

Student Union Positions Available for 77-78

RADIO CIMN

Manager: responsible for the general operation of the radio station, for the turning in of all invoices for payment by the Student Union, for obtaining all purchase orders where reimbursement by the Student Union is expected, and for obtaining permission and recording all long-distance telephone calls made and being charged to the Student Union.

News Director:

Program Director:

Music Director:

Engineer:

EXTERNAL ADVERTISING:

Responsible for soliciting advertising for the Radio Station and Campus Newspaper all contracts to be signed, drawing up all contracts in conjunction with the Treasurer of the Student Union, turning all information on billing to the Student Union having duplicate copies of all contracts and agreements signed.

MOVIE CLUB:

Chairperson responsible for the gathering of all staff, all booking of movies, the audio-visual equipment being used, obtaining the float and cashbox before each performance, turning in all monies collected to the Student Union Office.

CAMPUS POLICE:

CHIEF responsible for conduct of Campus Police while they are on duty, policing of all student Union events, writing up the worksheet, pay slips for the men on the force, calling all meetings when necessary, to the Comptroller, and to the Security Police Force.

ASSISTANT CHIEF:

3 Senior Members

SOCIAL COMMITTEE:

Chairperson responsible for all social functions on campus run by the Student Union the gathering of staff to work on the committee, the obtaining of the float and cashbox from the Treasurer before each function, advertising of all functions under the Student Union, the booking of all entertainment, turning in of all monies to the Student Union after each function, invoices which must be turned into the Student Union Office for payment, obtaining or renting all facilities and utilities, acquiring all licenses necessary for functions where required.

ORIENTATION:

Chairperson responsible for gathering committee members, calling all meetings, planning a list of events and making them public, presenting a budget to the Treasurer of the Student Union, all events during Orientation Week, all bookings of entertainment, obtaining case box and float before each event, requesting the appearance of Campus Police at all events where required, advertising, turning all invoices in for payment, obtaining purchase orders for all articles bought with the intention of reimbursement through the Student Union, acquiring all tickets and other supplies.

HEAD BARTENDER:

Responsible for purchase of all liquor from the P.E.I. Liquor Commission transporting all alcohol to the facility where it is required, running inventory on all stock, operating bar at specific functions when required, removal of all used bottles from facility following a function, bar facilities during use. Obtaining float and cashbox before each function.
5 Bartenders

CARNIVALS:

Chairperson responsible for all events during winter carnival (Octoberfest) booking all entertainment, obtaining of cashbox and float before each event, advertising ass-

WORKERS

Canadian University Press (CUP) is looking for a National Affairs Reporter and a Business Manager for the 77-78 term. CUP, with its main office in Ottawa, is a co-operative of 70 students newspapers whose main interest is a news and information exchange.

The National Affairs Reporter is responsible for ongoing news reporting on current affairs of general interest such as the economy women's rights, minority group rights and foreign affairs. Since a special emphasis must be placed on Francophone affairs in the next year, the reporter must be fluent in English and French.

The position runs for 34 weeks, starting the third week of August '77. The salary is \$165 per week, with the cost of living in-

associated with the various events be presented providing a calendar of events obtaining Campus Police to work at all functions where they are required, turning in all invoices for payment to the Student Union.

PHOTO CLUB:

Chairperson responsible for obtaining all members of the club calling all meetings of the club, obtaining purchase orders for all purchases made through the Student Union, turning all invoices to the Student Union Office for payment. All photos for yearbook, Cadre, or others requested by organizations sponsored by the Student Union covering all sports events and social events.

YEARBOOK:

Chairperson responsible for dispersal of all books when they become available, laying out of the yearbook, mailing out of yearbook to the publisher, turning in all invoices for payment, obtaining all photographs from Photo Club, calling all meetings, and presenting a budget to the treasurer.

SPEAKER:

Presides at all meetings of the Council and the General Membership meetings and Executive Committee meetings. Interpret the Constitution and its bylaws subject to the Student Judicial Committee and enforce the rules of Parliament by procedure

NEEDED!

increases quarterly and a full medical and dental benefits program.

The Business Manager is responsible for invoices, regular payroll, co-ordinating the print operation, keeping the financial records of CUP developing, in conjunction with the national executive, alternating financing schemes for the organization.

The position runs for 56 weeks, starting immediately, with a salary of \$165 per week with cost of living increases quarterly and full medical and dental benefits program.

Please send detailed resumes by April 6, to Canadian University Press; Suite 211, 277 Laurier Ave, West; Ottawa; Attention: Consulting Committee. For more information call 613-232-2881

according to Robert's rules of Order. Be a council member but not hold any other office in the union's sub-organizations or be a representative on the Board of Governors or Senate. Be appointed by Council at its first meeting upon recommendation of the Personnel Board.

RECORDING SECRETARY:

Shall record all council meeting minutes, keep an orderly account of the minutes and perform other secretarial duties as required.

STUDENT JUDICIAL COMMITTEE:

Chairman shall notify committee members of all meetings cases to be dealt with, inform Student Services, Security Police, be answerable directly to Student Union.

CADRE:

Editor-responsible for the overall operation of the paper, responsible for submitting budget to Student Union for years operation, for Communications with Student Union, its sub-organizations and other outside organizations with the exception of the Canadian University Press. Must maintain an atmosphere conducive to the well-being of the newspaper among staff members.

Applicant forms are available in the Student Union Office, Basement of Memorial Hall.

The Deadline for applying is April 8/77.

↓ STUDENTS ↓

Remember your Zurich Insurance is effective until 31 August 1977, no matter whether you are returning, graduating, or have other plans. Those of you who leave Charlottetown during the summer and cannot get your drugs locally, may send your claims to the Student Union Office where they will be processed. When the payment is received it will be sent to you without delay. Be sure to give your return address.

Should you have any questions or problems don't hesitate to contact us.

Also remember that when registering next Fall, you may receive a rebate of your Medical Premium by applying to the Student Union Office, by 25 September, with proof of other coverage.

Have a good summer, don't work too hard, and will be glad to welcome you back when vacations are over.