



Vice President - Recruitment Portfolio

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Welcome!

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March 9, 2013

Dear Vice-President-Recruitment-to-be:

This is absolutely the best position for you to let your passion for interdisciplinary collaboration shine through.

VP Recruitment is a new role added onto the HSSA council, here are the reasons why it's an important role:

- Management of student volunteers is an essential part of this profile, and is important in running successful events at HSSA. Organization and delegation of information to multiple individuals (10+) is a requirement in this position. To balance a dynamic number of volunteers with quality of volunteer involvement is important.

Because the portfolio for this position is not entirely developed, please feel free to identify opportunities in which you feel it can be expanded. Like most things in life, this position will be as successful or as unsuccessful as you choose to make it, and we really encourage you to make the most of it as possible.

We wish you all the best, and feel free to contact us with questions or concerns.

Sincerely,

HSSA Executives (HSSA@ualberta.ca)

Roles and Duties

1. Recruitment and management of volunteers throughout the year
2. Responsible for all volunteer-related activities
 - a. Schedule any tabling required
 - b. Postering
 - c. Whiteboard messages
 - d. Classroom announcements
 - e. Event-related volunteer management (set-up, facilitation, post-event)
 - f. Promotions of events through volunteers
 - g. Ticket sales
 - h. Volunteer's social media involvement
3. Keep track of all volunteer hours and volunteer numbers
4. Hold a minimum of 1 volunteer meeting at least once every month to update and engage volunteers
5. Work closely alongside the VP Social, VP Academic and VP Marketing in organizing events
6. Promoting HSSA through volunteer involvement
7. Aiding engaged volunteers in building leadership skills