

## **McMaster Engineering Society Co-Orientation Coordinators 2017**



### Description:

The Co-Orientation Coordinators shall:

- a) Be appointed before the end of first semester.
- b) Be in third year or above at the time of applying for the position.
- c) Chair the Orientation Planning Committee and select its members.
- d) Attend MES Council meetings after being appointed.
- e) Be familiar both with the McMaster Engineering Society (MES) and with the Engineering Welcome Week and must have served as an Engineering Welcome Week Representative for at least one year.
- f) Attend or delegate core meetings and training sessions provided by the Student Success Centre.
- g) Be accountable to the MES, the Faculty of Engineering, the Student Success Centre, and McMaster University as well as any external sponsors of McMaster Engineering Welcome Week activities.
- h) Report to the President.
- i) This position must be held by two people to be consistent with University Requirements.

### Requirements:

Below is a list of requirements which must be met in order to apply for the position of Co-OC.

- Letter of Intent (written as a pair, 1 page in length)
  - Describes why you are applying, what makes you great, what experiences you have that would qualify you for the position, and anything else you would like to include that appropriately describes your rationale for running for the position
- Completed Application Forms (1 from each running-mate)
  - Answer all questions in the space provided.
  - Include two references (name, title, organization, phone number, email)
- Current Resume from each running-mate

All items listed above must be submitted via email to the MES Chief Returning Officer ([cro@macengsociety.ca](mailto:cro@macengsociety.ca)) and Administrator ([avp.administration@macengsociety.ca](mailto:avp.administration@macengsociety.ca)) by 5:00pm Friday November 25th.

- PowerPoint presentation (10min in length maximum, completed as a pair)
  - Summarizes content of Letter of Intent
  - Describes any changes you want to make / things you are adamant about continuing (could be related to Welcome Week, Tryouts, Summer Activities, etc.)
  - Be prepared for a question & answer period following your presentation (15min in length maximum)

The PowerPoint presentation must be submitted to the CRO ([cro@macengsociety.ca](mailto:cro@macengsociety.ca)) and Administrator ([avp.administration@macengsociety.ca](mailto:avp.administration@macengsociety.ca)) by 5:00pm Monday November 28th

Presentations will take place at 7:00pm on Tuesday November 29th in ETB 124