

SSEF Membership Position Descriptions

As of September 22, 2016

Co-chair (2)

Oversees the running of the committee in its entirety. Preferably representation from Bannatyne and Ft. Garry campuses. Calls and chairs all meetings. Is the direct liaison with staff from various universities who have agreed to host our group and organizes all details of the campus visit. Acts as co-representative of the University of Manitoba along with the Director of Learning and Development while on exchange trips.

Fieldtrip/Daytrip coordinator (2)

Keeps budgets in mind when making arrangements for out of province trips. Arranges for contracts for transportation, air, accommodations.

Where budget is available, arranges for experiences within the local area that may be of interest. Typically a ½ day event. Coordinates all arrangements, advertises event and tracks RSVPs. Collects extra fees from participants where necessary.

Assists with all aspects of the exchange trip while attending the exchange trip.

Information Provider (1)

Manages and updates the SSEF web pages. Assists with advertising and promoting of SSEF offerings. Assists with all aspects of the exchange trip while attending the exchange trip.

Treasurer and Awards (1)

Monitors the budget throughout the year. Advises committee on finances available for awards, day trips, and exchange trips. Prepares all financial obligations and procedures for the committee.

Keeping budget in mind, prepares and circulates information regarding Awards offerings, collects applications and prepares submissions for committee discussion/vote. Communicates with successful candidates and arranges for reimbursements through the SSEF FOP. Assists with all aspects of the exchange trip while attending the exchange trip.

Membership (1)

Annually (usually in January/February) prepares applications and promotes the committee to the support staff of Bannatyne and Ft. Garry campuses at the U of MB and encourages participation on the committee for April 1st start date. Collates the applications and disseminates the information to the committee for review and vote.

Communicates with all applicants as to status of their applications. Arrange with the successful candidate(s) to attend next meeting, giving them necessary information on what to expect, etc. Assists with all aspects of the exchange trip while attending the exchange trip.

Secretary (1)

Takes, prepares and disseminates minutes in a timely fashion. Assists with all aspects of the exchange trip while attending the exchange trip.

Member at Large (2)

Assists with assigned tasks to support other chairs in their roles. Encouraged to volunteer to assist where a desire and need is evident. Usually a position held within the first year, so as to provide a good base and understanding of the committee, and to prepare for a future chair role. Assists with all aspects of the exchange trip while attending the exchange trip.