUATION COMMITTEE STUDENT MEMBER

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
Student Representatives reviewed Co-Curricular Record opportunity submissions from their U of T division or “Local Unit”, participated in committee discussions, and represented the student perspective. Representatives also sat on a working group that explored the process for including student clubs and organizations, and worked with staff and students to explore a number of considerations.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

**Decision making and Action:** Pursued and worked to achieve short term and long term goals; Reviewed opportunity submissions, participated in committee discussions and represented the student perspective

**Communication:** Effectively conveyed meaning through writing, speaking or artistic expression; Effectively articulated ideas to the committee

**Teamwork:** Was part of a working group that explored the process for including student clubs and organizations and worked with staff and students to explore a number of considerations.

**Critical Thinking:** Identified opportunities, problems, questions and issues; Analyzed, interpreted and evaluated the relevance and quality of information; Assessed assumptions and considered alternative perspectives and solutions
POSITION TITLE: ORIENTATION CO-CHAIR/COORDINATOR

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
Orientation Co-Chairs were fully responsible for the planning and implementation of inclusive, safe and welcoming Orientation programming for hundreds of new students. They managed an Orientation Executive team and (# here) Leaders, were responsible for the proper management of the College's Orientation budget, and worked with various on-campus as well as off-campus stakeholders.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

Decision-making and action
Coordinated the planning of several orientation week events and helped executive members decide their course of action for each. Led team meetings and helped to decipher the executive team’s collective choices.

Communication
Communicated the theme, processes and scheduling of Orientation Week to executives, leaders, and the first year students. Communicated with University administrators to coordinate orientation week.

Project management
Coordinated the project management of the Executive team’s event planning. Managed the team’s budget, timeline, and executed the events.

Teamwork
Fostered teamwork on the executive team and with leaders.

Collaboration
Worked to bring out all of the talents of the individuals on the executive team in order to best plan O-week events. Collaborated with external members to the university.

Leadership
Provided leadership for the team and led the orientation week events. Was called upon to make decisions and support the executive team.
POSITION TITLE: ORIENTATION EXECUTIVE

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
Orientation Executives were responsible for the planning and implementation of inclusive, safe and welcoming Orientation programming for hundreds of new students. They managed the team of Orientation Leaders the week-of, were responsible for the management of various portions of their team’s orientation budget, and worked with various on-campus as well as off-campus stakeholders. The Executives partook in weekly meetings from May to September, and were expected to dedicate much of their summer toward planning, communicating and executing Orientation week.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
Decision-making and action
Coordinated the planning of several orientation week events and decided their course of action for each. Led team meetings and helped to decipher the executive team’s collective choices.

Communication
Communicated the theme, processes and scheduling of fellow Orientation Week to executives, leaders, and the first year students. Communicated with University administrators to coordinate orientation week.

Project management
Coordinated the project management of their individual responsibilities in event planning. Managed the team’s budget, timeline, and executed the events.

Teamwork
Fostered teamwork on the executive team and with leaders.

Collaboration
Worked to bring out all of the talents of the individuals on the executive team in order to best plan O-week events. Collaborated with external members to the university.

Leadership
Provided leadership for the team and led the orientation week events. Was called upon to make decisions and support the executive team.
POSITION TITLE: ORIENTATION LEADER

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
Victoria College's Orientation week provides an opportunity for incoming first year students to become familiar with Victoria College and its academic and social communities. Leaders were responsible for helping to facilitate events throughout the week, support and welcome first year students, and assist and support the Orientation Executive team. Leaders also helped to ensure the safety of all students involved during the week after having received training in various related areas, and were expected to act as role models at all times.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

Decision-making and action
Helped to execute Orientation week events, supporting the leadership of the executive team and assisting first year students.

Communication
Provided information for first year students regarding life at U of T, their divisional resources, etc.

Fostering inclusivity and equity
Ensured everyone felt included and safe during orientation week. Presented information to first year students regarding positive space, etc.

Community and civic engagement
Contributed to their divisional community and U of T at large by welcoming the next generation of students

Teamwork
Worked with fellow leaders and executives to successfully provide an enriched orientation experience for frosh members.

Leadership
Led activities and helped to support orientation events while role modelling for the first year students. Took initiative and pitched in throughout the week where necessary.
POSITION TITLE:
PEER MENTOR

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Peer Mentor offered support to students through providing one-to-one academic support and guidance and/or hosting workshops on (skills here. Ex: academic skills and study strategies). They fostered a supportive learning community and developed workshops on (context here) and session plans.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
Decision making and action: Mentors helped students assess their learning needs and worked with them to create short and long term goals and determined appropriate strategies to support these goals.

Fostering inclusivity and equity: Mentors fostered inclusive learning by creating safe spaces where students felt comfortable enough to take chances and ask questions; Mentors learnt the skill of differentiating their session content and delivery to cater to a diversity of needs and learning styles; Mentors reflected on their own experiences as students transitioning to university and attempted to break down institutional barriers that create challenges for students.

Leadership: Mentors facilitate sessions and workshops on academic skills for up to 20 students at a time; They develop group and individual learning goals and structure sessions to scaffold skills that support students; Mentors establish healthy group guidelines and foster mutual respect, active listening and collaborative learning; Mentors empower students to ask questions, seek help, collaborate to solve problems, set and commit to learning goals and direct their learning to meet their own needs and interests.

Self awareness and reflective thinking: Through a process of ongoing reflection, mentors are asked to reflect on their experience at the university and their personal experiences as first year students, students in transition, learners, students from different cultures and identities, and different places of privilege; Mentors learn to consider and support the ‘whole student’ with their many layers and intersections of identity; The insights gained from such reflection help mentors gain objectivity and empathy for the students who seek their assistance, and help them to know themselves, live with congruence and set personal goals, as both mentors and students.

Knowledge creation and innovation: Mentors become acquainted with the learning and student development theories that inform the work of the Academic Success Centre and discuss their ideas and thoughts with fellow mentors; They apply this learning to their personal experience to make new meaning of the student experience, and to feel empowered in their own (and others’) development and decision-making.
POSITION TITLE: PRESIDENT

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The President acted as the chair in all executive meetings, planned events and projects, was responsible for managing the budget, and oversaw the financial management of the organization. The President was the official representative of the (club or group) and ensured that the (club or group) was run in an efficient manner.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
Leadership: The President provided direction for all components of the organization in a manner consistent with the organization’s constitution and policies; Oversaw all financial expenses and purchases of the organization.

Collaboration: Was the primary signing officer for the organization at the University of Toronto level and secondary signing officer for the organizations financial accounts.

Teamwork: Worked with the Executive team to achieve all the goals that were set for the organization at the beginning of the year; Ensured transition of office to the future executives

Project Management: Presided over board meetings as well as general meetings; Was responsible for the general management of the activities of the club.

Communication: Led the executives in planning events that were aligned with the organization’s goals and policies; Made changes and additions to the organization’s constitution as and when necessary.

Decision making and action: Pursued and worked to achieve short and long term goals; Identified options and worked to overcome obstacles; Engaged in problem solving

EXAMPLES OF SIMILAR POSITIONS:
Co-President
POSITION TITLE: RESIDENCE DON

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
Residence Dons engaged actively in forming and developing a community supportive of the academic goals of the institution. Dons, in conduct and lifestyle, ultimately served as a role model for residents, 24/7. Dons were responsible for assisting and advising residence students in numerous areas, maintaining reasonable levels of conduct, safety and security, and encouraging residence activities, which included educational, charitable and social events.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

Communication
Communicated the policies of residence to their floor/house/greater community, and communicated with team members to ensure all situations were dealt with appropriately.

Fostering inclusivity and equity
Ensured positive space was being respected at all times, and provided information to their students regarding inclusivity, equity, and understanding and respecting Toronto’s diversity.

Community and civic engagement
Contributed to their divisional community by supporting fellow students and providing a safe space for students to live and learn.

Teamwork
Worked with their fellow dons and other leaders on campus to provide programming for their students.

Professionalism
Maintained professionalism at all times and particularly when enforcing rules, as ambassadors of their division.

Leadership
Showed initiative when planning events and/or when responding to situations and led the floor/house’s community in contributing to their greater community.
POSITION TITLE: SECRETARY

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Secretary recorded all executive meetings by keeping and distributing minutes, and also assisted in the
general planning, organization and coordination of events.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

Goal setting and Prioritization: Attended and recorded all the meeting minutes and
motions of the organization; Made a list of all registered members of the organization

Teamwork: Worked with the Executive team in the planning and execution of specific
events

Collaboration: Performed various duties as assigned by the President in order to ensure the smooth
functioning of the organization
POSITION TITLE: SOCIAL DIRECTOR

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Social Director was responsible for the planning and execution of social events, as well as taking part in the activities of the (club or group name here). They also contributed to the overall operations and decision-making of the organization.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

**Project Management:** Investigated possible events, devised innovative ideas for events, invited speakers and was responsible for all aspects of organizing events.

**Collaboration:** Worked with the executive in planning and executing events both on and off campus

**Creative Expression:** Worked with the executive team to design posters and created other forms of compelling advertisement.
POSITION TITLE: SPONSORSHIP DIRECTOR

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Sponsorship Director was responsible for acquiring sponsorships/fundraising support from corporate and business sources from the Greater Toronto Area. They also worked closely with the President and Financial Director to create or improve upon the organization’s sponsorship package.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

**Teamwork:** Worked with the President and Financial Director to improve upon the organizations sponsorship package.

**Project Management:** Developed strategies to accrue new sponsors and maintain the existing ones.

**Collaboration:** Collaborated with the Executives in developing a sponsorship package in alignment with the goals and values of the organization.

**Strategic Thinking:** Worked with the Financial Director in identifying budgetary challenges and proposed innovative strategies to raise funds for the organization.

EXAMPLES OF SIMILAR POSITIONS:
Director of Sponsorship, Vice-President Sponsorship, Head of Sponsorship
POSITION TITLE: TOUR GUIDE (GENERAL)

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Tour Guide provided general campus tours as well as special tours to a variety of visitors ranging from prospective applicants, applicants, admitted students, tourists and alumni. The guide shared their U of T experiences and provided information on the programs and opportunities available to U of T undergraduate students.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

**Communication:** Provided commentary during the guided tours and answered any questions that the guests had about the University.

**Fostering inclusivity and equity:** As ambassadors to the University, tour guides will share information and experiences with respect to inclusiveness, diversity and equality as well as the opportunities that are available to all University of Toronto members.

**Social intelligence:** Treated guests and colleagues with respect; Managed interpersonal conflicts effectively; Adapted their behaviour based on the appropriate situation

**Professionalism:** Guides are often the first point of contact for the University and serve as University Ambassadors. They must always behave in an appropriate professional manner that is reflective of the qualities and expectations of the University.

**Leadership:** The tour guide identified the needs of the group quickly and communicated the nature and direction of the tour to ensure the tour was engaging and that it was the experience that the visitors are expecting.

**Inquiry:** Developed a deep understanding of the University including: legacy, community, excellence, academic and unique learning opportunities.
POSITION TITLE: TREASURER

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Treasurer prepared the budget of the (club or group), kept an up-to-date list of financial contacts, and maintained up-to-date and accurate records detailing the organization's financial operations. They were also responsible for writing cheques and for transferring the bank account rights to the new Treasurer at the end of their term of office. They also participated in the (club or group)`s events and attended meetings.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
Project Management: Was responsible for maintaining accurate and complete records of all financial transactions of the organization; Prepared an annual budget for the organization as well as budgets for specific events; Created and maintained a budget of income and expenses along with the receipts

Critical thinking: Identified budgetary opportunities, problems and issues and assessed alternative budgetary solutions

Strategic Thinking: In preparing the budget, the treasurer analyzed financial information and proposed strategic solutions.

Collaboration: Worked with the Executives on the planning and execution of specific events; Worked with the President to ensure the transition of the organization’s finances took place in a timely and accurate manner

Investigation and synthesis: Investigated inconsistencies in monetary records or inappropriately allocated funds

EXAMPLES OF SIMILAR POSITIONS:
Vice-President Finance, Finance Director/ Director of Finance
POSITION TITLE:
VICE-PRESIDENT EXTERNAL

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
When the President was present, the Vice-President assisted in planning events, budget organization and held weekly office hours. In the absence of the President, the Vice-President directed executive meetings, managed the budget and spending, oversaw event planning, and acted as the primary correspondent for any external interactions.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)
Collaboration: Worked with the President to ensure all of the organization’s activities met regulations and policies of the University of Toronto; Worked with the President to assist in identifying and managing any projects that could emphasize the organization’s role within the University of Toronto.

Leadership: Assumed the duties of the President in their absence.

Communication: Was responsible for maintaining a link with external organizations with regards to funding, volunteers and event space.

Teamwork: Worked with the Executives in the planning and execution of events.
POSITION TITLE:
VICE-PRESIDENT, INTERNAL

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
When the President was present, the Vice-President assisted in planning events, budget organization and held weekly office hours. In the absence of the President, the Vice-President directed executive meetings, managed budget and spending, oversaw event planning, and acted as the primary correspondent between the union and the department.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

Leadership: Assumed the duties of the President in his/her absence; Oversaw the various committees within the organization

Communication: Served as a liaison between the Executives and the President of the organization; Served as the first point of contact for all the Executives of the organization

Project Management: Maintained the organization’s office and created a schedule of the Executive’s office hours; Represented the organization at events within and outside of the University of Toronto.

Collaboration: Worked with the President to establish short term and long term goals for the organization; Worked with the President in coming up with ideas to achieve these goals

Teamwork: Worked with the Executives in the planning and execution of events.

Creative Expression: Generated new ideas and processes in order to streamline the organizations work and make it more efficient.
**POSITION TITLE:**
VOLUNTEER DIRECTOR

**POSITION DESCRIPTION:**
(Paste the following relevant information into the online form and edit any details as necessary)
The Volunteer Director was responsible for the recruitment of volunteers to help the executives in the execution and logistics of events. They also solicited students to take part in various activities and take on various positions within the organization.

**SUGGESTED COMPETENCIES FOR THIS POSITION:**
(Select up to 6, paste into the online form, and then add any details as necessary)

**Communication:** Communicated with the University’s student body in order to bring in volunteers for the organization

**Teamwork:** Worked with the volunteers to ensure all deadlines were met in a timely and accurate manner

**Project Management:** Organized the volunteers, coordinated their scheduling and assigned tasks to them

**EXAMPLES OF SIMILAR POSITIONS:**
Head of Volunteering, VP Volunteers
POSITION TITLE: WEBMASTER

POSITION DESCRIPTION:
(Paste the following relevant information into the online form and edit any details as necessary)
The Webmaster was primarily responsible for managing the (club or group)'s website/web page. They worked with the Executives to upload content, troubleshoot problems and ensure the overall functionality of the website.

SUGGESTED COMPETENCIES FOR THIS POSITION:
(Select up to 6, paste into the online form, and then add any details as necessary)

Technological aptitude: Demonstrated technological literacy and skills; Used technology effectively to communicate, solve problems and complete tasks

Creative Expression: Worked on designing/improving the interface of the website to make it more user friendly.

Teamwork: Worked with the executives in the planning and execution of events throughout the year.

Collaboration: Worked cooperatively with others, including people different from self and/or with different points of view.