

[AIESEC YORK]

Job Catalogue

[2009-2010]



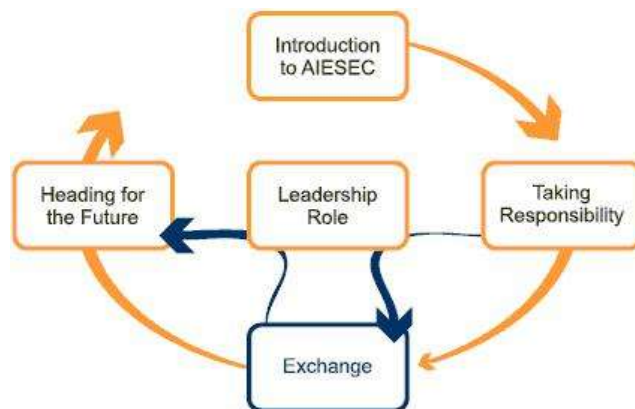
WHAT IS THE JOB CATALOGUE?

The purpose of a job catalogue is to allow individuals to choose a role that best suits them that they can immediately assume once they are members of AIESEC York. It eases the allocation of roles and positions of all levels and can ensure a “pipeline” of members so that at any given period, the LC has a sustainable mix of members at different stages of the AIESEC experience (Introduction to AIESEC, Taking Responsibility, Leadership Role, Exchange, Heading for the Future).

The construction of a well-written job catalogue is a precursor to a strong LC. It describes and establishes accountability, relationships, time commitments, and most importantly, detailed task descriptions for each role and position.

ORGANIZATIONAL STRUCTURE

The Local Committee (LC) supports all activities pertaining to the AIESEC Experience. The core focus of AIESEC work is based upon facilitating the Global Internship Program, an international exchange process. Each Local Committee assists this by defining and delegating strategic areas of work into portfolios. Within these portfolios, young individuals will find opportunities for unique personal development that other university clubs most likely cannot. Whether one wants to learn how to go on marketing calls to companies, develop internal personal tracking systems, create advertisements, manage finances or fundraising events, or network with AIESEC Alumni now currently in the business world, the Local Committee is able to support these opportunities.



The structure of AIESEC as an organization is essential in maintaining the foundation of *The AIESEC Way* – providing our members with an integrated approach to leadership, international experience, and a global network. *The AIESEC Way* is a means of explaining why we operate the way we do, and the path or road on which we are heading. Within *The AIESEC Way*, our core values are incorporated: Activating leadership, Demonstrating integrity, Living diversity, Enjoying participation, Striving for excellence, and Acting Sustainably.

Within York’s LC, 6 distinct interdependent, but separately managed, portfolios exist. The Executive Board, which consists of Vice Presidents of each portfolio, is accountable to the membership, and the Vice Presidents are accountable to the Local Committee President. However, the Vice Presidents exist to provide opportunities to the membership for personal development.

PORTFOLIO DESCRIPTIONS

FINANCE

This portfolio is responsible for the budgeting, tracking, and reporting of AIESEC's revenues and expenses, as well as for the financial supervision of selected Local Committee projects. Through the usage of standard templates, financial software, and financial reporting procedures, AIESEC will be able to produce accurate and consolidated quarterly statements to be able to maintain our charitable status. The Finance portfolio responsibilities include:

- Creating monthly income statements, balance sheets and revised budgets
- Completing Monthly Bank Reconciliations
- Enforcing LC financial policies and procedures
- Filing tax refund (GST, PST (some provinces))
- Managing office policies and administration including computer back up

FINANCE

POSITION:	Finance/ Budgeting Director
DURATION:	12 months – March–March
ACCOUNTABLE TO:	Vice-President of Finance
DELIVERABLES:	You will be training and mentoring the finance/Budgeting member. You will check to ensure all the work completed by the finance member is accurate. You will be working closely with the Vice President of Finance to assist on daily finance activities within the LC. In addition, you will review all work completed by the Finance/Budgeting member and attending the meetings with the other portfolio VPs when possible.
DESCRIPTION	<ul style="list-style-type: none"> • Collecting membership fees and conference fees, preparing monthly income statements, balance sheets and revised budgets • Completing Monthly Bank Reconciliations • Filing tax refund (GST, PST) • Managing office policies and administration including computer back-up • Maintaining an annual budget • Researching and applying for grants • Creating a logical, organized filing system for finances
TIME COMMITMENT:	5-10 hours/week
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Analytical thinking • Excellent interpersonal and account management competency • Conflict resolution skills • Proactive attitude • Basic understanding Excel
MEASURE OF SUCCESS:	Successful completion of turnover and training of fundraising member (including turnover packages)
PERSONAL OPPORTUNITIES:	<ul style="list-style-type: none"> • Develop practical skills in leadership, team management, financial operations, time management • Increased chances of employability in the financial field • Practical and hands on experience with accounting software and preparing balance sheets, bank reconciliations and general journals • Develop contacts and personal communication with leaders within the business community • Experience in working in cross functional teams

POSITION: Fundraising Director

DURATION: 1 year

ACCOUNTABLE TO: Vice President of Finance

DESCRIPTION AND DELIVERABLES:

The Fundraising director is in charge of organizing fundraising events and researching all possible sources of funding within and outside York University campus. In addition, the director might be required to create proposals for funding if needed.

- Attend monthly General Assemblies as well as weekly portfolio meetings (no exceptions)
- Managing the HRSDC grant (application, follow up, etc)
- Researching and applying for grants to ensure financial sustainability
- Maintaining a relationship with all the student governments (UBC and YFS)
- Ensuring that all their meetings regarding external members are attended (with UBC and YFS)
- Assists other portfolios when organizing events
- Generating fundraising ideas
- Collaborating with different portfolios of AIESEC to execute fundraising ideas
- Creating proposals to target funding
- Being familiar with local chapter vision and finance portfolio vision
- Effectively train and develop new fundraising members in September

MEASURE OF SUCCESS:

- Research and contact at least 5 Faculties/Student Bodies/Government Institutions in regards to funding, attending marketing calls if necessary
- Create a successful turnover document to be used by new fundraising members
- Application for funding for all AIESEC events held through YFS and SCLD
- At least 2 fundraising events held appropriate to AIESEC values

TIME COMMITMENT:

4-8 hours/week

SKILLS REQUIRED:

- Project management experience
- Self initiative
- Excellent communication and teamwork skills
- Good problem solver
- Presentation skills
- Strong ability to research
- Past experience in proposal writing (preferred)

COMPETENCIES

GAINED:

- Personal Effectiveness
- Effective Communication
- Developing Others
- Stakeholder Focus
- Flexible Thinking
- Commitment to Results

PERSONAL

OPPORTUNITIES:

- Develop practical skills in leadership, team management, financial operations, time management, and coaching members
- Contacts with other students (locally, nationally and internationally)
- Contacts and personal communication with leaders within the business community, and exchange participants from around the world
- Learn about external relations and promotion of organizational branding through an external network
- Learn how to effectively utilize the most of organizational resources through little use of money