2014 Australian Student Leadership Association Committee Application

The 2014 Australian Student Leadership Association Committee develops and delivers the S4S National Leadership Conference. In 2013, the team of 20 volunteers delivered a two day Conference which was attended by approximately 150 delegates and 30 speakers over two days. Our Charity Gala Dinner was hosted by the Innovation Campus raised about $1,500.00 for our charity partner the Oaktree Foundation.

As an ASLA Team Member you will:

• Be responsible for a specific aspect of the Conference.
• Manage and communicate with stakeholders.
• Assist to coordinate the event logistics and activities.
• Work independently and as a part of a team, managing time and priorities.

ASLA Team – your commitment:

• Directors and Chairperson – attend weekly meetings; Each of the four teams attend fortnightly meetings
• Attend bimonthly whole of team meetings
• Coordinate and produce relevant tasks for your aspect of the Conference
• Dedicating time to the project from February – October (roughly 5hrs/week)
• Regular communication with the Coordinator and fellow team members
• Attendance at the event over the entire weekend of the 27th -28th of September 2014

Essential skills for these positions include:

• Excellent interpersonal skills
• Teamwork and leadership skills
• Extensive volunteer experience
• The ability to work with people from diverse backgrounds
• Passion for at least one of the areas listed below

Desirable skills include:

• Ability to motivate those around you
• Events experience
• Previous participation in UOW extra-curricular programs e.g. student association, clubs, faculty reps etc
2014 Australian Student Leadership Association Committee Application

What is in it for you?

Upon completion of the 2014 ASLA Committee you will receive a reference outlining what your role and achievements were as part of the program.

More importantly, you will gain invaluable experience in event management. You will get to work as part of a fun and dynamic time and make lots of new friends.

How to apply-

- Complete the online application form and attach your resume by 24th January 2014
- Successful members of the team will be required to attend an overnight training camp on 12th – 13th February 2013.

Want to know more?

All questions regarding the ASLA Committee positions can be directed to Josh Pallas on jpallas@uow.edu.au or (02) 4221 8009. To check out the previous conferences visit www.studentleaders.org.au.

Team Positions for 2014 ASLA Committee

Chairperson - This person is the public face of the Conference. They chair the conference when it is running and take responsibility for representing S4S in the community and to the media. The Chair manages the core executive of four directors, and ensures that they and their teams are consistently following the project plan. The Chairperson is responsible for strategic directions for the Conference and responsible for assisting in the brokering of sponsorships.

Marketing and PR Team

The Marketing and PR Team is responsible for all marketing and promotions of the Conference. This will involve pre events, promotional activities, and marketing material. Essentially, this team is responsible for getting the message about the S4S out there!
2014 Australian Student Leadership Association Committee Application

**Director - Marketing and PR** – This person is responsible for providing all direction to the Marketing and PR Team and managing their outputs and progress regarding the project plan.

**Website Officer** – This person is responsible for developing the content for the website ([www.studentleaders.org.au](http://www.studentleaders.org.au)) and drafting all email communications through the mailchimp system.

**Social Media Officer** – this person is responsible for all facebook and twitter feeds that are used to promote the Conference. This person will be responsible for maintaining a consistent tone of voice across these social media feeds throughout the year.

**Graphic Design Officer** – this person is responsible for assisting with the design work for the Conference. This is includes but is not limited to, posters, postcards, web banners and tiles.

**Promotions Officer** - this person is responsible for marketing the Conference on Campus. This includes coordinating pre-events, and promotional stalls on campus.

**Media Officer** – this person is responsible for liaising with the media, and drafting all press releases about the Conference and any ancillary events.

**Gala Dinner Team**

The Gala Dinner Team is responsible for all of the organisation of the Gala Dinner, from logistics and entertainment, through to food and fundraising techniques. This team is also responsible for event management on the night.

**Director - Gala Dinner** - This person is responsible for providing all direction to the Gala Dinner Team and managing their outputs and progress regarding the project plan.

**Event Officer x 2** - The event officers are responsible for all programming logistics and runsheets for the Gala Dinner.

**Fundraising Officer x 2** – these people are responsible for leading the team’s decision regarding the charity partner, brokering the partnership with the charity partner, and raising funds for the charity partner.
2014 Australian Student Leadership Association Committee Application

**Conference Team**

The Conference Team is responsible for sourcing all of the speakers and the organisation of all of the events and activities associated with the weekend of the Conference. This team is also responsible for event management on the night.

**Director – Conference** - This person is responsible for providing all direction to the Conference Team and managing their outputs and progress regarding the project plan.

**Speakers Officer x 2** – these people are responsible for procuring speakers for the Conference.

**Event Officer x 2** - these people are responsible for leading the team’s decision regarding the charity partner, brokering the partnership with the charity partner, and raising funds for the charity partner.

**External Relations Team**

The External Relations Team is responsible for all promotions of the Conference to external organisations and other Universities. They are responsible for keeping other organisations informed about the Conference.

**Director - External Relations** - This person is responsible for providing all direction to the External Relations Team and managing their outputs and progress regarding the project plan.

**Universities Officer x 2** – these people are responsible for promoting the Conference to students at other universities around Australia and to their students.

**Not for Profits Officer x 2** - these people are responsible for promoting the Conference to not for profit organisations and their members.

**External Universities Officers** – these people are from other universities who act as Promotions Officers at their campuses.