



## **NSSSA Cabinet/Committee Application Form 2019-2020**

Applications are due no later than July 5th, 2019

### Job Descriptions

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

\*Must be in high school 2019-2020 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 2019-2020 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 2019-2020 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 2019-2020 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 2019-2020 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 2019-2020 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 2019-2020 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.

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

\*Must be in high school 2019-2020 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 2019-2020 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 2019-2020 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.
- To perform any other duties assigned by the committee/cabinet chairs.



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### **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, 2019) \_\_\_\_\_ 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**

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 2019-2020 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 during the month of August at a date yet to be determined and is essential to success in your position. Please specify any weekends you will be unavailable.**

**Please attach your most current resume.**

**Email this completed application form to your respective Committee/Cabinet Chairs by July 5th, 2019.**

**CBV: reyahanspal@gmail.com & gracecampbell1002@gmail.com**

**Chignecto: kelseyhann@hotmail.com**

**Metro: younamcgowan@gmail.com & alexmtorrealba@gmail.com**

**Strait: tessapelrine2363@gmail.com & maceachern001@gmail.com**

**Sou'West: jaydecorkum4@gmail.com**

**Valley: nsssapresident@gmail.com**

**Inclusion Committee: nsssapresident@gmail.com**

**Conference Committee: nsssapresident@gmail.com**