

## Preface

HELLO! Wow! Hey!

Look at you go; opening this document because you're curious about being a Vice-President for next year's FIMSSC. Don't doubt yourself, you're wonderful!

If you're feeling too 😊inexperienced😊, 😊nervous😊, or 😊scared😊 - please don't panic!

Maybe there is a beautiful light shining in your brain just WAITING to BURST upon this council!

If the thought of being able to solve students' problems while curating a unique FIMS identity makes you want to sing and dance as if you're the human embodiment of the opening number in La La Land, then keep reading.



Dear applicants,

Thank you for extending your candidature for one of the Vice President positions on the FIMSSC for 2017-2018, I greatly appreciate your interest in being involved in our faculty. I am looking forward to reading your application and hearing your ideas for the upcoming academic year.

Before applying, I encourage you to read the FIMSSC Constitution, which will allow you to gain a more thorough understanding of the goals and guidelines behind our faculty's student government. While our Constitution is not all encompassing, it sets the basic expectations for your year ahead. See pages 2 and 3 for position outlines.

The application process for the VP positions will consist of a 2-part written application, an interview, and an election consisting of the President-Elect and the outgoing council on the evening of **Monday, March 13, 2017**. (See Article VI for more details regarding the electoral process). Prior to this election, all VP candidates are invited to a general FIMSSC meeting on Monday, March 6, 2017 in order to get acquainted with council procedures and its outgoing members.

The Vice President positions are listed below; full outlines of all the positions can be found in the Constitution. Applicants may apply for a maximum of two (2) positions. Feel free to reach out to members of the council who are currently occupying your positions of interest; a contact list of the 2017-2018 Council can be found on [fimssc.ca](http://fimssc.ca). As well, please don't hesitate to contact me for any questions that may arise.

As a VP on the FIMSSC, you will be required to manage a portfolio of positions (as outlined in the Constitution), and be part of the executive team. As such, this year we will be reviewing proposals (Part 2 of the application) with the current members of the FIMSSC prior to the vote. The purpose of this proposal is to allow us to gain an understanding of your visions for the position, management style, and experience.

Please answer the following questions to the best of your ability, and submit your application by the deadline: **Tuesday, March 7, 2017 at 5:00pm**. I will accept applications via email to [ecoates6@uwo.ca](mailto:ecoates6@uwo.ca). Please make yourself available on the evening of **Monday, March 13, 2017**, as all applicants will be given the opportunity to interview in front of the outgoing council regarding their vision. If you have any further questions about the process, please ask! Should this be absolutely incompatible with your schedule, please let me know as soon as possible to allow for alternative arrangements.

I look forward to meeting each of you, and wish you the best of luck on the application!

All the best,  
Emma Coates - FIMSSC President

## Available Executive Positions:

### Vice President Academic

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#### *Responsibilities:*

- Voicing the academic-related views and concerns of FIMS undergraduate students
- Attending any academic-related event concerning the FIMSSC within the greater community of UWO
- Organize at least one speaker event per academic year
- Organize at least one other academic event per semester
- Work with the FIMS Leadership and Mentorship Program (LAMP) to organize academic help sessions, and offer assistance to the residence staff on the FIMS floor at residence
- Administering the FIMS undergraduate academic journal, *Mediations*
- Representing the FIMSSC on the Academic Priorities Committee
- Carry out any other duties determined by the FIMSSC.

#### *Portfolio Members:*

- Faculty Liaison
- Assistant Faculty Liaison
- Alumni Relations Commissioner
- MPI Representative
- MTP Representative
- Graduate Representative

### Vice President Communications

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#### *Responsibilities:*

- Communicating and promoting FIMSSC happenings and endeavours
- Authority over all communicative outputs on behalf of the FIMSSC (MIT/MTP/MPI Facebook Fan Page and FIMSSC Twitter account and Instagram), NOT including *OPENWIDE*.
- Providing the Webmaster with weekly updates for the FIMSSC website
- Collecting student feedback, questions, or concerns and delegating them to the appropriate person(s), if not themselves
- Representing FIMSSC as a member of the relevant USC roundtable
- Attending USC clubs training
- Carrying out any other duties as determined by the FIMSSC

#### *Portfolio members:*

- Webmaster
- Street Team Coordinator
- Production Coordinator
- OPENWIDE Editor-In-Chief

## Vice President Events

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### *Responsibilities:*

- Organizing social events for FIMS undergraduate students;
- Working with other members in support of their portfolio-specific events
- Represent FIMSSC on the relevant USC roundtable
- Attend USC Clubs training
- Carry out any other duties determined by the FIMSSC.

### *Portfolio Members:*

- Charity Commissioner
- Alumni Relations Commissioner
- First Year Representatives
- Head Soph

## Vice President Finance

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### *Responsibilities:*

- Managing all financial matters of the FIMSSC
- Prepare Council budget and manage throughout the year
- Demanding financial statements from any person or organization receiving funds from the USC and arrange reimbursement in a timely manner
- Voting member of the FIMS Undergraduate Student Fund Committee
- Attending USC Clubs training
- Represent the FIMSC on the relevant USC roundtable
- Submit all financial documentation within 10 days or less
- Promoting the FIMS Undergraduate Student Fund, and keep records of all spending of the USF
- Carry out any other duties determined by the FIMSSC.

### *Portfolio Members:*

**N/A** – All members of the FIMSSC will report to the VP Finance on matters regarding council funds.

## Part 1

*Maximum length: 250 words per question*

First, please provide your full name, year, program, UWO email, and the position(s) (max. 2) you are applying for.

Note: If you are applying for more than one position, please answer Q1 and Q3 twice.

1. Why are you the best candidate for the position? Why are you passionate about this portfolio?
2. What is one area in which you feel the FIMSSC can improve, and how would the council go about implementing this change?
3. What is one new initiative you would like to pursue in your desired position?
4. Why is the FIMSSC important to you and the greater Western community?
5. Explain a time where you failed. How did you react at the time? How did you grow from it?
6. What is your favourite type of cooked potato? How does this reflect upon your personality?
7. You're trapped in a Weldon study room with 4 people: Chakma, a baby, a Centre Spot employee, and the rat from Ratatouille. Who do you befriend?

## Part 2.

*Maximum length: 500 – 1000 words*

In this section, please briefly outline your ideas for your desired position(s) under the three headings below. The questions under each heading aim to guide your submission, but should not limit it.

### Section 1: Portfolio Ideas

- Broadly speaking, what vision do you have for your portfolio on council?

### Section 2: Leadership/Management Style

- What kind of leadership style would you employ?
- How would you manage the individuals under your portfolio, while attending to your council duties?

### Section 3: Relevant Experience or Qualifications

- What skills do you have that pertain to this position?