**Executive Application Form 2013-2014**

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 answer the accompanying questions within this document.
3. Submit this application to photography.trin@gmail.com with **“Exec App”** indicated in the subject line.
4. All candidates may opt to send in a resume along with their application outlining other co-curricular and extra-curricular experience and associated skills. **NOTE***: a resume is recommended but not required.*
5. Once all interested candidates submit their applications, the executive team of 2012-2013 will form the election committee to select the new 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!

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|  | **Available Positions:** |
|  | Co-President/ President (1-2) |
|  | External VP (1) |
|  | Financial VP (1) |
|  | Eventl coordinator (1) |
|  | General Advisor (1) |

**Descriptions of Positions:**

As the name suggests, we are looking for at least one co-president who will be responsible for working in unison with the other co-president. The main role as a (co)-president is to supervise and manage all club activities. Essentially, it’s crucial that the presidents are able to work together to create successful events with the help from the executives. The co-president will be in charge of assigning tasks to executives and ensuring all planning is running smoothly.

The **VP**-**External,** as vice chief executive officer, shall represent the members at all official occasions. The VP-External will provide support to Events Coordinators, Marketing Coordinators, Webmasters, and Special Project Coordinators to ensure the success of the club project. He/she shall be held responsible for all the club external communications, which includes, but is not limited to: coordination of external photo requests, maintaining positive relationship with college and university contacts, proof-reading club’s out-going emails, monitoring the club’s websites (with the help of Marketing Coordinator) to ensure they are up-to-date, and being responsive to inquiries and questions from events participants.

The **VP-Finance** shall be responsible for preparing budgets and keeping records of all monies spent as authorized by Trinity College Photography Club. He/she shall confirm the dates, and attend the finance meeting of Trinity College Meeting (TCM) to ensure the approval of the club budget throughout the school term. He/she shall also be responsible for ensuring the club reimbursements are accurately and promptly delivered. The VP-Finance may also help with purchasing of supplies necessary for the club events. (Some business or accounting background is preferred, but not mandatory)

Under the supervision of VP- Event Logistics, the **Event Coordinator** shall assist VP-Event Logistics in all aspects of affairs entailing club event organization and documentation. They must aid in designing and preparing for workshops and photo-walks.

The **General advisor** will be mainly responsible for picking up any tasks that require assistance. Majorly, monitoring the club website and Facebook, and constantly updating the website information and photocopying fliers or any club documents. Together, the general advisor will work with, essentially, all executives.

**All candidates are able to apply for any position, regardless of their knowledge for the role. Appropriate training measures will be performed by the executives of 2012-2013, if required.**



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:** [Your response to each question should not exceed half a page.]

1. **How much time do you expect to commit to TPC on a weekly basis?**
2. **Please describe 1-2 situations you demonstrated commitment and drive under heavy workload.**
3. **Please describe your relevant experience(s) and explain why you think it/they will make you a good candidate for the position(s) you are applying.**
4. **(Optional question) In your opinion, in what aspects can TPC be improved? Do you have any ideas and suggestions to bring TPC to the next level?**
5. **(Optional question) What unique skills do you possess that you think will benefit Trinity Photography Club (TPC)? (e.g. skills in photography, layout design, marketing, public speaking, etc. )**
6. **(Optional question) Do you have any additional comments?**



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

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