

NSSSA Regional Cabinet/Conference Committee Application Package



2026-2027

*Application packages are due no later than July 1st, 2026
Please read and complete all pages of this application package.*

Hello!

My name is Coco Kucharski and I'm your incoming NSSSA President for the 2026-2027 year.

First of all, congratulations on taking the next step in your NSSSA journey! You should already be so proud of yourself for taking the initiative to apply for a position within this organization.

I am very excited to work with you all as we continue to grow and strengthen the NSSSA while having plenty of fun along the way. Thank you for your interest, and best of luck with your application!

Yours in leadership,

Coco Kucharski

Included in this package

- Application form
- Application questions
- Position descriptions
- Contact information

Application Form

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Name: _____ Phone number: _____
Mailing address: _____ Email: _____
Date of birth: ____/____/____ Gender identity: _____
School (Sept, 2026): _____ Grade: _____
Home Region: CB-V ____ Strait ____ Chignecto ____ Metro ____ Sou'West ____ Valley ____

Please provide the names and contact information for two people who can speak about your character, work ethic, or abilities (such as a teacher, coach, or supervisor).

Name: _____ Relationship to you: _____
Phone number: _____ Email: _____

Name: _____ Relationship to you: _____
Phone number: _____ Email: _____

You may apply to sit on more than one cabinet/committee. Please complete a separate form for each cabinet/committee you'd like to apply for.

Cabinet/committee for which you are applying with this form:

CB-V ____ Strait ____ Chignecto ____ Metro ____ Sou'West ____ Valley ____
Conference Committee (CC) ____

Attached to this form is a description of each position. Not all cabinets/committees offer all positions. Please list your cabinet/committee position preferences below.

- 1. _____
- 2. _____
- 3. _____

Applicant's Signature: _____ Date: ____/____/____

Application Questions

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Please answer the following questions on a separate sheet.

4. List all NSSSA conferences you have attended, and in what capacity. (ex: skill-builder, delegate, cabinet member, etc.)
5. What other commitments (clubs, sports, arts) do you hold for the 2026-2027 school year?
6. Why do you want to take on a larger role in the NSSSA?
7. How would you excel in the position 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.
8. Do you consider yourself to be a leader, why or why not?
9. Based off a potential conference theme that you like, what is a fun accessory Shawn Brunt (one of the Provincial Advisors) could wear on his head to fit the theme?
10. List any previous experiences you have working/volunteering that you feel are relevant for this application. If you'd like, you can attach a resume for this question.
11. The main method of communication amongst cabinets and committees is through Microsoft Outlook and Teams. Do you have reliable access to technology (phone, tablet, computer) and internet connection that would allow you to regularly check these channels?
12. 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 necessary meetings, events, or conferences?
13. There is an annual mandatory retreat held for all members of NSSSA cabinets and committees. This year's retreat will be taking place on August 8-9th, 2026. Will you be available to attend this year's retreat?

Position Descriptions (RC/CC)

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The following positions are only open to applicants who will be in high school for the 2026-2027 school year:

Welcoming Co-Chair

Available on: Regional Cabinet, Conference Committee

- To send out a welcoming email for conference(s) and create a welcoming activity.
- To help plan and execute an opening night/late nighter activity.
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Public Relations

Available on: Regional Cabinet, Conference Committee

- To promote all events and conferences hosted by their cabinet/committee.
- To seek sponsorships and donations from various businesses and institutions.
- To help plan and organize how-to sessions, opportunities fairs, etc. as directed by their cabinet/committee chairs.
- To create the delegate manual and put together the delegate bags for conference(s).
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Skillbuilding Co-Chair

Available on: Regional Cabinet, Conference Committee

- To create a skillbuilding manual for conference(s).
- To select skillbuilders and create skillbuilding groups for conference(s).
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

3-tion

Available on: Regional Cabinet, Conference Committee

- To create all registrations forms for events and conferences held by their cabinet/committee.

- To maintain the conference(s) database accurately with respect for others' privacy.
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

WENDY

Available on: Regional Cabinet, Conference Committee

- To plan and host the talent show, including creating a sign-up form, verifying acts, and emceeing.
- To plan and host EPIC, including creating stations/roadblocks, writing and performing a skit, and preparing a prize.
- To lead cheers and chants at conference(s).
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Head School Representative

Available on: Regional Cabinet

- To engage in constant outreach with schools through school representatives.
- To help create school presentations to promote conference(s) and NSSSA.
- To communicate with administrators and teachers to promote conference(s) and NSSSA.
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Secretary

Available on: Regional Cabinet, Conference Committee

- To take minutes at every cabinet/committee meeting and distribute to cabinet/committee members promptly after a meeting has taken place.
- To order any spirit wear for the cabinet/committee.
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

The following positions must be held by someone who has graduated high school and has attended an NSSSA conference, and who has a valid CRC/VSC:

Advisor

Available on: Regional Cabinet, Conference Committee

- To work closely with the Regional Co-Premiers or Conference Committee Chairs.
- To assist and guide the cabinet/committee with anything they may need.
- To help find adult volunteers for the conference(s).
- To work with the finance team when signing any contracts or financial agreements on behalf of NSSSA.
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Head Physical First Aid

Available on: Regional Cabinet, Conference Committee

*Must have at least Standard First Aid with CPR Level C

- To be aware of any medical concerns of those in attendance at conference(s).
- To select and coordinate a team of physical first aid volunteers for conference(s).
- To verify CRC/VSC documentations for all physical first aid volunteers.
- To ensure a well-equipped first aid bag will be available at conference(s).
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Head Mental Health First Aid

Available on: Regional Cabinet, Conference Committee

*Must have at least Standard Mental Health First Aid training

- To select and coordinate a team of mental health first aid volunteers for conference(s).
- To verify CRC/VSC documentations for all mental health first aid volunteers.
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Head Day Logistics

Available on: Regional Cabinet, Conference Committee

- To select and coordinate a team of day logistics volunteers for conference(s).
- To verify CRC/VSC documentations for all day logistics volunteers.

- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Head Night Logistics

Available on: Regional Cabinet, Conference Committee

*Must be at least 19 years of age

- To select and coordinate a team of night logistics (aged 19+) volunteers for conference(s).
- To verify CRC/VSC documentations for all night logistics volunteers.
- To attend all meetings, events and conferences hosted by their cabinet/committee.
- To perform any other duties assigned by their cabinet/committee chairs.

Contact Information

*Application packages are due no later than July 1st, 2026
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Please ensure you have completed and/or included each of the following before submitting your application package:

- Application form
- Application questions
- Most current resume

Submitted packages that do not include each of the above will be marked incomplete and will not be considered for application.

Applications are due no later than July 1st, 2026.

Submit your completed package via email to the respective contact below. Please send your application as a PDF or Document file rather than an image.

- CB-V
 - olivia.smith@nsssa.ca & kathleen.macaulay@nsssa.ca
- Chignecto
 - leona.recto@nsssa.ca & willow.maclean@nsssa.ca
- Metro
 - keira.antle@nsssa.ca & aryana.schaefer@nsssa.ca
- Strait
 - taylor.boudreau-richards@nsssa.ca & maddie.tate-beaver@nsssa.ca
- Sou'West/Valley
 - rylee.friel@nsssa.ca & amelia.montgomery@nsssa.ca
- Conference Committee
 - coco.kucharski@nsssa.ca
- Provincial Cabinet/PC Committees (Internal Operations; Accessibility; Training, Development & Outreach)
 - coco.kucharski@nsssa.ca