

Commitment Level:

Positions will start from May 24 until September when FroshOne takes place.
Time commitment is 10+ hours a week (lots of planning in a short period of time).
Weekly meetings should be held amongst the organizing committee.

FroshOne Chair

- Manage and oversee the creation and execution of FroshOne
- Work with IATSU and attend IATSU General Meetings to provide updates on Frosh
- Delegate tasks to the Organizing Committee to promote and develop FroshOne
- Prepare agendas and chair weekly meetings
- Act as the representative and spokesperson of FroshOne

Director of Marketing & Communications

- Work with the organizing committee to develop the theme for FroshOne 2010
- Create promotional materials (flyers, posters)
- Develop FroshOne 2010 website, Facebook Group/Event, Twitter, etc.
- Design sponsorship and welcome packages
- Promote FroshOne 2010 at Surrey Orientation, clubs days, booths, etc
- Perform and organize classroom presentations

Director of Finance & Sponsorship

- Develop the budget with FroshOne Chair and IATSU Treasurer
- Make sure events and resources are within budget
- Develop the content for the sponsorship package
- Find sponsors and partners for FroshOne 2010 and ensure they are well represented
- Maintain good relationships with sponsors/partners, and thank them on behalf of FroshOne and IATSU

Director of Events & Logistics

- Organize FroshOne events with the organizing committee and IATSU Vice President of Activities
- Find and coordinate volunteers and leaders for FroshOne 2010
- Coordinate roombookings, food for FroshOne, event supplies, and other responsibilities
- Develop the event schedule and track registration
- Organize tasks and jobs for volunteers to do during the event
- Be the main point of contact for FroshOne Volunteers