



## Spring 2019 Executive Election

Position Description: Vice President - Internal

Position: **Vice President - Internal**

Time Commitment: **High**

Term in Office: **May 1<sup>st</sup>, 2019 to April 30<sup>th</sup>, 2020**

### Role & Responsibilities

- Responsible for overseeing for Membership, including keeping track of members and their contact information
- Act as the primary contact within the Organization for all students enrolled at an Ottawa-area University or College
- Responsible for coordinating the Organization's communications, both internally via Slack, as well as externally via email, the CU FIRST Newsletter, and the Organization's various social media profiles.
- Responsible for administration, including the organization of meetings, managing media, and organizing documentation
- Act as the Clerk at all General and Executive Meetings
- Responsible for overseeing and managing any Directorships under the Internal portfolio

### Further Information

Nominations, inquiries, and electoral complaints can be sent to the Chief Electoral Officer via email at: [elections@cufirst.ca](mailto:elections@cufirst.ca)



Carleton University *FIRST* Robotics Alumni & Mentoring Association

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