

2019-2020 Executive Committee: Positions & Time Commitments

Co-President <i>3 - 10 hours/week</i> Supports the executive team, conducts regular check ins, ensures organization, mediates conflicts, and more.	Co-President <i>3 - 10 hours/week</i> Supports the executive team, fills in for roles, ensures organization, mediates conflicts, and more.	VP Finance <i>3 - 8 hours/week</i> Responsible for creating an operating budget, conducting reimbursements, creating budget reports, and more.
VP Communications <i>3 - 6 hours/week</i> Similar to a secretary. Manages the e-mail inbox, takes and posts exec meeting minutes, and more.	VP Marketing <i>2 - 5 hours/week</i> Updates social media, creates posters for events, updates the website, and more.	VP Events <i>2 - 5 hours/week</i> Conducts regular check-ins before and after events/socials, documents feedback, and more.
VP Operations <i>2 - 4 hours/week</i> Conducts weekly check-ins before and after Tuesday meetings, documents feedback, and more.	VP Internal <i>2 - 3 hours/week</i> Collects member feedback to share with the executive team, organizes OUTreach office, and more.	VP External <i>2 - 3 hours/week</i> Works with community partners, answers external e-mails, manages resources, and more.

2019-2020

OUTreach Elections: Candidate Handbook



Interested in becoming an
OUTreach Executive for the
upcoming academic year? This
pamphlet is for you!

Questions? E-mail us:
outreach@ualberta.ca

Executive FAQ:

WHAT DOES AN EXECUTIVE DO?

Each executive team is responsible for planning what their year will look like and how they will divide labour. Traditionally, each executive is responsible for being the primary facilitator of the following:

- 1 large event a year
- 1 social a year
- 3 meetings a semester (Tuesdays 5-6PM)

Though one or two people will take the lead for each event/social/meeting that OUTreach hosts, the entire executive committee act as supports.

Additionally, each executive hosts:

- 2 office hours a week
- 3 “Dewey’s Nights” a semester (Tuesdays 6-8PM)

WHO CAN BE AN EXECUTIVE?

Anyone who is an active member of OUTreach can run in an election! Up to two (2) non-undergraduate students may be on the OUTreach board.

IF ELECTED, HOW LONG WILL I BE AN EXECUTIVE

Executives hold office from April 15th of the year they are elected until June 15th of the following year. Afterwards they will be asked to participate in an advisory role to the new team until no later than August 15th.

WHAT IS THE TIME COMMITMENT OF AN EXECUTIVE?

Your time commitment will vary each week. During busy weeks (ex: UofA Pride Week) you will need to contribute the maximum number of hours associated with your role. During quieter weeks your only commitment will be to attend meetings and your office hours.

Candidate FAQ:

HOW DOES THE VOTING PROCESS WORK?

General members who register will vote for their 9 preferred candidates. The 9 candidates with the most votes will form the new executive board. The 9 elected executives will decide amongst themselves who takes what portfolio/role (i.e. President, VP Internal, etc).

HOW CAN I RUN?

You can declare your candidacy for a position on the OUTreach executive board at any point during the election period. You can do this by completing the online Google form found on our website.

DO I HAVE TO GIVE A SPEECH?

No! You simply need to submit a platform to be shown on the OUTreach website prior to voting. However, **it is recommended that you give a speech based on your platform if possible.** Speeches must be under 5 minutes during our elections meeting.