



### **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 the Provincial Conference Committee.
- To appoint any new members or create new positions in the Provincial Conference 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.

#### **Junior Treasurer**

*This position will work with the current NSSSA Senior Treasurer, William Delorey (William.Delorey@nsssa.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 PCs based on available and projected revenues.
- Is responsible for tracking & recording all expenditures and revenues of the organization.
- 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, and 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.

**Skill Building Co-Chair Coordinator**

- To act as a liaison between the Skill Building Co-Chairs of each region, and the Conference Committee
- To ensure uniformity in how skill building is run at events, and in how we train skill builders.
- To attend all Provincial Cabinet meetings.
- To perform any other duties as assigned by the Provincial Cabinet.

**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.

**NSSSA PC Application**  
*Applications are due no*



**Form 2024-2025**  
*later than July 1<sup>st</sup>, 2024.*

**Application Form**

Name: \_\_\_\_\_ (First and Last Printed)

Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Birthdate: \_\_\_\_\_ (YYYY/DD/MM)

School in September 2024: \_\_\_\_\_ Grade: \_\_\_\_\_

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Provincial Cabinet Positions

*Please number in order of preference the positions you would like to apply for:*

Provincial Conference Committee Co-Chair (must have been in High School between 2023-2024): \_\_\_\_

Secretary (Must be in High School 2024-2025): \_\_\_\_

Jr Treasurer (Must be in grade 10 or 11 in 2024-2025): \_\_\_\_

Media Relations (Must be in high school in 2024-2025): \_\_\_\_

Gala Co-Chair(2) (Must be NSSSA Alumni in 2024-2025): \_\_\_\_

Skill Building Co-Chair Coordinator (Must be NSSSA Alumni in 2024-2025): \_\_\_\_

Webmaster (Must be NSSSA Alumni in 2024-2025): \_\_\_\_

Provincial Cabinet Advisor (Must be NSSSA Alumni in 2024-2025): \_\_\_\_

Conference Committee Advisor (Must be NSSSA Alumni in 2024-2025): \_\_\_\_

Although the NSSSA does not require academic achievement, we are a school-based organization that depends on your administrator's and advisors' support. 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 that may require large travel expectations depending on where you reside. Do you have means of transportation to attend monthly meetings?

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

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

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**Please answer the following questions below on a separate sheet:**

**NSSSA PC Application**  
*Applications are due no*



**Form 2024-2025**  
*later than July 1<sup>st</sup>, 2024.*

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 held in the past (i.e delegate, regional cabinet member)?
3. List any other leadership roles 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, ideas and skills would you bring to this position to 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 attach a photo 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.

***Applications are due no later than July 1<sup>st</sup>, 2024.***

Please mail completed forms to: NSSSA, 31 MacLellan St, Antigonish B2G 1V6

**OR**

Email your form to:

Marguerite.Sherlock@nsssa.ca

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