

### 2019 GenNext Cabinet Structure

<p style="text-align: center;"><b>Vice Chair</b></p> <ul style="list-style-type: none"> <li>✓ Take mentorship, work alongside and assist the Chair when required</li> <li>✓ Liase with UW staff partner and UW GenNext Program</li> <li>✓ Research other GenNext Programs throughout Canada to bring new ideas/ strategies forward</li> <li>✓ Chair GenNext monthly cabinet meetings and represent GenNext, should Chair not be able to attend a meeting/ event/ initiative</li> <li>✓ Record and send out monthly meeting minutes to the GenNext Cabinet</li> </ul>	<p style="text-align: center;"><b>Chair</b></p> <ul style="list-style-type: none"> <li>✓ Lead the GenNext Program and act as main GenNext Representative contact</li> <li>✓ Ensure all Cabinet Members are on task</li> <li>✓ Often work alongside workplace campaign coordinators to incorporate GenNext activities within the existing UW campaign, and sometimes sit on a workplace campaign cabinet</li> <li>✓ Liase with UW staff partner and UW GenNext Program</li> <li>✓ Research other GenNext Programs throughout Canada to bring new ideas/ strategies forward</li> <li>✓ Chair GenNext monthly cabinet meetings</li> <li>✓ Non-Voting Member</li> </ul>	<p style="text-align: center;"><b>Past Chair</b></p> <ul style="list-style-type: none"> <li>✓ Mentor the current Chair to ensure that they are completing all tasks required of their role</li> <li>✓ Participate as an active member on the Cabinet to ensure that the overall direction of GenNext is being accomplished</li> <li>✓ Research other GenNext Programs throughout Canada to bring new ideas/ strategies forward</li> </ul>
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LEARN Leads (2)	ACT Leads (2)	GIVE Leads (2)	Workplace Ambassador Coordinators (2)	Social Media/ Communications Coordinator (1)
<p>Chairs – lead entire team Leads are to share the lead on to head each bullet point:</p>	<p>Chairs – lead entire team Leads are to share the lead on to head each bullet point:</p>	<p>Chairs – lead entire team Leads are to share the lead on to head each bullet point:</p>	<p>Liaison is to report back to cabinet of what each workplace ambassador is working on and the following bullet points:</p>	<p>Chair – Has editing access to the GenNext Social Media profiles and creates content and graphics to keep our message/ page current</p>
<p>Plans activities, events, and strategies to <b>inform</b> individuals about GenNext &amp; the work of UW.</p> <ul style="list-style-type: none"> <li>-GenNext Speaks/ Special Speaker Event (Lunch &amp; Learns)</li> <li>-Special Event just for GenNexters with impact speaker (mix &amp; mingle?)</li> <li>-Communications about GenNext</li> <li>-Promoting and tracking GenNext Givers</li> </ul>	<p>Plans activities, events, and strategies to encourage individuals to <b>get involved</b> with GenNext &amp; UW.</p> <p>Plans engagement opportunities for young professionals including:</p> <ul style="list-style-type: none"> <li>-Day of Caring</li> <li>-Engagement Opportunity for GenNexters only</li> <li>-Tours or agencies</li> <li>-Workplace Ambassador Program</li> </ul>	<p>Plans activities, events and strategist to encourage individuals to <b>make a gift</b> to GenNext &amp; UWTB.</p> <ul style="list-style-type: none"> <li>-Supports the annual campaign activities</li> <li>-Promoting and tracking GenNext Givers</li> <li>-Plans other UW events and encourages giving through attendance:                             <ul style="list-style-type: none"> <li>-Let's Get Quizzical</li> <li>-Ischkinakker Shaker</li> <li>-The Big Freeze</li> <li>- Pitchin' In for the UW</li> </ul> </li> </ul>	<p>Main responsibility of this position is to recruit Ambassadors for each work place. Ambassadors in each workplace are the liaisons between their workplace GenNexters and the GenNext Cabinet (through the Ambassador Liaison).</p> <ul style="list-style-type: none"> <li>-Promoting and tracking GenNext Workplace Ambassadors Network</li> <li>-Promotes all UW events in each pillar to Ambassadors to share with their workplaces.</li> <li>-Support workplace Ambassadors with creating mini-GenNext events within their work places that fit within any of the pillar areas of GenNext</li> </ul>	<p>Main responsibility of this position is to gain editing access on the GenNext Social Media profiles in order to create content and graphics for the page. (Non-Voting Member)</p> <ul style="list-style-type: none"> <li>-This individual will be responsible for creating a timeline of posts for each month. There must be minimum 1-2 posts per week. You must send content for the following month's posts by the 15<sup>th</sup> of each month prior to the UW Staff Support for approval. Once approved, you can then go in and schedule each post appropriately.</li> <li>-Also responsible for tracking analytics of postings.</li> </ul>

**Member At Large** – For individual(s) that would like to participate on the Cabinet and support the overall goal but participate and complete tasks from afar as asked. Member to break a tie vote, if applicable.

The Cabinet is responsible for approving activities, events, and strategies in each pillar area. The cabinet will meet monthly to review work plans, receive updates on events and activities, and perform other duties as required.

Pillar leads are responsible for recruiting volunteers as planning committee members for each event as well as work in partnership with the staff person of UW to recruit volunteers to volunteer for the day of each event (As required).