

PT 2018 Positions

Assistant Chair | 1-2 positions

NOTE: *This position has already been assigned. This is purely for information purposes for those who are potentially pursuing a bigger leadership position in the future.*

This position is unique from all the other possible PT positions. As an Assistant Chair, you will begin to learn the behind-the-scenes of planning the Forum and organizing the Planning Team. You will be expected to be willing to learn and to be flexible with tasks. This position requires a lot of time management. As an Assistant Chair you will be taking on tasks to assist the Chair in planning for the Forum week. You will also be the RCS Liaison. Essentially, you will become the designated helper to the Chair and hopefully take some initiative of your own throughout the planning process. Applications for Assistant Chair for NSCF 2019 will become available in early 2018, and Assistant Chairs will be selected prior to the PT selection process.

Skill Set

- Willingness and ability to become Chair
- Excellent leadership
- Time management- this will be a large time commitment
- Networking
- Excellent communication skills

Registrar positions:

Registration Registrars | 2 positions

The Registration Registrars are responsible to ensure smooth registration of all successful applications to the NSCF. We are using the online registration process for the fourth year. It is important to be consistently paying attention and keeping track of all registration and payments, and following up new registrations to ensure payment and submission of all documents prior to arrival in Ottawa. Registration Registrars need to communicate with many different people include, Billeting, Travel and Recruitment PT as well as some members of the RCS Ottawa NSCF Steering Committee. Registration Registrars will be in charge of responding to the "Expression of Interest Form". There needs to be active and prompt communication with the delegates, Chair, recruitment, travel and billeting registrars. The registration registrars must be aware of application eligibility criteria and be cognisant of the delegate quotas from each province and territory. These positions are very time-intensive.

Skill Set

- Microsoft Excel
- Good time management
- Communication

Travel Registrar | 2 position

The Travel Registrar is responsible to ensure all planning team members and delegates that do not reside in Ottawa have transportation to and from the Forum. They are responsible to contact and work with the travel agent to book all the flights, as well as sending pre-flight information to ensure all of the delegates are ready to fly. The Travel Registrar will have to communicate with the Registration Registrar and the RCS Ottawa Treasurer. The Travel Registrar has to book the kiosk for airport day and is responsible for the reimbursement of travel fees (ie. baggage, bus tickets).

Skill Set

- Microsoft Excel
- Good time management
- Communication
- Experience with booking flights (is a bonus, but not necessary)

Billeting Registrar's | 2 positions

The Billeting Registrars are responsible to find suitable accommodation for the delegates attending the Forum. They will work to find households in Ottawa willing to host delegates and assign delegates to each household. A challenge with this task is to ensure there is enough accommodation for all of the delegates. A new addition as of three years ago is to work with St. Paul's University Residence (the Chair will have already booked it) to coordinate details of the delegate's stay. Delegates may, if they wish, pay to stay at St. Paul's, but it is important to ensure payment with the Registrar's prior to their arrival to Ottawa. Another part of this task is seeing if any in-town delegates wish to host students. The Billeting Registrar will also look to collaborate with local organizations (ie. Rotary Club) to find new host families. The Billeting Registrars will be responsible for contacting each household to thank them for participating and get feedback from them.

Skill Set

- Microsoft Excel
- Good time management
- Communication
- Personable- comfortable communicating over the phone, e-mail to strangers
- Advertising

Recruitment | 3 positions

(1 Recruitment supervisor, 1 in-town, 1 Western region and 1 Eastern Region)

The Recruitment PT are responsible in creating appropriate advertising (posters, presentations, videos) and spreading them across the country. They will be recruiting new delegates to the Forum from returning and new schools, focusing mainly on weakly represented geographical areas and under-represented groups. Their job is also to create chatter and get students engaged and interested in attending the NSCF by working with the Social Media PT. The Recruitment PT

are responsible to ensure that they are meeting the proposed numbers for each region. There must be continual contact with the Chair, Registration Registrars, and working with the Social Media PT. Communication with communities and schools has been done through e-mails, presentations and phone calls in the past. This year, the Recruitment PT will also work on continuing to contacting those who have showed interest in the "Expression of Interest Form" currently on the NSCF website.

The break-up of roles:

- 1) In town Recruitment: will be responsible for the Ottawa/Gatineau region and Nunavut.
- 2) Western region recruitment: will be responsible for Ontario GTA and all western provinces, the Yukon and Northwest Territories.
- 3) Eastern region recruitment: will be responsible for the rest of Ontario and eastern provinces.

NOTE: One of the other recruitment positions may be asked to take on the role of Team Lead.

Skill Set

- Outgoing
- Creative
- Persistent - able to keep track of multiple elements at the same time and consistently and appropriately follow-up when required
- Personable
- Public Speaking - able to talk professionally over the phone and by email

High Commission's Liaison | 3 positions

(1 Head HC Liaison and 2 Assistant HC Liaisons)

As the High Commissions Liaison, the PT are responsible to coordinate delegate visits to the High Commission office of the country they are representing. If there is no High Commission office, they will be responsible to set up a meeting with a representative from Global Affairs Canada. The High Commission Liaison will be working over the phone, by e-mail, and sometimes through a visit to ensure every student has a representative with knowledge on the theme of this year's Forum. The High Commission Liaisons will work with the Chair/RCS Ottawa President for an initial introduction, and then will work within their small PT team to complete the task.

Skill Set

- Organized
- Persistent
- Time management
- Comfortable talking over the phone
- Professional

Cultural Evening | 2 positions

The PT in charge of cultural evening are responsible to organize an evening at the beginning of the week that includes various Commonwealth cultural performers, a speech by Chris Henderson (if available), and snacks and beverages. They are responsible to locate and contact all potential performers, pay them and welcome them to the evening. In addition, they are responsible in purchasing and organizing the preparation of light refreshments for the event. They will either be the MC's or find MC's to run the evening and introduce the performers in a manner that educates delegates on different aspects of the cultures of the Commonwealth. This event is on the first day of the Forum, so it is essential that it be well prepared in advance. They are also responsible to follow a pre-specified budget.

Skill Set

- Ability to find performers relevant to the Commonwealth and its diverse cultures
- Ability to educate delegates about cultures of the Commonwealth
- Networking
- Persistence
- Organization
- Professionalism

CPA BBQ Liaison | 1 position

The CPA/Senate BBQ PT is responsible to ensure the success of our BBQ event in Parliament East Block. They will liaise with the Canadian Branch of the a Commonwealth Parliamentary Association (through the RCS Ottawa Branch) ensure that all MPs and Senators of the delegates and PT members are invited to the BBQ, they will research and double check the names of all the MPs and Senators attending and communicate these to the PT and delegates. They are responsible to ensure that arriving MPs and Senators are welcomed and directed to delegates as they arrive, the BBQ runs smoothly and that the CPA security is informed of those attending. After the event, they are responsible for follow-up with the Senators and MPs and thank them for attending the event as well as track down and locatel media coverage from the MP's riding of their attendance at our event. The CPA Liaison will also work with the NSCF Photographer to send the MPs or Senators any pictures of them with delegates at the event.

Skill Set

- Very professional
- Good with e-mailing, talking over the phone
- Organized
- Time management

Speakers | 2 positions

The PT in charge of speakers are responsible to arrange for people to speak on the theme of the Forum, and to find individuals to give opening and closing remarks at events. These speakers must relate to young high school students; find engaging speakers that will capture the interest of the delegates, they should be from a wide range of backgrounds. The speakers must also bring information to the students that will help them craft resolutions based on the Forum theme and/or

help during CHOGM discussions. The PT are responsible to liaise and locate potential speakers, make contact and plan with the speakers. They will also welcome and introduce the speakers and ensure they have everything they need for their presentation.

Skill Set

- Networking
- Professional
- Creative
- Time management
- E-mail and phone skills

Theme information | 1 position

This PT will be responsible to find meaningful and relevant information on the theme of the Forum and present it in an appropriate way to high school students through working with the PT and the registered delegates in an interactive fashion. This will include; putting links to education material and/or websites, documents, infographics, videos (Ted Talks/documentaries) and other reliable resources. This PT will be responsible for creating an innovative, interactive and creative website. This person must be good with research, writing, and technology.

This person will also liaise with the Chair to develop documents that will help delegates research properly and craft good resolutions. The goal of this is to ensure delegates are excited and engaged about the theme, while also having a thorough understanding of the topic by conducting their own research (while we point them in the right direction). This person will be the leader of this task, but all PT and delegates should be involved. It is also encouraged to work with teachers/ professors, NGOs and various organizations to get more information about the topic. This position is fairly new, so you would be working closely with the Chair and Assistant Chairs.

Skill Set

- Web design (very moderate level, or just willing to learn)
The web design aspect is not intense, the website creator is as simple as using PowerPoint or Excel. Previous PT in charge of Theme information will be providing training to the selected PT
- Previous experience in research (or in upper year university)
- Creative
- Knowledgeable on international development
- Time management- this will be a large time commitment
- Good with email and phone calls

Photography and CHOGM Video | 2 positions

The task of photography and slideshows at NSCF is completely behind the scenes. It is a constant process that happens throughout the Forum week and after the Forum until all photos are processed, edited, and put up on the website. The job of the photographer is to capture the week, from start to finish, in pictures and videos and then present that process on screen; through words, music and pictures. The big night for us is the last night, the slideshow is presented and NSCF Times is handed out along with home group photos. We would like to continue to create

promo videos for future Forums to have updated and new advertising to get students engaged. One of the photographers will be responsible in updating the existing how-to CHOGM video before the conference to make it clear to the delegates how to CHOGM. You will work with the Chair, Program Advisor and the Chair of the RCS Ottawa NSCF Steering Committee to develop documents to help prepare delegates from CHOGM. They will also be responsible in thinking up creative and interactive ways to learn how to CHOGM before the Model CHOGM during the week and help lead the Explanation/Q&A a day before CHOGM.

Skill Set

- Video and photo editing
- Photography experience
- A good camera!
- Film experience
- Slide show experience

Social Media | 1 position

The Social Media PT will be in charge of all social media, including Facebook, Twitter, Instagram and Snapchat before, during and after the Forum. The goal of using social media before the Forum is to reach a larger demographic through social media to recruit delegates. The use of these tools helps us to not only create and appealing Forum , but also allows us to engage with our delegates in a way that they will appreciate. They will be working with Recruitment PT in creating and targeting audiences with advertising. They will keep delegates engaged and updated during the Forum, and continue to use the social media tools we have to keep them excited and involved after the Forum by getting feedback and ideas from the delegates. They are responsible to maintain the Facebook groups. This year, we are looking to improve our social media interactions, and are looking to reach a larger demographic, especially prior to the forum as a means to generate interest and recruit.

Skill Set

- Familiar with the intricacies of all social media programs
- Hip and with it!

Amazing Race | 1 position

Design a game route using downtown landmarks for delegates to follow and learn about Ottawa and see important landmarks. Includes games and trivia at every stop. Ensure that the time it takes for each team to move to the next station takes the same amount of time and does not involve too much backtracking or going over areas they already visited. Try to find a way that each team can verify their participation at each station (ie. Passports/stickers) and maybe incorporate a prop that they can carry that relates to the Forum theme. We would like new activities at almost all of the stations, about 5-10 minutes in duration at each stop. We would like the whole activity to take at least 2 hours.

Skill Set

- Creative
- Know downtown Ottawa
- Good with trivia/history of Ottawa and Canada

Trivia Game and Icebreakers | 1 position

The trivia and icebreaker activities serve as the first point of contacts for the delegates with each other and with the Planning Team. The trivia game should include important information about Canada, the Commonwealth and the theme, presented in a fun and organized way. This person will be also in charge of NSCF bingo upon delegate arrival on the first day of the Forum. As well, we would like to have some new and engaging icebreaker games to have for the delegates on the first day of the Forum.

Skill Set

- Experience with leadership and making people feel welcome
- Know a number of icebreakers
- Facilitation
- Good research skills to create trivia on the Commonwealth

Box Game and CHOGM no-no's | 1 position

The box game is a group activity that simulates many elements of the international world. The game is a fun and inventive way to help delegates understand the disparity between countries resources, how to work around them, the flexibility of the international market and the ability to cooperate and fight amongst other things. The game can also assist delegates to interact with each other as friends and on a diplomatic manner, negotiating and so forth. It is important that you are able to keep control of the room and have a well-established point system and timing system by which the points will change. The object of the box game is to have delegates unaware of the deeper meanings in a so called "state of nature" until the game is finished, then provide a de-briefing session explaining the purpose of the simulation. Last year, we related it to the theme and it seemed to work well, research to see if you are able to do the same.

CHOGM No No's is a small skit the PT put together to show the delegates what NOT to do at CHOGM. You are responsible for coordinating this and providing a clear method of calmly going through all the rules again at the very end when all the skits are done; and to answer any questions.

Skill Set

- Research
- Creativity
- Personable
- Comfortable with public speaking

Simulation Game | 2 positions

The NSCF Sim game task consists of creating a game to be played in small groups, lasting no more than 60 minutes where the delegates learn about role-playing and consensus building. The game should be based on the year's theme, including as many facts concerning the theme as possible. The objective of the Sim game is to help delegates gain experience and comfort with negotiation/consensus seeking, as well as to gain comfort, experience and confidence in discussing with their peers and voicing 'their' countries opinion. The Sim game also helps to contribute additional knowledge of possible theme based problems and solutions to delegates as well as introduces them to the Commonwealth Ministerial Action Group (CMAG) and other relevant Commonwealth organizations.

Skill Set

- Research
- Clever!
- Time commitment

Name Tags, T-shirts, Misc Merchandise | 1 position

This person is responsible to order the proper amount of T-shirts and correct sizes for both PT and delegates. They are also responsible to create the name tags, getting where they are from and spelling their name properly. It is your responsibility to find a lanyard source, and to coordinate the ordering of the name-holders. You may also be responsible to see what kind of promotional material can be acquired from the OttawaU Commonwealth Club.

Other possibilities, if there is money for it: delegate postcards and teacher postcards, ordering NSCF stickers, ordering cellphone card holders, ordering pens... ordering the NSCF bags... there can be quite the amount of things to order and liaising with those companies is time consuming. An additional possibility for 2018 would be delegate sweaters/hoodies. This idea has arose in the past few years but would need to be fully developed (payment, before/after conference purchasing). You would work closely with the Chair to explore this possibility.

Skill Set

- networking
- ability to research for merchandise
- good with online ordering
- Email skills
- Attention to detail (correct size count, delegate names correctly spelled, etc)

Youth Engagement | 1 position

Secure an event for all delegates to participate in during the NSCF week that is related to the theme. This theme should be both educational, inspiring, and harness the potential of the room. The purpose of this event is to try and get students to think outside the box. It is important that this event is extremely youth oriented and very relatable to the delegates. This could be as simple as trying to bring awareness about a cause or an educational talk about how they can get involved in a cause and its association with an NGO. It can even be activities such as pay it

forward, or ways in how students can get involved through volunteering means in their communities. Looking for new creative ways to do this this year!

Skill Set

- Public speaking (comfortable introducing speakers in a professional manner)
- Creative
- Leadership experience

In-Town Travel Coordinator | 1 position

As transportation coordinator, you will be responsible for all transportation details for delegates during the NSCF week, after their arrival in Ottawa. This includes purchasing bus passes for the week, coordinating bus directions for the delegates to and from their billetors homes to OttawaU, and bus directions to GAC and High Commission visits. This job will require a large amount of interaction with the HC Liaisons and the Registration Registrars. During the week you will be the main contact to help lost delegates and give directions. Due to the increase use of smartphones, printing out instructions will be less relied upon, but for specific trips you still must provide the instructions. Very useful if you have access to a car; or can rent one during certain days (you will be reimbursed for costs incurred).

Skill Set

- A car is a bonus
- A cell phone
- Good sense of direction/idea of Ottawa
- Knowledgeable on the bus system in Ottawa and Gatineau
- Persistence
- Comfortable e-mailing and phoning

ST.PAUL'S SUPERVISOR (DEN MOTHER) | 1 Position

This PT is responsible to ensure the rules and regulations of St. Paul's University Residence are following by the delegates staying there. They are responsible to create and enforce the PT supervision schedule, in which only 2 PT will be supervising at St. Paul's each night and a PT should only be staying one night at St. Paul's unless otherwise arranged.

This person is responsible to work with the Billeting Registrars to ensure that the room assignments have been made. The Den Mother should have access to a full list of delegates staying at St. Paul's, who they are rooming with and if there are any allergies/dietary concerns.

Skill Set

- Professional
- Organized
- Able to delegate tasks
- Responsible