**2021/22 BSA Executive Application - VP OUTREACH**

*Thank you for your interest, please read and submit the following application package (along with your resume) by June 8, 2021 (11:59 PM).*

Dear Applicant,

Thank you for taking the time to read and fill out this application to become a part of the Biology Students’ Association Executive team for the **2021/22 academic year** (term: July 1, 2021 to April 30, 2022)! This application is for the role of the **Vice President Outreach**. This application will be open from May 25, 2021 (12:00 am) until June 8, 2021 (11:59 pm). Multiple applications for different positions can be submitted if desired. Please submit your application(s), *along with your resume* to subasthika.thangadur@ucalgary.ca by the indicated deadline in order to be considered for the position.

This past year was exciting as there were many significant changes introduced to the BSA that improved the overall impact of the association. Not only did we adapt and evolve to meet the needs of online delivery, but we worked to constantly ensure that the BSA was serving the needs of the student body. Moving forwards, we hope to develop more innovative ways to engage with our department.

This year, we have created two *new* executive council positions- VP Outreach being one of them! This position is focused on creating and finding volunteer opportunities for the student body so that individuals can gain CCR hours through their BSA membership. For example, in the 2020/21 academic year, we collaborated with UCIDE to run the STEM Pals volunteer program. In the past, we have also partnered with Telus Spark and other organizations to provide volunteer opportunities. Ultimately, we hope to provide BSA members with exclusive opportunities to gain CCR hours and give back to the community!

Ideally, the candidate chosen should be available to commit for the Fall and Winter semester in the upcoming academic year. We look forward to reading your applications and welcoming you to the BSA team!

Best Regards,

Subasthika Thangadurai

President | Biology Students’ Association

University of Calgary

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**Responsibilities of the VP Outreach role:**

1. *Attend weekly (in Fall/Winter) or biweekly (in Spring/Summer) Executive Council meetings.* These meetings are held weekly and are attended by the executive team. The VP Outreach shall attend Executive Council meetings and be actively engaged.

2. *Attend monthly (in Fall/ Winter) BSA General meetings.* These meetings are held with the entire BSA team, composed of the executive team and the coordinators, to ensure that the team is updated on current affairs. The VP Outreach shall attend and be actively engaged in discussions.

3. *Attend monthly (in Fall/ Winter) BSA committee meetings.* These meetings are held with the executive BSA team and the Program representatives, as well as administrative members of the department to discuss departmental updates and feedback from the student body on the Biological Sciences programs. The VP Outreach shall attend these events and be actively engaged in discussions.

4. *Actively update other Executive members on plans and execution.* The VP Outreach shall keep organised notes to update the other members of the executive team on the marketing strategies used and what responsibilities fall on them through weekly meetings or being active on the WhatsApp group.

5. *Successfully develop a long-term volunteer program for BSA club members.* The VP Outreach shall design, create, and implement a long-term volunteer program for the biological sciences student body. This could be done through collaboration with other clubs and volunteer organizations. The purpose of this program is to offer students the opportunity to earn CCR hours through their BSA membership

6. *Facilitate and organize other short-term volunteer events throughout the academic year.* The VP Outreach shall find volunteer opportunities for BSA club members and collaborate with the VP Internal and VP Marketing to communicate these opportunities with BSA members through our weekly newsletters and social media platforms.

7. *Actively and Successfully communicate with the VP Events.* Communicating with the other VP Events (Social and Professional) is crucial to ensure that the events planned work harmoniously together and avoid budget issues and other problems. VP Outreach can also assist with BSA events by filling volunteer positions to aid with event set-up and planning.

**Requirements:** In order to apply to be an Executive with the BSA, you **must** be a current, undergraduate student enrolled in the Biological Sciences Department at the University of Calgary. You can be enrolled in any major in the department including Biochemistry, Biological Sciences, Cellular, Molecular & Microbial Biology, Ecology, Plant biology, or Zoology.

**Name of Applicant:**

**UCID:**

**UofC E-mail:**

**Major:**

**Year of Degree (2021-2022):**

***Please answer the following questions. You may write between 50-250 words per question.***

1. What interests you in being the VP Outreach with the Biology Students’ Association (BSA)?

2. Describe a previous leadership experience that you believe would make you a good candidate for the VP Outreach Role. Describe your role, what you achieved, and how you were an effective team member.

3. This role revolves around the creation and implementation of volunteer opportunities for BSA members, what are some ideas and strategies that you have for meeting this goal? What types of volunteer opportunities would you like to implement?

4. What are 3 important skills that you have that you think will make you a successful candidate for this position?

5. Being an Executive with BSA has required time commitments, as stated above. Your role may require 1-5 hours per week. Do you foresee this as a problem? How do you plan on successfully meeting the time requirements?

***Good luck and thank you for your application! Successful applicants will be contacted as soon as possible.***