

WELLINGTON CITIZEN COMPASS 2021 ORGANISING COMMITTEE

ROLES AVAILABLE:

Communications Officer

- Produces a promotion plan for the event
- Creates promotional materials such as posters and flyers
- Responsible for liaising with General Member Communications for set up of the Facebook event
- Answers delegate queries
- Watermarking photos
- Responsible for setting up registration form
- Responsible for managing registrations.

Logistics Officer

- Provides catering plan for the event
- Prints materials such as placards and amendment forms
- Works in conjunction with the Coordinator to create a budget
- Works in conjunction with the Coordinator and National Relations officer to seek potential sponsors and venues
- Directs conference assistants during the day for set up

Qualities Essential to both Roles

- Excellent time management and keeping to deadlines
- Good teamwork skills and is respectful of team members
- Confident and effective communicator
- Is trustworthy and reliable
- Willingness to learn and adapt

Please note the above role descriptions are **not exhaustive**; they provide a basic outline of some tasks completed by that portfolio. Upon selection, the committee may reallocate some tasks within portfolios. The Coordinator or Regional Council may assign any further tasks that arise during the tenure of the event committee.

APPLICATION PROCESS:

Applications are due Friday 26th February 2021, at 11:59:59pm.

A completed application must consist of your personal details, full answers to the questions on the application form, and a CV. **Please apply via the following form:** [Apply here!](#)

Selections will be conducted by the Wellington Regional President, and Vice Presidents, and approved by a vote on the Council. A Coordinator will be the first role decided, followed by the subsequent members of the committee.

Should you have any questions, or wish to seek further information, please do not hesitate to contact Nick Abel, the Regional President, at nick.abel@unyouth.org.nz.