

NSSSA Cabinet/Committee Application Form



2024-2025

Applications are due no later than July 1st, 2024

Job Descriptions

Welcoming Co-Chair (Regional Cabinet, Conference Committee) *Must be in high school 2024-2025 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) *Must be in high school 2024-2025 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) *Must be in high school 2024-2025 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) *Must be in high school 2024-2025 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.

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WENDY (Regional Cabinet, Conference Committee) *Must be in high school 2024-2025 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

Head School Representative (Regional Cabinet) *Must be in high school 2024-2025 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) *Must be in high school 2024-2025 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.

Head Night Logistics (Regional Cabinet, Conference 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 Day Logistics (Regional Cabinet, Conference 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.

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Head First Aid (Regional Cabinet, Conference 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) *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) *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 conferences.
- To attend all regional events, conferences and meetings.
- To perform any other duties assigned by the Cabinet/Committee chair

Adult Chaperone Co-ordinator (Conference Committee) *Must be 19 years of age and have attended an NSSSA conference*

- To act as liaison between Adult Chaperones and Conference Committee before and during Conference
- To organize and run the Orientation and Meet & Greet for ACs on the first night of Conference (including contacting and inviting StFX staff)
- To contact keynote speakers in order to organize sessions with ACs
- To assist SLANS to offer PD sessions at Conference
- To create and send to ACs the Welcoming email with the packing list, the itinerary for ACs, the map of campus, etc.
- To assist CC Advisors with ensuring the 12:1 delegate to AC ratio

Lead Adult Chaperone (Conference Committee) *Must be 19 years of age and have attended an NSSSA conference*

- To greet Adult Chaperones when they arrive at Conference
- To provide new ACs with advice to help navigate Conference
- To act as a liaison between ACs and CC during Conference
- To assist ACs in meeting their delegates at Conference

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Name: _____ Phone Number: _____ Cell: _____ Mailing
Address: _____ E-mail address: _____
Date of Birth: _____ School: (Sept, 2024) _____ 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) _____

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 2024-2025 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. Based off of a potential conference theme that you like, what is a fun accessory Dawn (the Provincial Advisor) could wear on her head based off of the conference theme?
7. List any previous experiences you have working/volunteering in areas on

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 between August 1st-14th. Please specify any weekends you are unavailable.

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Please attach your most current resume.

**Email this completed application form to
your respective Committee/Cabinet Chairs by
Monday, July 1st, 2024.**

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

If sending by email, please send your application as a PDF file or Document file rather than an image.

CBV: Murdock.Smith@nsssa.ca & Kennedy.Vickers@nsssa.ca

Chignecto: Leah.Brunton@nsssa.ca

Metro: Darby.Gibbon@nsssa.ca & Erin.MacNeil@nsssa.ca

Strait: Zoev.Gallant@nsssa.ca & Tom.Kuzyk@nsssa.ca

Sou'west/Valley: Jackie.Kucharski@nsssa.ca

Conference Committee: Marguerite.Sherlock@nsssa.ca