**Kinesiology Students’ Council Positions 2021/2022**

**Responsibilities and Roles**

**\*\*\*Please note, roles and responsibilities may differ based on COVID restrictions**

**VP Finance (1 position available)**

* Ensure that all expenditures have been authorized by the KSA
* Manage money in the KSA account and be in charge of all floats and monies handled for Kinesiology events
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students
* Sit as an executive member on the FHSSC council once a month

**VP Communications** **(1 position available)**

* Act as the official minute keeper
* Take on other roles where necessary (Facebook, Twitter, KSA Website)
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students
* Sit as an executive member on the FHSSC council once a month
* Website coordinator
* E-mail blasts to Shannon (communicator with undergrad office)

**VP Events (1 position available)**

* Manage events sub-committee (if applicable)
* Plan Creep the Ceeps event
* Plan Sweats and Spandex event at Ceeps
* Oversee all events and charity event opportunities
* Create and submit proposals for upcoming events
* Sit as an executive member on the FHSSC council once a month

**Olympic Dreams Committee (3 positions available)**

* Plan and promote the Olympic Dreams event
* Communicate with VP Events
* Requires planning to be done in the summer, prior to the event in first semester
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and undergraduate students

**Kin Formal Coordinator (2 positions available)**

* Plan the Annual Kinesiology Formal
* Plan the Kinesiology Breakfasts each semester
* Assist VP Events with various Kinesiology events
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and kin undergrad students

**VP Academics** **(1 position available)**

* Provide 1st year students with a “First Year Handbook” in September
  + Requires prep work to be done in the summer prior to returning to Western
* Organize a first year Q & A session in first semester
* Organize the second year anatomy review sessions both semesters
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students
* Sit as an executive member on the FHSSC council once a month

**Winter Special Games (3 positions available)**

* Organize Kinesiology Winter Special Games
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students

**First-Year Representative (1 position available) – please note that you must be in first year of the Kinesiology program for the 2021-2022 academic year. The application for this position will be live in September 2021.**

* Promote and publicize KSA activities to students in the representative's respective year
* Assist fourth year rep with the Kinesiology Exam Jam
* Organize Annual Volleyball Tournament with 3rd Year Reps
* Work on the Yearbook with all other year representatives
* Promote KSA events in residences
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students

**Second-Year Representative (1 position available)**

* Promote and publicize KSA activities to students in the representative's respective year
* Organize the Annual Kin Exam Jam
* Do clothing first semester through UWO Bookstore
* Work on the Yearbook with all other year representatives
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and kin undergrad students

**Third-Year Representatives (2 positions available)**

* Promote and publicize KSA activities to students in the representative's respective year
* 2 Representative positions available - one for BA and one for BSc
* Organize the Annual Kin Volleyball Tournament with the 1st year rep
* Organize the second semester Kin clothing sale
* Work on the yearbook with all other year representatives
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students

**Fourth-Year Representative (1 position available)**

* Promote and publicize KSA activities to students in the representative's respective year
* Organize the Annual Kin Exam Jam with 1st year rep
* Organize the first semester clothing sale
* Take the lead on the yearbook with assistance from the other year reps
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students

**Promotions Committee (2 Position Available) – please note that for this role, you must submit a supplementary document (please see next page).**

* Create and design promotion items for various KSA events (posters, logos etc.)
* Use the KSA camera for taking photos/videos at organized events
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students
* Work with VP communications

**Health and Wellness Coordinator (2 Position Available)**

* Organize various wellness related events throughout the year
* Promote wellness resources available on campus
* Assist in the organization of KSA activities
* Act as a liaison between the KSA and Kinesiology undergraduate students

**Supplementary Documentation for Promotions Committee Applicants**

You MUST submit this document if you are applying to be a member of the Promotions Committee.

Instructions:

Please make a poster advertising Kinesiology Formal as hosted by the KSA. Include the information provided below. Feel free to paraphrase the information as you wish. You may format it and use any computer program you want to create the poster. Please email me if you have any questions at [uwokin@gmail.com](mailto:uwokin@gmail.com) .

Information to include on the poster:

* Date: March 15th, 2021
* Time: 9pm – 1am
* Place: The Wave
* Price: $5 in advance, $10 at the door.
* One drink ticket is included with each ticket.
* Free coat and boot check upon arrival.
* Buffet included with ticket.
* Photobooth, DJ and prizes.
* The name “KSA” or “Kinesiology Students’ Association”.