

Position: Director of Events

As the Events Director for the Food and Culture Association (FCA), your responsibilities include overseeing the planning, organization, and execution of all events. This encompasses the development of innovative event concepts and leading members. You'll need to collaborate closely with the events vice president, other department members and university staff to ensure all events align with the club's mission - understanding and appreciating diverse food and cultures. Your role is crucial in ensuring the successful execution of each event, creating memorable experiences for all involved.

Responsibilities:

- Develop a comprehensive event plan that includes programming, budgeting and logistics.
- Work closely with other club members to ensure all events process with the club and university's mission, values, and goals, including club president and leaders in other departments.
- Oversee the logistics of each event, such as booking venues, competing for the university event requirement, setting up all the equipment the event needs, and ensuring that all safety and health codes are adhered to.
- Collect feedback from event participants to assess each event and make improvements for future events. Analyze the events by conducting surveys, holding debriefing meetings, or compiling event reports.
- Ensure all the events comply with UTSC regulations and laws.
- Identify collaboration opportunities with external organizations and individuals, fostering partnerships and enhancing the club's presence within the community.
- Attend every weekly club meeting.
- Reply to the messages and emails as soon as possible.

Position: Director of Community

The Director of Community will play a vital role in fostering engagement between the club and its members through social media and in-person initiatives. This position focuses on maintaining strong community relations by enhancing the club's visibility and outreach, working alongside the events team, and strengthening relationships within the club.

Responsibilities:

- Work closely with other club members to ensure all events process with the club and university's mission, values, and goals, including club president and leaders in other departments.
- Build and manage the club's social media platforms, overseeing member interactions, moderating discussions, and welcoming new members into group chats.
- Promote the club and its activities through tabling events, fostering in-person interactions and encouraging student participation.
- Taking professional photos and videos at events.
- Attend and contribute ideas to team meetings, working closely with the Events team on planning and outreach strategies.
- Help plan and run events with the Events Department.
- Plan club socials.