



Executive Committee Support Position

Social Coordinator

6/6/06, 30/5/11

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Reports to: Vice President Activities
Student Association Executive Committee

Description: The Social Coordinator is responsible for the development, planning, promotion and delivery of Student Association–sponsored social events and activities, in collaboration with the Vice President Activities. The Social Coordinator is appointed by, reports to and seeks direction from the Student Association Executive Committee, specifically the Vice President Activities. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Executive Committee.

Key Responsibilities:

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. Ensure that Risk Management guidelines for Student Association events (i.e. on campus, off campus and those involving the service of alcohol) are being strictly adhered to, including the signing of waiver forms when required.
3. In conjunction with the SA Vice President Activities, organize and chair monthly Social Committee meetings (if a committee has been formed) and ensure that members have all necessary information to support decision making at this level.
4. Actively recruit volunteers to sit on the Social Committee and delegate responsibilities for the delivery of events and activities on campus to these volunteers as appropriate. Work with the committee to develop a comprehensive schedule of events and activities for the campus.
5. In consultation with the Vice President Activities, oversee the coordination of all event requirements to ensure high quality program offerings, including the booking of facilities, service providers and the negotiation and signing of contracts. Please note, contracts may only be signed by authorized SA signing authorities.
6. In conjunction with the Vice President Communications and/or Marketing Coordinator, effectively market and promote social events and activities on the campus, including the preparation and distribution of a monthly Student Events Calendar.
7. Actively encourage the development of new programming initiatives and seek frequent student feedback. This also includes liaising regularly with other campus Social Coordinators to negotiate shared events or to seek peer input on event ideas.
8. Solicit sponsorships, donations and/or participation from both the NSCC and local communities to support social events and activities.



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Reporting Relationship:

1. Meet regularly with the Vice President Activities to seek their direction and feedback on proposed projects and to ensure that programming efforts are effectively coordinated and efficiently planned.
2. Coordinate campus Student Association sponsored social events and activities and liaise with the Student Association and other NSCC departments to create opportunities for partnership.
3. Work with the Vice President Activities to administer, report, and reconcile the Student Association social budget, as approved by the Student Association Students' Council and in consultation with the Vice President Finance.
4. Provide end of semester activity report to the Vice President Activities and Student Life staff and attend both Student Association Students' Council and Executive Committee meetings as requested.
5. Maintain all records pertaining to events and activities, including financial reports and event planning and evaluation forms, and ensure that they are given to the Student Association Vice President Communications at the end of each semester.

Knowledge/Skills/Abilities/Requirements:

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player.
3. Computer literacy, including Microsoft excel, email and internet usage.
4. Good oral and written communication skill.
5. Good time management and organizational skills.
6. Event planning skills.
7. Strong volunteer management skills.
8. Adherence to the Social Committee Terms of Reference