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| Pakistan Students’ Association Membership Application | | | |
| Applicant Information | | | |
| **Last Name:** | | **First Name:** | |
| **Date of birth:** | **Phone:** | | **Student Number:** |
| **Year of Study:** | **Program:** | | **Year of Graduation:** |
| Position of Application | | | |
| **Position of Interest:** |  | | |
| **Why do you want to be a part of the PSA?** |  | | |
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| **How will you benefit the team?** |  | | |
| **What events or suggestions do you have in mind for the upcoming year?** |  | | |
| **How did you come to learn about the PSA?** |  | | |

\*\*Please Attach Your Resume with this Application\*\*

**Roles & Responsibilities**

List of functions and associated duties:

1. *President*
   1. Act as a spokesperson for the club
   2. Be responsible for the organization, administration and continuity of the club
   3. Redistribute Executive duties from one Executive member to another
   4. Prepare an agenda for and chair every meeting hosted by the club
   5. Share signing authority over club funds with the Treasurer
2. *Vice President*
   1. Adopt the duties of the President, in accordance with the wishes of the President, until the President returns to his/her duties or the position is deemed vacant
   2. Organize all events with the aid of all other executive members
   3. Oversee the events and assure completion of assigned tasks
3. *General Secretary*
   1. Attend and keep minutes for all club meetings
   2. Inform all members of club meetings and events (via Email/Social Media)
   3. Keep an up-to-date database of all members
   4. Keep executives up-to-date with upcoming tasks
   5. Perform all duties assigned by the club Executive
4. *Treasurer*
   1. Deposit all club funds in the name of the club accounts
   2. Make reports on club accounts at every meeting
   3. Share signing authority over club funds with the President
   4. Prepare expense sheets and budgets before and after events
   5. Responsible for applying/researching funding bursaries etc
   6. Perform all duties assigned by the club Executive
5. *Public Relations Officer*
   1. Publicize all club meetings and events to University of Ottawa students
   2. Maintain contact with outside organizations
   3. Contact outside organizations before events
   4. Publish newsletters, brochures and other promotional materials for the club for the purpose of distribution among University of Ottawa students and club members
   5. Maintain and administer email lists
   6. Perform all duties assigned by the club Executive
6. *Events Coordinator*
   1. Be responsible for the execution of events
   2. Be responsible for looking and confirmation for the venue for events and meetings
   3. Perform all duties assigned by the club Executive
7. *Media Chairperson*
   1. Managing all social media platforms
   2. Creating and evaluating social media strategies
   3. Monitoring, responding to, and communicating with the online community
   4. Developing new methods to engage students on social platforms
   5. Perform all duties assigned by the club Executive
8. *Graduate Representative*
   1. Keep in regular contact with all graduate, doctoral, and postdoctoral members regarding club meetings and events
   2. Maintain lists of current Pakistani International Students’
   3. Perform all duties assigned by the club Executive
9. *First Year Representative*
   1. Keep in regular contact with all first year members regarding Club meetings and event
   2. Perform all duties assigned by the Club Executive
10. *Second Year Representative*
    1. Keep in regular contact with all second year members regarding Club meetings and event
    2. Perform all duties assigned by the Club Executive
11. *Executive Officer*
    1. Acts accordingly under supervision from the President/Vice-President and is responsible to assure tasks that are taken up are distributed equally and completed by deadline by all executive members
    2. Reviewing and finalizing all financial documents set out by the treasurer and drives change within the organization
    3. Guides and mentors any executive to assure their job is done accordingly
    4. Helps the presidents set the direction and agenda for the organization
    5. Organize all events with the aid of all other Executive members
12. *General Body*
    1. Keep in regular contact with executive members regarding Club meetings and event
    2. Participate in volunteer activities and actively participate in discussions regarding events
    3. Attend meetings convened for the general body

**Eligibility**

* Interested individuals must submit an application and resume for the position which the applicant is applying for by the given deadline.
* According to our constitution Section IV, Article 3:
  + Candidates running for Presidency must have been members of the PSA for at least one year.
  + All members of the Executive Body have to be PSA members in good standing according to uOttawa policies.
* According to our constitution Section IV, Article 6:
  + To facilitate the workings of the Executive, it shall be expected that all nominees possess at least a rudimentary ability to speak, comprehend and read Urdu.

*Applications MUST be submitted by September 5th, 11:59 PM. The selection process will be held following the deadline.*

*Send in your applications to* ***psa.ottawau@gmail.com.***

*The selection process will be conducted by the CEO (Chief Election Officer). For details on roles and responsibilities and position eligibility please check above.*