



## **NSSSA Cabinet/Committee Application Form 2017-2018**

Applications are due no later than July 3rd, 2017

### Job Descriptions

#### **Welcoming Co-Chair (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be in high school 2017-2018 school year\*

- To send out a packing list for conference(s) and create a welcoming activity.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

#### **Public Relations (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be in high school 2017-2018 school year\*

- To promote all things conference or regional event related.
- To reach out to businesses for sponsors and donations and make the delegate manual.
- To use all aspects of regional social media.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

#### **Skillbuilding Co-Chairs (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be in high school 2017-2018 school year\*

- To create a Skillbuilding Manual and select Skillbuilders.
- To assist the 3-tions in the making of the Skillbuilding groups.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

#### **3-tions (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be in high school 2017-2018 school year\*

- To create all registration forms as well as create and maintain the conference database.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

#### **WENDY (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be in high school 2017-2018 school year\*

- To emcee the talent show and create a talent show form.
- To learn/perform cheers to perform at the conference.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.



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### **Head School Representative (Regional Cabinet)**

*\*Must be in high school 2017-2018 school year\**

- To select a team of school reps and be in constant contact with them regarding creating a presentation for the schools in their respective region.
- To help promote conferences and events with the PR(s) through their presentations.
- To communicate and liaise with the Head School Rep Coordinator.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

### **Secretary (Regional Cabinet, Conference Committee, Inclusion Committee)**

*\*Must be in high school 2017-2018 school year\**

- To take minutes at every Cabinet/Committee meeting, and order any spirit wear the cabinet/committee may be interested in ordering.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

*\*This position is currently vacant on the Provincial Cabinet, please contact [nsssapresidnet@gmail.com](mailto:nsssapresidnet@gmail.com) for more information, or to submit an application\**

### **Food Chair (Sou West, Valley, Chignecto)**

*\*Must be in high school 2017-2018 school year\**

- To find donations for food supply at conference.
- To be aware of any dietary concerns and find someone to prepare meals and/or to cater.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.
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### **Communications (Inclusion Committee)**

*\*Must be in high school 2017-2018 school year\**

- To contact all Nova Scotian Schools promoting inclusion and committee events.
- To attend all committee events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

### **Delegate Assistant Chair (Inclusion Committee)**

*\*Must be in high school 2017-2018 school year\**

- To create the Delegate Assistant applications and select and pair Delegate Assistants.
- To Create the Delegate Assistant manual.
- To plan training retreat for the Delegate Assistants along with the Skillbuilding Chair.
- To attend all committee events, conferences and meetings.



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- To perform any other duties assigned by the committee/cabinet chairs.

### **Head Chaperones (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be 19 years of age and have attended an NSSSA conference\*

- To select a team of chaperones for any regional event or conference.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

### **Head Logistics (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be 18 years of age and have attended an NSSSA conference\*

- To select a team of logistics for any regional event or conference.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

### **Head First Aid (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be 19 years of age and have at least Standard First Aid with CPR Level C\*

- Must have proper first aid training.
- To be aware of any medical concerns of those in attendance.
- To select a team of first aids for any regional event or conference.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

### **Head Mental Health First Aid (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be 19 years of age and have at least Standard Mental Health First Aid training\*

- Must have proper mental health first aid training.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the committee/cabinet chairs.

### **Advisor (Regional Cabinet, Conference Committee, Inclusion Committee)**

\*Must be 19 years of age with relevant committee/cabinet experience\*

- To assist and guide the Cabinet with anything they may need, and must help find advisors for conference.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the Cabinet/Committee chair.



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Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: (Sept, 2017) \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

Region: CB-V \_\_\_ Strait \_\_\_ Chignecto \_\_\_ Metro \_\_\_ Valley \_\_\_ Sou'West \_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attached to this form is a description of each position. Not all cabinets/committees offer all positions. You may apply to sit on more than one cabinet/committee.

Please list your cabinet/committee position preferences below.

### Regional Cabinet

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### Conference Committee

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### Inclusion Committee

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### Questions

**Please answer the following questions on a separate sheet (Times New Roman 12)**

1. List all NSSSA conferences you have attended, and in what capacity. (ex: skill builder, delegate, logistic.)
2. What other commitments (clubs, sports, arts) do you hold for the 2017-2018 school year?
3. Why do you want to take on a larger role in the NSSSA?
4. How would you excel in the position that you have applied for, and do you have previous experience in a similar role? \*If you are applying for the position of Welcoming Co-Chair or Wendy, please answer this question via video and attach it to your email.
5. Do you consider yourself a leader and why?
6. List any previous experiences you have working/volunteering in areas on inclusion (Inclusion Committee only)



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Although the NSSSA does not require a level of academic achievement, we are a school-based organization that depends on the support of your administration and advisors. Do you feel that your academics will inhibit your ability to function on a Regional Cabinet?

Yes \_\_\_\_ No \_\_\_\_ Unsure \_\_\_\_

Being a member of a Cabinet/Committee is a large commitment and may involve large travel expectations depending on where you reside. Do you have means of transportation to attend weekly/bi-weekly meetings/monthly meetings?

Yes \_\_\_\_ No \_\_\_\_ Unsure \_\_\_\_

There is an annual mandatory retreat held for all members of NSSSA Cabinets, and Committees. Retreat will be taking place the 22nd and 23rd of July, at St. FX University, and is essential to success in your position.

**Please attach your most current resume.**

**Email this completed application form to your respective Committee/Cabinet Chair by July 3rd, 2017.**

**CVB: matthewmac04@gmail.com & npenman13@gmail.com**

**Chignecto: ectrottier@gmail.com & madison.tennant17@gmail.com**

**Metro: hewlinhannah@gmail.com & codymjcampbell@gmail.com**

**Strait: averymacdon14@gmail.com & sara.murrin@gmail.com**

**Sou'West: amberkjelfs@gmail.com & courtmmahar@gmail.com**

**Valley: nsssapresident@gmail.com**

**Inclusion Committee: taryn.hanrahan003@gmail.com & emily.saulnier13@gmail.com**

**Conference Committee: katelynlibbus@gmail.com & 05patrick.wallace@gmail.com**