



# Kingston Nursing Student Conference Executive Committee

## Position Outlines

### ***Director:***

- Responsibility of organizing logistics of the day (renting room, catering, etc.)
- Ensuring proper communication between all members of the team
- Planning and running weekly meetings until conference
- Point of contact with all members of the team
- Coordinates planning progress with all members of the team
- Helping out other members and offering insight
- Decision-making in regards to logistics of the day

### ***Marketing Coordinator:***

- IT Focus: Responsible for creating and maintaining website, Facebook, Twitter, emails.
- Promoting Focus: 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.

### ***Sponsorship Coordinator:***

- Ensuring the financial sustainability of the conference.
- Working closely with the logistics coordinator regarding budgeting and finances.
- Responsible for applying for grants.
- Responsible for seeking out sponsorship and donations from appropriate areas.

### ***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, delegate bags and delegate gift.
- Responsible for canvassing the downtown Kingston area for donations for gift bags and possible sponsorship.
- Responsible to process delegate applications
- Responsible to keep in contact with the delegates (news, information, etc.)

### ***Speakers Coordinator:***

- Responsible for researching 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

**Fundraising Coordinator:**

- Responsible to provide funding for the conference through various fundraising events
- Responsible to provide funding through various sponsors (working with sponsorship coordinator)
- Responsible to advertise KNSC at fundraising events

**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.

## 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 [knsC@nss.queensu.ca](mailto:knsC@nss.queensu.ca)
- **Save the documents as: "Your Name – KNSC Executive Application"**
- **Please submit all documents in .pdf, .doc, or .docx format.**

**Application Deadline: Applications must be received no later than Monday, February 8<sup>th</sup> 2015 at 10:00p.m.**

We will be in contact with you within that following week to schedule a time for your interview.

**All applicants receive an interview.**

**REQUIRED PERSONAL INFORMATION**

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



### **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**

1. Why are you interested in being on the committee?
2. 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 Carkner  
613-888-4267**

[knsC@nss.queensu.ca](mailto:knsC@nss.queensu.ca)

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