**Executive Application Form 2011-2012**

Thank you for your interest in joining the Trinity Photography Club executive team. We are currently looking for enthusiastic and dedicated students to assume executive positions for Trinity Photography Club. Together, we will work towards creating a friendly community for photography lovers here at Trinity College, as well as across the University of Toronto campus.

**Application Procedures:**

1. Anyone interested is eligible to apply. You can apply to more than one position.
2. Review the description of the position below, and please answer the accompanying questions within this document.
3. Submit this application by **September 25, 11:59 PM** to photography.trin@gmail.com with **“Exec App”** indicated in the subject line. Late entries will not be accepted.
4. All candidates have the **option** of sending in a resume (two pages maximum) along with their application outlining other co-curricular and extra-curricular experience and associated skills.
5. Once all interested candidates submit their applications, the executive team of 2010-2011 will form the election committee to select the executive committee. Applicants may be requested to meet with members of the committee for an interview.
6. Thank you for your interest and good luck!

**Available Positions:**

|  |  |
| --- | --- |
|  | VP – External (1) |
|  | * Represent Trinity Photography Club members at all official occasions
* Responsible for the club’s external communications
* Cooperate with Event Coordinators and Marketing team to ensure the success of club events & projects
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|  | Internal Coordinators (2) |
|  | * Assist VP-Internal in all aspects of the club’s internal communications (e.g. monitoring club e-mail accounts)
* Document (or assist in documenting) all club meetings and events
* Ensure tasks are performed and deadlines are met
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|  | Marketing Coordinator (1) |
|  | * Develop and distribute promotional material (e.g. flyers)
* Responsible for promoting the club and club events via club website, Facebook, and promotional materials
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|  | Event Coordinators (2) |
|  | * In charge of all aspects related to club events (workshops, field trips)
	+ Workshops: e.g. booking rooms & AV equipment, recruiting workshop instructors, ordering refreshments…etc
	+ Trips: e.g. choosing destinations, arranging transportation…etc
* Work closely with the other Event Coordinator and with other executive members
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|  | Special Projects Coordinator (1) |
|  | * Manage communication between the club’s members/photographers and various offices across campus
* Maintain positive working relationship with various offices (e.g. by ensuring prompt response to emails, report on progress of project…etc on a regular basis)
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Name:

Year of study:

Program(s) of study:

Affiliated College:

Email:

Phone number:

Positions you’re applying for (in order of preference):

1.

2.

3.

**Questions:** [Please limit each response to 300 words; If you are applying for more than one position, feel free to write more]

1. **What unique skills would you bring to your role as an executive member of Trinity Photography Club (TPC)? What relevant experience allowed you to develop/exhibit those skills? (e.g. skills in photography, marketing, public speaking; artistic skills)**
2. **In your opinion, in what aspects can TPC be improved? (or suggestions to the club in general)**
3. **How much time can you commit to TPC during the school year? What other commitments will you have in the upcoming year (i.e. extracurricular, employment, etc.)?**
4. **Do you have any past experience managing a student group or another similar organization? If so, please describe what you have learned from that position and how you plan on applying it to your new role as a TPC executive member.**

*Thank you for your interest in joining the Trinity Photography Club Executive Team!*

*Kindly email the application to* *photography.trin@gmail.com*

*by* ***September 25 at 11:59PM***