

Executive Titles and Duties of each Executive Member

**This is a suggestive Executive and can be modified to best suit the needs of each individual War Child Canada campus club.*

Executive Titles:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Marketing Coordinator
6. Events Coordinator
7. Volunteer Coordinator
8. Community Liaison or Public Outreach Coordinator

Duties of Each Executive Member:

1. President:

- Oversee the executive members and club activities.
- Plan, organize and conduct meetings.
 - o Write up a meeting agenda outlining the important points that need to be covered during that particular meeting session of the week.
 - o Distribute it to executive members prior to the meeting.
- Delegate tasks amongst the executive members.
- Ensure that each executive member is aware of his/her responsibilities.
- Ensure the club fulfills the mandate requirements.

2. Vice President:

- Ideally not a graduating student.
- Assist the president in his or her duties.
- Assume responsibilities and duties of the president during his or her absence.
- Act as an advisor to the president and contribute ideas to the meeting agenda for each meeting session.

3. Secretary:

- Attend all War Child club meetings.
- Take attendance and minutes at every meeting.
- Maintain a record of all past meetings and meeting agendas to ensure that the club is executing its plans accordingly.
- Ensure that the club remains organized and consistent with respect to its weekly or bi-weekly meeting sessions.

4. Treasurer:

- Responsible for the financial transactions of the club.
- Keep up-to-date records of the money spent and received by the club.
- Record, hold and forward the charitable donations taken in by the university War Child club to War Child Canada head office following each event.
- Collect club funds.
- Maintain an up-to-date club budget.
- Distribute club funds as necessary for each event/activity.
- Monitor club's financial operations throughout the year.

5. Marketing Coordinator:

- Creative director of the club.
- Oversee, arrange and distribute all promotional material (such as posters, pamphlets, flyers, Facebook page, twitter page etc.) of the club.
- Promote and publicize the activities of the club to the university community.
- Generate creative ideas for different ways to promote the events of the club.
- Special attention should be given to national War Child events that the club will participate in, such as, Musical Mutiny and Busking for Change.

6. Events Coordinator:

- Generate creative ideas for fundraising and raising awareness events.
- Oversee awareness raising and fundraising activities/events.
- Be present at every event and ensure that the event runs as smoothly as possible.
- Responsible for ordering refreshments and managing any other necessary details pertaining to the event.

7. Volunteer Coordinator:

- Solicit new members to the club.
- Attend every tabling or university recruitment events (such as clubs day) in order to recruit new members.
- Maintain an up-to-date volunteer database
- Responsible for sending emails to volunteers to give them notice of upcoming events or volunteer opportunities.
- Responsible for answering all inquiries made by interested members to the club.

8. Community Liaison or Public Outreach Coordinator:

- Get in touch and maintain a relationship with members of other War Child Canada clubs across other universities.
- Connect with other clubs on campus with similar aims/goals.
- Maintain copies of photos or any other media coverage of every event in order to send it to the Head Office.