

To students interested in joining our team,

If you are applying for the roles, there are some guidelines we would like to establish beforehand. The primary purpose of this guideline document is to establish clear ground rules/information to prevent future misunderstandings and arguments.

1. The role you are currently applying for is going to be less of a major role.

After further consideration, we will create an executive team and a leadership team. **We** will be a part of the **Executive team**, and **you** will be a part of the **Leadership team**. Thus, if you are going to be given the role, **please do not expect** to be given the chance to make **crucial** decisions. **However, giving ideas and suggestions** would be much **appreciated**.

2. You will be required to attend meetings at least twice a month.

Usually, our executive team will have meetings every week, and of course, being a member will require you to attend **some** of the meetings, **but it won't be all**. However, this does **depend on the role you applied for**.

3. Currently, we have 2 roles available. We will state the requirements for the roles below:

Research and Development role:

1. We will have some future posts coming up that do require scientific research. You will mainly be behind the work of those posts. (Citations for the articles/research paper you used **will be necessary**.)
2. Aside from that, some other posts might also require a bit of research. Thus, please be aware that you will be helping out with that too.
3. Please note that in the future, we **might edit some of these requirements**. Needless to say, we will communicate more on that if necessary in the future.

Editor role:

1. You will assist in **checking our posts** before it is posted to the instagram page.
2. You will assist in **video editing** for reels, interviews, etc.
3. You will be in charge of doing the **voiceover for videos**.
4. You will have to **write descriptions/captions for posts/reels**.
5. You will be **checking video scripts** for reels or long-form videos.

Last but not least, we would like to address the fact that there **IS** a demand in people wanting to join the team. Therefore, please note that you **might not be chosen**. Even if you may not be chosen, we hope you won't be too saddened by it. If we ever have other spots open in the future, we **promise** to contact you or give you a **higher priority**.

We would also like to take this opportunity to thank you for the attention we are receiving on our Instagram account. If you haven't already, please follow our Instagram account (that might give you a higher priority).

Thank you, and we hope to see you in our team.

Sincerely,

The Executive team.

Natalie Chung, Jenny Luo, Wallace Hui, Kristen Chan