

DUE

MARCH 18

FIMSSC

COUNCIL APPLICATIONS

Dear applicants,

Thank you for expressing your interest in being a part of the FIMSSC for the 2019-2020 academic year. The incoming Vice-Presidents and I appreciate the time and effort you are investing to this process. We are hopeful that next year's council will be one of the best years yet as we intend to foster a team of committed and passionate individuals. We cannot wait to read your application and hear your ideas for the upcoming year.

Before applying, I encourage you to read the FIMSSC Constitution, as it will provide you with a more thorough understanding of the goals and guidelines behind the FIMS student government. Although our constitution is not all encompassing and we intend on making changes for the upcoming year, it does set the basic expectations for the year ahead. The constitution can be found on fimssc.ca.

Each applicant may apply for a maximum of two positions. Should you decide to apply for two positions, we ask that you answer Question 1 and 3 twice. We also ask that you refrain from applying for a position if you intend on going on exchange for the following year because this is a *full-year* commitment.

The positions available are listed below alongside the general expectations and responsibilities of each role. Do not hesitate to ask me any questions about specific roles, the interview process, or anything else that may arise as I am happy to help! A contact list of this year's Council can be found on fimssc.ca if you have any specific questions about the role(s) you are interested in.

Please answer the following questions to the best of your ability, and submit your application by **Monday, March 18th 2019 at 11:59pm**. I will be accepting applications via email to kbalogh@uwo.ca. I also ask that you make yourself available for interviews on **Sunday, March 24th 2019**, as this is the date in which we will be conducting interviews for successful applicants. Upon submitting your application successful candidates will receive a link to sign up for an interview time. Should there be an *absolute* conflict with this days, please let me know as soon as possible to allow for alternative arrangements. Should you be selected for the position, you are required to be available on **Sunday, April 7th 2019**.

Take a deep breath and have fun with this application - you've got this!

Sending you all of the encouragement in the world,

Kyra Balogh
FIMSSC President

FIMSSC 2019-2020 GENERAL POSITIONS

* Please provide relevant work for these positions.

Production Coordinator *

Responsibilities: Managing and organizing production endeavours taken on by the FIMSSC (i.e. filming and editing, creating graphics—if needed—for council and faculty clothing designs, etc.); working closely with the VP Communications, OPENWIDE Editor-in- chief and Webmaster to provide adequate communications material and production assistance.

Communications Liaison

Responsibilities: Acting as a liaison between the different portfolios within the FIMSSC as well as groups such as the Advocacy and Wellness Team; satisfying the needs of the entire FIMS community by creating events and initiatives that work towards providing hands-on production skills to the student body (at least two initiatives per term); working closely with the VP Communications to ensure that these production opportunities are accessible and promoted accordingly.

Street Team Coordinator * (2 positions)

Responsibilities: assembling a group of FIMS undergraduate students with the Production Coordinator for the purpose of promoting all FIMSSC happenings and endeavours; conducting Street Team meetings on an event-to-event basis; communicating with Street Team members weekly; working with the VP Communications and Production Coordinator to promote council events and organize and execute at least one clothing sale;

Open Wide Editor-in-Chief *

Responsibilities: ensuring that the OPENWIDE is first and foremost a primary platform of free expression for all students of UWO; oversee development, financial, distributive and advertising matters involving OPENWIDE; assemble a team of assistant (managing and section) editors to manage specific portfolios who are enrolled in FIMS; responsible for maintaining the OPENWIDE's presence including but not limited to the OPENWIDE online.

Those applying to this position will need to make themselves available for an interview on Tuesday March 19, 2019

Webmaster

Responsibilities: maintaining an appealing website that encourages the student body to participate in the FIMSSC and all other relevant realms; being timely when posting news regarding upcoming events/information; handling financial and organizational matters regarding domain name and hosting; working with the VP communications to manage social media channels. *This position will require completion of WordPress online training over the summer, paid for by the FIMSSC*

AVP Academic

Responsibilities: assisting with at least one academic speaker event; assist with the organization and execution of the FIMS undergraduate academic journal (mediations), voicing the concerns and views of undergraduate FIMS students; acting upon request of the of the Vice President Academic.

MPI Liaison

Responsibilities: voicing the concerns and views of MPI students; organizing at least one event per semester catered to MPI students; utilizing the FIMSSC as a forum to host, promote, and organize events related to MPI; working in conjunction with FIMS administration to promote and inform first year/incoming students about MPI, Intent to Register and Fall/Spring Preview Days.

MTP Liaison

Responsibilities: voicing the concerns and views of all MTP students; organizing at least one event per semester catered to MTP students; serving as a liaison between MTP students and FIMS and Fanshawe administration; organizing the mandatory first year Intent to Register sessions.

Assistant Faculty Liaison - 2 year position

Responsibilities: voicing the views and concerns of FIMS undergraduate students and the FIMSSC to faculty members; representing the FIMSSC at meetings of the Undergraduate Affairs Committee; support and liaise with the FIMS General Assembly; reporting to the FIMSSC regarding the direction of the program as it effects undergraduate students; being aware of faculty policies; acting as a voting member of the FIMS Undergraduate Fund Committee.

Alumni and Graduate Representative

Responsibilities: voicing the concerns and views of MPI students; organizing at least one event per semester catered to MPI students; utilizing the FIMSSC as a forum to host, promote, and organize events related to MPI; working in conjunction with FIMS administration to promote and inform first year/incoming students about MPI, Intent to Register and Fall/Spring Preview Days.

Student Production Fund Coordinator

Responsibilities: Overseeing the Student Production Fund that aims to empower FIMS students to create a non-academic body of work with financial aid from the FIMS Undergraduate Student Fund. All work will be displayed at the New Media Arts Festival, which the Production Fund Coordinator will help plan. This position requires managing the financial aspects of the fund as well as consulting with potential applicants to ensure that applicants are aware of the rules of the fund and are successful in their applications. Constant communication between administration, USF committee and student/applicants is expected.

Advocacy Commissioner

Responsibilities: Selecting an organization to be championed throughout the year (this can be a charity, a non-profit, or advocacy organization); organize in conjunction with the VP Events at least one initiative per semester; bringing forward advocacy/charity endeavours that are relevant to the interest of FIMSSC; organizing at least one volunteer opportunity per semester; managing an advocacy team of FIMS students if needed.

Chairperson

Responsibilities: setting out (with the consultation of the FIMSSC) the Council meeting format at the first meeting of Council; presiding over meetings of the FIMSSC; maintaining the enthusiasm and morale of the FIMSSC throughout the year; organizing internal programming, including but not limited to, the snack schedule and meeting times; maintaining the FIMSSC office; overseeing all FIMSSC meetings in a manner consistent with the provisions of these by- laws; ensuring that order is maintained during all FIMSSC meetings, and enforce disciplinary action where warranted; making minutes available for the FIMSSC and its students in a timely manner; administering ballots for the Vice-Presidential elections and remain impartial in such elections

Outreach Facilitator (2 positions)

Responsibilities: Gather information for, creating, and sending out the monthly FIMS newsletter; recruit, integrate, and engage general members; assist COMS portfolio in announcing general meeting locations and dates. Coordinate and assist First Year Rep(s) and First Year Residence Council in involving other first years in Council and organizing study sessions; being an overall point of contact and resource for First Year students as well as the general student body.

General Application Questions:

Please provide your name, year, program, t-shirt size (Gildan), and the position(s) you are applying for.

[Maximum length: 250 words per question]

Note: If you're 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 role?
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. Describe your life in a movie title. No explanation needed.

