



UNIVERSITY of TORONTO

**Innis College Office of Student Life
Programming Committee Head Application**

111 St. George Street, Toronto, ON M5S 2E8

Website: www.innislife.utoronto.ca

Phone: (416) 978-2512 Fax: (416) 971-2464

E-mail: studentlife.innis@utoronto.ca

The Innis College Office of Student Life is now accepting applications for Programming Committee Heads for the 2014-2015 academic year. In order to apply, students must meet the following minimum requirements for application. Applicants must be:

- An upper student (going into second year and above) in the Faculty of Arts & Science or the Faculty of Applied Science and Engineering or Faculty of Architecture
- Returning as a full-time student in 2014 - 2015
- In good academic and financial standing as of May 31, 2014 (e.g. not on academic probation or in financial arrears)

Please note that the above are only the minimum requirements for applications are evaluated on a qualitative basis according to a large number of factors, **particularly the applicant's contributions to the Residence, College or University community in the past year. These positions are open to both commuter students and residents.**

All applications must be complete and submitted to the Office of Student Life by the published deadline. Incomplete and late applications will not be considered. **Applications for Programming Committee Heads for 2014 – 2015 are due:**

**Monday, March 17, 2014
4:00 PM
Office of Student Life
111 St. George St. Toronto, ON M5S 2E8
Attention: Tim Worgan, Dean of Students & Residence**

Application Process

Please include responses to the following questions along with your application:

- What makes you interested in this position and why?
- What past experience do you have which will help you as a Programming Committee Head?
- How will you use your past experiences to create a positive and meaningful impact on the committee as a whole?

Note that responses to the questions below should be limited to one page total. In an effort to reduce waste and save paper we ask that you please print on both sides of the sheet (one side with the application form below and the other with your answers). For more information on Student Life programming at Innis please visit www.innislife.utoronto.ca

Programming Committee Heads

In general, a Programming Committee Head is responsible for the planning, development and delivery of all activities within a defined thematic programming portfolio under the Office of Student Life at Innis College. Additionally the Committee Head is also responsible for a portfolio committee which consists of fellow peers who are like minded and interested in active and passive program development within the portfolio.

Committee Heads will report directly to the Assistant Dean, Student Life (ADSL) and will be provided with a budget for the academic year. Committee Heads will meet with the ADSL regularly to report on planned activities to ensure that they align with the mission, vision and values of the Office of Student Life and for budgetary approval. Furthermore Committee Heads may also receive additional support and guidance from the Programming Don who will help in facilitating and coordinating planned events.

In summary the positional duties include but are not limited to:

- Planning at least one active program a semester as directed by the Office of Student Life and in conjunction with the portfolio committee;
- Planning at least one passive program a semester in conjunction with the portfolio committee;
- Attend all IRC full council meetings to deliver a report / update on all planned activities;
- Meet with the Programming Don bi-weekly or as needed;
- Establish and chair regular portfolio committee meetings;
- Meet with the ADSL to ensure planned activities are strategically aligned and are on budget;
- Keeping record of committee members participation;
- Attend the April IN2U: *Transition to Leadership* Workshop;
- Attend the late- August IN2U: *Student Leader Day*;
- Additional duties as required.

The Committee Head role is crucial in the success of Student Life programming at Innis College.

If at any time the Committee Head has any questions or concerns related to their role, they should speak to the Dean of Students and Residence immediately.



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Personal Information

 Last Name

 First Name

 Student Number

 E-mail (*utoronto email address*)

1 Academic Information

 Year of study

 Program of study

2 Application

Which programming portfolio(s) do you wish to be considered for the position of Committee Head:

Leadership Programming

- Leadership
- Mentorship
- Skills 4 Success
- International

Life-Skills Programming

- Arts & Culture
- Spirituality & Diversity
- Health & Wellness
- Food & Nutrition

Application Checklist

- Completed cover sheet (this page)
- Answers to questions from page 1

 Signature of Applicant

 Date