**YWIL TWU Job Description**

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| **Title:** | President | **Location:** | Trinity Western University |
| **Department:** | Exec Team |  |  |
| **Created Date:** | February 2021 | **Employment Type:** | Student |
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**Position Summary**

The President will oversee the exec team, including VP of Finance, VP of External Relations, VP of Marketing, and Director of Events. The President will assist in all these areas as needed, and will schedule bi-weekly department meetings, to ensure all matters are taken care of. The President will help in a number of areas including, event planning, sponsorship packages, marketing outline, and team financials. The President will also be responsible for scheduling bi-weekly team meetings, updating all members of required actions and delegating specific tasks. This role also requires the attendance at various TWUSA meetings to ensure club actions are met. The individual in this role will need to take extra time to meet with potential sponsors and to ensure long-term connections are maintained. Ensuring that all components throughout the club are supported, is a major duty within this role.

**Essential Duties and Responsibilities**

- Oversee VP of Finance, VP of External Relations, VP of Marketing, and Director of Events

- Schedule bi-weekly exec and team meetings

- Organize, update and upload all relevant documents to the Google Drive

- Delegate specific tasks to each member

- Attend TWUSA meetings to ensure club actions are met

- Assist in finding sponsors and maintaining connections for the following year

- Maintain relationships with other university clubs

- Organize and assist in job descriptions and applications

**Education Requirements**

Must be third year (or higher) standing as of Fall 2021. Any major and/or specialization can apply.

**Experience Requirements**

* Previous student leadership roles considered an asset
* Current YWiL member considered an asset
* Previous club involvement considered an asset
* Internship/work in event planning, marketing, project coordinating and other business fields is considered an asset

**Skills and Abilities**

* Very organized
* Strong leadership abilities
* Creative and innovative
* Persistent and diligent in following through with tasks
* Effective time manager, can manage multiple projects at once
* Not afraid to reach out to speakers when required
* Is self-sufficient/does not need to be reminded to complete tasks

**Employee Statement of Understanding**

☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

**Employee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date (mm/dd/yy):**

**President’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date (mm/dd/yy):**