

Programming Committee Head

In general, a Programming Committee Head is responsible for the planning, development and delivery of all activities within a defined thematic programming portfolio under the Office of Student Life at Innis College. Additionally the Committee Head is also responsible for a portfolio committee which consists of fellow peers who are like minded and interested in active and passive program development within the portfolio.

Committee Heads will report directly to the Assistant Dean, Student Life (ADSL) and will be provided with a budget for the academic year. Committee Heads will meet with the ADSL regularly to report on planned activities to ensure that they align with the mission, vision and values of the Office of Student Life and for budgetary approval. Furthermore Committee Heads may also receive additional support and guidance from the Programming Don who will help in facilitating and coordinating planned events.

In summary the positional duties include but are not limited to:

- Planning at least two active programs a semester in conjunction with the portfolio committee;
- Promoting further Innis and University of Toronto events relating to the portfolio topic;
- Establishing and chairing regular portfolio committee meetings;
- Keeping record of committee members participation;
- Meeting with the ADSL bi-weekly or as needed to ensure planned activities are strategically aligned and are on budget;
- Attending the Spring IN2U: Transition to Leadership Workshop in 2017 and 2018;
- Attending the late- August IN2U: Student Leader Day;
- Attending training sessions in August (dates to be announced);
- Additional duties as required.

The Committee Head role is crucial in the success of Student Life programming at Innis College.

If at any time the Committee Head has any questions or concerns related to their role, they should speak to the Assistant Dean, Student Life immediately.

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Committee Head & Ambassador Portfolios:

- International Ambassadors
- Academic Success
- Career Engagement
- Leadership
- Diversity & Service
- Engineering Liaisons
- Arts and Culture
- Health and Wellness

Application Preparation:

- You will be asked to RANK each portfolio in order of 1 (most preferred) to 8 (least preferred).
- Long answer questions:
 - What makes you interested in this position and why?
 - Describe past experiences/skills that will help you as a Programming Chair. (Try to specifically address the top three ranked Committee Chair positions you have applied for).
 - ANSWER ONLY IF YOU ARE A NEW APPLICANT (you have not been an OSL Chair in the past). Describe your previous/current involvement at Innis College and the University of Toronto.
 - ANSWER ONLY IF YOU ARE A RETURNING APPLICANT (do not answer if this is would be your first application to the Student Life Team): How will you remain motivated on the team this year?

Goals of Life Skills & Leadership Programming:

- To provide skill building and an educational component and/or build community through social activities.
- To demonstrate impact beyond one's self, in both micro and macro settings.
- To provide meaningful learning to become better citizens.
- To provide opportunities for self-reflection.
- To reach all Innis College students and residents through active and passive communication methods.
- To provide professional development to Committee Heads/Ambassadors and committee members, including attainment of notation on the Co-Curricular Record.

Opportunities for Committee Heads & Ambassadors:

- Theoretical learning
 - Historical context of student life
 - Student development theory
 - Curriculum development
 - Competency building
- Event planning skills
- Communication skills
- Leadership skills
 - Working collaboratively
 - Managing conflict
 - Valuing diverse perspectives