



General Coordinator

Last revised: April, 2023

SHINERAMA COMMITTEE

Shinerama is Canada's largest post-secondary fundraiser that supports Cystic Fibrosis Canada. The UofM campaign is housed by the Commerce Students' Association (CSA) of the Asper School of Business. Shinerama hosts various events from May to September focused on raising both money and awareness for Cystic Fibrosis Canada. Cystic Fibrosis (CF) is the most common fatal genetic disease affecting both Canadian children and adults and is a disease for which there is no cure.

POSITION OVERVIEW

The General Coordinator will be responsible for recording meeting minutes, in addition to assisting the Shinerama Co-Chairs and committee members with various tasks. The General Coordinator will also be responsible for organizing and monitoring the textbook sale in September, alongside the Events Coordinators. They will also assist in booking spaces for meeting rooms and events. The General Coordinator will work with the rest of the committee by helping out with various jobs and ensuring all tasks are completed.

POSITION RESPONSIBILITIES

- Attend committee meetings, book meeting spaces, and record meeting minutes
- Requires availability in terms of time commitment and flexibility towards being able to help when and where it is needed
- Coordinate the Shinerama Textbook Sale and book other event spaces as needed
 - Includes organizing external Shine Sites
- Manage and coordinate with the various committee positions to ensure jobs are being completed on time and with attention to detail
- Attend committee meetings and Shinerama Events
- Other tasks as required



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LINES OF COMMUNICATION

- Shinerama Co-Chairs
- Shinerama Committee Members
- University of Manitoba Faculties and Student Associations
- Business Community Representatives

SKILLS DEVELOPED

- Teamwork
- Interpersonal Skills
- Time Management
- Organizational Skills

POSITION DETAILS

Number of positions available: 1

Reports to: Shinerama Co-Chairs

COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
Medium	High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours