



NSSSA PC Application Form 2019-2020
Applications are due no later than June 14th, 2019

Job Descriptions

Provincial Conference Co-Chairs (2)

- To establish a Provincial Conference Committee to organize the annual Provincial Student Leadership Conference.
- To co-chair and organize the agenda for all meetings of the Provincial Conference Committee.
- To attend all Provincial Cabinet meetings as a representative for Provincial Conference Committee.
- To appoint any new members or create new positions to the Provincial Conference Committee
- To perform any other duties as assigned by the Provincial Cabinet.

Inclusion Conference Co-Chairs (2)

- To establish an Inclusion Conference Committee to organize a Provincial Student Leadership Conference for students with special needs.
- To chair and organize the agenda for all meetings of the Inclusion Conference Committee
- To attend all Provincial Cabinet meetings as a representative for Provincial Inclusion Committee.
- To appoint any new members or create new positions to the Provincial Inclusion Committee.
- To perform any other duties as assigned by the Provincial Cabinet.

Secretary

- Is responsible for keeping accurate Minutes of all Provincial Cabinet meetings in a manner that is consistent & clear.
- Is responsible for distributing the Minutes to all Provincial Cabinet members for review prior to the proceeding meeting.
- Is responsible for ensuring the approved Minutes are posted on the official NSSSA website for all members to view.
- To communicate with all Provincial Cabinet members and assist with other duties when necessary.
- To attend all Provincial Cabinet meetings.
- To perform any other duties as assigned by the Provincial Cabinet.



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Junior Treasurer

This position will work with current NSSSA Junior Treasurer, Maggie White (wmm208779@gnspec.ca), with the intention that they will continue the position the following year to work with another incoming treasurer.

- To create an annual budget for PC based on available and projected revenues.
- Is responsible for tracking & recording all expenditures and revenues of the organization.
- To attend all Provincial Cabinet meetings and present monthly financial updates to the Provincial Cabinet.
- To perform any other duties as assigned by the Provincial Cabinet.

Media Relations

- To promote the NSSSA Provincial Cabinet through various media (Press Releases, Television, Radio, Social Media).
- To promote all NSSSA events and conferences through various media.
- To produce and distribute a monthly newsletter detailing all current information relating to the NSSSA Provincial Cabinet.
- To attend all Provincial Cabinet meetings.
- To perform any other duties as assigned by the Provincial Cabinet.

Gala Co-Chairs (2)

- To plan, coordinate, and carry out an annual gala to recognize members of the NSSSA.
- To work closely with the Alumni Association to form a combined Gala committee
- To attend all Provincial Cabinet meetings.
- To perform any other duties as assigned by the Provincial Cabinet.

Head School Rep Coordinator

- To act as a liaison between the Head School Reps of each region, and the Conference/Inclusion Committees.
- To ensure uniformity in how the organization is presented to schools and in how we communicate with schools.
- To attend all Provincial Cabinet meetings.
- To perform any other duties as assigned by the Provincial Cabinet.



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Webmaster

- To maintain the online integrity of the NSSSA by updating and maintaining the NSSSA official website.
- To provide an official set of instructions regarding the publication of content on the NSSSA official website to all Cabinet and Committee members of the NSSSA by September 1 of each year.
- To attend all Provincial Cabinet meetings.
- To perform any other duties as assigned by the Provincial Cabinet.

Name: _____ (print) Home Phone: (____) ____ - ____
Cell: (____) ____ - ____ Email: _____

Mailing Address: _____

Town/City: _____ Postal Code: _____ Birthday: _____ (YYYY/DD/MM)

School: (in Sept, 2019) _____ Grade: _____

Provincial Cabinet Positions:

Please number in order of preference the positions that you wish to apply for:

___ Provincial Conference Committee Co-Chair (must have been in high school 2018-2019)

___ Inclusion Committee Co-Chair (must have been in high school 2018-2019)

___ Secretary (must be in high school in 2019-2020)

___ Jr. Treasurer (must be in grade 10 or 11 in 2019-2020)

___ Media Relations (must be in high school in 2019-2020)

___ Gala Co-Chair (2) (must be NSSSA Alumni in 2019-2020)

___ Head School Rep Coordinator (must have been in high school 2018-2019)

___ Provincial Advisor (must be over 21 & have experience dealing with schools)

___ Webmaster (must be NSSSA Alumni in 2019-2020)



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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 PC?

Yes ___ No ___ Unsure ___

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

Yes ___ No ___ Unsure ___

There is an annual mandatory retreat held for all members of NSSSA Cabinets and Committees. This retreat will be taking place in August. Please include any conflicts you may have.

Please answer the following questions below on a separate sheet:

1. List all past NSSSA experience

- a) Cabinet & Committee positions held.
- b) Conferences attended.
- c) Have you served as a Skillbuilder? Where?

2. What have you gained from the NSSSA positions you have had in the past (i.e. delegate, Regional Cabinet member)?

3. List any other leadership roles that you have held outside of the NSSSA and how they would contribute to the above roles you are applying for.

4. Why have you applied for this position? What experience, skills and ideas would you bring to this position that would make the position better? Answer separately for each if more than one.

- Please attach a **current resume**.
- Please include contact information (name, email, phone number, position) for a reference that will be able to speak to your character and overall leadership skills (*Please do not include family members or friends as references*).
- Please also attach a picture of you for identification purposes.
- **Forms without these components will be considered incomplete.**

If you have any questions or concerns please do not hesitate to contact NSSSA President, Abby Fraser.



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The DEADLINE for applications is Friday June 14th, 2019.

Please mail completed forms to:
NSSSA President, PO Box 8662, Hfx.C.S.C Halifax, NS B3K 5M4

OR

Email your form to:
nsssapresident@gmail.com

Make sure you scan and include all necessary documents before emailing.