

UTSC Music Society
Executive Position Application Form



Name		
Email		
Phone Number		
Academic Program		
Year of Study		
Tell us about your musical history!		
Do you have any prior experience as an executive of a student group? If so, please provide details about your experience in these positions.		
<p>Which UMS executive position are you applying for?</p> <p><i>*Please read below for additional requirements</i></p>	<p>Administration</p> <p><input type="radio"/> President*</p> <p><input type="radio"/> Vice President*</p> <p><input type="radio"/> Secretary</p> <p><input type="radio"/> Treasurer</p>	<p>Marketing</p> <p><input type="radio"/> Marketing</p> <p>Events</p> <p><input type="radio"/> Events Coordinator (4 positions avail.)</p>
How many hours a week do you anticipate being able to devote to UMS activities?		

<p>For each position you are applying for, please state what skills and experiences you possess that make you a suitable candidate for this position?</p>	
<p>If you were previously part of UMS, please state your position as well as three events, activities, or tasks you completed as an executive. If not, leave this section blank.</p>	<p>Position:</p> <p>Events/Activities/Tasks:</p> <ol style="list-style-type: none"> 1. 2. 3.

Please email your **resume** and **completed form** to info@utscmusic.com by **5 PM on Monday March 21**, with subject title *Executive Application*

*** *Additional Requirements:*** The ***Vice-President position*** is only available to those who have been an executive of UMS for a minimum of ***one year***. The ***President position*** is only available to those who have been an executive of UMS for a minimum of ***two years***.

Executive Position Descriptions

President

- Responsible for overseeing general club operations
- Official spokesperson for the club
- Lead organizer for the club's larger initiatives (e.g. creation of new ensembles)
- Maintains communication with the ensemble leaders
- Ensures that the club is functioning in a manner consistent with the club's values and constitution
- Direction, development and promotion of the overall objectives and goals of the club
- Design posters, facebook banners, tv banners, and brochures for UMS events and initiatives

Vice President

- Maintain documentation of the club's operations throughout the year
- Oversees club and ensemble recruitment
- Management of club email
- Coordinates merchandise sales (both semesters)

Secretary

- Initiates communication via email with new club members
- Records minutes during executive and general meetings
- Assists Vice President to maintain documentation of the club's operations throughout the year
- Assists Vice President to strategize new ways to recruit members for UMS, and reach all the musicians on campus

Treasurer

- Completes funding applications for events and initiatives
- Maintains record of financial transactions
- Signing officer on the UMS bank account
- Assists in organization of our major fundraising projects (merchandise sales and singing telegrams)

Marketing

- Strategizes new ways to recruit members for UMS, and reach all the musicians on campus
- Networks with other club leaders and community groups to look for opportunities for collaboration
- Contacts advertising services (on- and off-campus) to promote UMS initiatives
- Maintains the club's online presence by regularly updating our facebook and twitter pages, and the UMS website

Events Coordinator (x4)

- Organizes on-campus events that provide members with opportunities for performance
- Organizes off-campus performance trips to see professional musicians (TSO, musicals, etc.)
- Organizes social events for our members (movie nights, end-of-term socials)