

Kingston Nursing Student Conference Executive Committee 2016 *Position Outlines*

Director:

- Ensuring that the conference meet its mission statement, goals and objectives each year.
- Collaborating with the committee to plan the conference.
- Developing a proposal for a conference including a budget with the appropriate committee members.
- Chairing and organizing executive meetings bi-weekly.
- Maintaining ties with the School of Nursing and Nursing Science Society.
- Mandatory attendance of all bi-weekly Nursing Science Society meetings.
- Preparing and presenting a post-conference report to the incoming executive, including recommendations for the next conference director.
- Forwarding all records to the successor.
- Overseeing and collaborating with the Financial Officer on budgeting, revenues and expenses.
- During the conference weekend, the general responsibility of this role is to ensure that the conference runs smoothly (including the venue, food, accommodations, etc.)
- Coordinating with graphic designer to create the delegate handbook

Financial Officer:

- Ensuring the financial sustainability of the conference.
- Handling revenue and expenses.
- Managing the finances of the team (creates a budget, ensure cheques are received, maintain the income statement, etc).
- Coordinating with the Vice President of Internal Operations of the NSS regarding budget, expenses, revenue and any other financial concerns.

Fundraising Coordinator:

- Responsible to provide funding for the conference through various fundraising events
- Responsible to advertise KNSC at fundraising events
- Responsible for organizing multiple fundraising events per semester.
- Responsible for planning social event for day of conference & dinner at local venue.

Sponsorship Coordinator:

- Working closely with the financial officer regarding budgeting and finances.
- Responsible for applying for grants.

- Responsible for seeking out sponsorship and donations from appropriate areas.

Marketing Coordinator:

- IT Focus (1): Responsible for creating and maintaining website, Facebook, Twitter, emails.
- Promoting Focus (1): Responsible for promotion of the conference through presentations to potential delegates, creating and printing visual media
- Responsible for promoting all events leading up to the conference.
- Responsible for organizing table in the Nursing Career Fair.
- Responsible for promoting the conference during Frosh Week.

Delegate Coordinator:

- Responsible for ensuring appropriate potential delegates (Universities/Colleges of Ontario, all years of Nursing at Queen's) are well informed regarding the conference.
- Responsible for creating delegate bags.
- Responsible for canvassing the downtown Kingston area for donations for delegate bags and raffle gifts.
- Responsible to process delegate applications
- Responsible for creating new ties with other nursing schools across Ontario for the purpose of their nursing students to attend the KNSC.

Speakers Coordinator:

- Responsible for contacting potential speakers.
- Responsible for communicating with speakers regarding the conference outline, presentation times and topics, accommodations.
- Responsible for organizing timeline of conference and scheduling speakers

Logistics Coordinator:

- To book all locations required for the conference, and ensure all necessary equipment is ready for use.
- Work closely with all members of the committee to ensure all aspects of the conference are properly planned. This includes the events prior to the conference, such as fundraising, booking speakers etc.
- Will attend all weekly meetings.

First-year KNSC Interns (only open to in-coming first year students 2016 class)

- Responsible for assisting the Director and other executive members in planning, marketing and executing various projects towards the organization of the conference.

INSTRUCTIONS:

- **Fill out all required personal information.**
- Answer both the General Questions and the Position-specific Questions.

WHEN YOUR APPLICATION IS COMPLETED, PLEASE:

- **Submit a soft-copy** (electronic copy) of your application **via email** to Co-Director Tamar Wiegner and Arryana Duff at knsc@nss.queensu.ca
- **Save the documents as: "Your Name – KNSC Conference application 2016"**
- **Please submit all documents in .pdf, .doc, or .docx format.**

Application Deadline: Applications must be received no later than Friday, March 4th 5pm.

We will be in contact with you within that following week to schedule a time for your interview. Interviews *tentatively* will be held Saturday March 12th.

All applicants receive an interview.

REQUIRED PERSONAL INFORMATION

Name:
Year:
E-mail:
Phone Number:
Alternative Phone Number <i>(optional)</i> :

DESIRED POSITON

Please enter your top **3** choices below

**** If there is something about a position that you would like to change or add please indicate this when answering question 1 under the position-specific questions****

- 1.)
- 2.)
- 3.)

GENERAL QUESTIONS

- **Why are you interested in being on the committee?**

- **What do you think is the most important quality for a committee member?**

POSITION-SPECIFIC QUESTIONS

1. What makes you the best candidate for the position (YOUR number one above)?
2. What experience/special skills do you have that will be valuable for the position?

Please read all instructions and questions carefully.

If you have any questions, feel free to contact:

Arryana Duff and Tamar Wiegner

knsc@nss.queensu.ca

Thank you for your interest in the Kingston Nursing Student Conference 2016! Let's make it the best one yet!