



University Students' Council of the University of Western Ontario
**STUDENT EVENTS PORTFOLIO:
TERMS OF REFERENCE**

EFFECTIVE: 12 March 2013 **SUPERSEDES:** 21 November 2012

AUTHORITY: Council **RATIFIED BY:** Executive Council
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Related Documents: General Responsibilities Commissioners and Coordinators **PAGE | 1 of 5**

1.00 CHARITY BALL COORDINATOR

1.01 Mandate:

- (1) Plan and execute the annual semi-formal event with proceeds going to a local charity.

1.02 Key Duties:

- (1) Select a local charity to be the recipient of donations raised by Charity Ball;
- (2) Be responsible for the selection, training, coordination and evaluation of the Charity Ball Committee and all volunteers involved in Charity Ball;
- (3) Organize the annual Charity Ball to occur no later than the second week of February;
- (4) Organize marketing events to help promote Charity Ball; and
- (5) Raise awareness and engage students in the work of the local charity selected.

2.00 CHARITY COORDINATOR

2.01 Mandate:

- (1) Oversee and implement the USC's philanthropic endeavours; excluding USC Formal.

2.02 Key Duties:

- (1) Oversee the planning and execution of annual charitable events as designated by the Vice-President Student Events;
- (2) Coordinate the activities of the USC and affiliated organizations during major charity events sponsored in whole, or in part, by the USC;



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- (3) Be responsible for the selection, training, coordination and evaluation of the Charity Committee and all volunteers involved in any charity events; and,
- (4) Work with the Charity Orientation Commissioner to organise and recruit student volunteers after Orientation Week.

3.00 FIRST-YEAR STUDENTS' COORDINATOR

3.01 Mandate:

- (1) Work in collaboration with the Department of Housing, Campus Recreation, residences' Vice-President Programming and the USC Homecoming Committee to plan and execute programming and encourage extra-curricular involvement of first-year students.

3.02 Key Duties:

- (1) Act as a liaison between residence and off-campus constituent programmers and the USC;
- (2) Maintain communication with all Residence Council Presidents and Vice-Presidents Programming;
- (3) Work in collaboration with campus groups to plan programming and events that are relevant to first-year students; and
- (4) Coordinate portfolio promotions with the Orientation Coordinator and Orientation Staff.

4.00 SPECIAL EVENTS COORDINATOR

4.01 Mandate:

- (1) To plan and execute USC major events throughout the year with the support of the Special Events committee

4.02 Organizational relationship:

- (1) Receives direct supervision from the Vice President Student Events; and,
- (2) Liaises with many fulltime USC staff, and the USC executive.

4.03 Key Duties:

- (1) Assist with all aspects of event planning and facilitation including pre- and post-needs, while providing on-site support at all events;



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- (2) Support the development, planning and execution of ad hoc student events and initiatives;
- (3) Liaise with affiliated student councils, student organizations and campus partners to identify opportunities for collaborations and event possibilities; and
- (4) Be responsible for the selection, training, coordination and evaluation of the Special Events and all volunteers involved in any charity events.

5.00 THEATRE WESTERN COORDINATOR

5.01 Mandate:

- (1) Plan and implement annual events which may include a theatre production, a musical production and the Purple Shorts Festival which create as many student involvement opportunities as possible within the portfolio.

5.02 Key Duties:

- (1) Select and chair a Theatre Western Committee:
- (2) Coordinate the selection of the theatre, musical and short plays for the year and act as the producer of the events if necessary;
- (3) Ensure, where possible, that the majority of on and off-stage roles are held by Western students; and,
- (4) Oversee all promotions for productions and programming throughout the year.

6.00 CHARITY ORIENTATION COMMISSIONER

6.01 Mandate:

- (1) Oversee the planning and execution of USC's annual Shinerama campaign for Cystic Fibrosis Research and the Terry Fox campaign for Cancer Research.

6.02 Key Duties:

- (1) Select and oversee the Team Charity in consultation with the Vice-President Student Events;
- (2) Develop a detailed programming proposal to be submitted to the Vice-President Student Events and the Orientation Coordinator by a date to be specified by the Orientation Planning Committee;



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- (3) Coordinate promotions and volunteer management for the USC Charity Portfolio during Orientation Week and throughout the school year; and,
- (4) Plan and execute required training for all committee members and Charity representatives.

7.00 COMMISSIONER-AT-LARGE STUDENT EVENTS

7.01 Supervisor: Vice-President Student Events

7.02 Honoraria: n/a

7.03 Duties:

- (1) Assist the Vice-President Events with research, execution of duties, implementation of projects, and provide assistance as required within the Student Events portfolio;
- (2) Report to the Vice-President Student Events on matters falling within this section and on any other matters of concern in the portfolio that are directed to her by the Vice-President Student Events;
- (3) For general administrative responsibilities, refer to Appendix A: General Commissioner and Coordinator Responsibilities (attached).

8.00 LEADERSHIP DEVELOPMENT COMMISSIONER

8.01 Mandate:

- (1) Actively seek to promote leadership opportunities to students on campus and the recognition of student leaders through the awards programs, while promoting volunteerism on campus and in the London community.

8.02 Key Duties:

- (1) Select and oversee the Student Awards Committee;
- (2) Coordinate the promotion and execution of student awards activities of the USC and USC organizations; and,
- (3) Assist in the planning of the annual USC/Alumni Awards Reception;
- (4) Be responsible for hosting the STEP seminars.
- (5) Liaise with Executive Officers to be aware of areas within the USC that are in need of volunteers;



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(6) Promote on and off-campus volunteer opportunities for students.

9.00 PUBLIC ARTS COMMISSIONER

9.01 Mandate:

(1) Organize and plan exhibits and events to showcase student art.

9.02 Key Duties;

(1) Oversee the selection of student art submissions for displays of visual arts, performance arts or other media; and,

(2) Plan and implement one or more annual art events/showcases.