



Application Package 2017-2018



**Dear future members,**

I personally want to thank you for your interest in Actions for Healthcare.

Actions for Healthcare is comprised of a group of motivated students from the University of Ottawa with the mission of organizing fundraising events for various healthcare-related charities. Through our fundraisers, we aim to promote health research, healthcare programs, novel initiatives for improving patient care, health organizations and companies.

In the past 5 years, we have grown from 2 people's collective vision, to an over 50 member team – and we are still growing! This year will be the inaugural year of Actions for Healthcare going national, expanding our AFH family to span University campuses across Canada.

We are looking for individuals who are uniquely passionate about healthcare and who want to bring their enthusiasm and ideas to fruition with a group of like-minded individuals. I encourage you to tour our Website and Social Media prior to filling out the application package – discovering what distinct opportunities your future with AFH might hold.

On behalf of everyone here at Actions for Healthcare, I extend a warm welcome and wish you luck! I hope to get to know you better in the future.



Thank you,

Linxi Mytkolli  
President  
Actions for Healthcare

## AFH Teams and Positions

Below are the positions that are currently vacant and for which you are able to apply. Read the descriptions carefully before you apply! Once you have decided for which position you are applying, please complete the online questionnaire found on our website

- 1) Speaker Contact Team (2 positions)
- 2) Sponsorship Team (2 positions)
- 3) Marketing & Multimedia Team (2 positions)
- 4) Mentorship Team (2 positions)
- 5) Communications Team (0 positions)
- 6) Blog Team (3 positions)
- 7) Class Representatives (4 positions)

In the following pages, you may find descriptions of all the positions and their responsibilities.

# Team Descriptions and Member Responsibilities

## Member Responsibilities

All AFH members are expected to:

- Respect others by meeting deadlines and by attending meetings
- Work closely together as a team and with the team leader
- Have a true passion for health advocacy and promotion of healthcare related topics to the community

### 1) Speaker contact team

#### *Tasks*

- Brainstorm ideas of speakers that fit into the various events run by AFH (networking, case competition, mentorship...etc).
- Formally invite speakers to attend various AFH events.
- Write speaker's biographies to be used on social media and on the AFH website.
- Be the main point of contact for a speaker if they agree to attend the event.
- Escort the speaker to the location of the event.
- Assist in setting up at the location of the event (equipment, layout...etc).
- Introducing the speaker at the event.

### 2) Sponsorship team

#### *Tasks*

- Visit organizations, clubs, businesses, faculties, and make requests for sponsorship via cash or in-kind gifts.
- Write emails to or visit school faculty directly, requesting sponsorship.
- Look for opportunities for grants.
- Write grants once opportunities for grants are found.
- Find other health organizations and students clubs to be present (set up a booth) at AFH events or that can help promote AFH.

### 3) Marketing and Multimedia Team

#### *Tasks*

- Promote AFH and its events everywhere you can within reason.
- Execute tasks associated with promotional campaigns.
- Put up posters promoting AFH events.
- Visit organizations and classrooms during promotional campaigns.
- Send targeted emails to promote AFH.
- Perform administrative tasks such as printing, collecting names, or selling tickets.
- Spend at least 24 hours selling tickets at the AFH booth.
- Make videos (e.g. timeline, promotion, trailers, vlogs).
- Design posters, pamphlets, tickets, banners, information brochures, sponsorship brochure, and nametags.
- Take pictures during the events and edit them as needed.
- Work with the team leader to improve the AFH website.

### 4) Mentorship Team

#### *Tasks*

- Help in organizing a pre-med workshop.
- Promote the event by sending emails, using social media platforms, and coordinating with the marketing & multimedia team to promote the event.
- Work with the team leader in getting all the equipment required for the workshop
- Recruiting medical students and physicians to lead the various workshops in the mentorship event.

### 5) Communications Team

#### *Tasks*

- Coordinate with the president and marketing & multimedia team to reach out to attendees of AFH events.
- Craft emails and communicate with various organizations, faculties, and the public regarding AFH events.
- Take meeting RODs (record of discussion).

## **6) Blog Team**

### *Tasks*

- Compose blog entries on a regular basis on current and relevant health topics.
- Coordinate with the communications team and marketing & multimedia team for publication of the blogs.

## **7) Class Representatives**

### *Tasks*

- Promote AFH events by engaging the students in the year you represent (class announcements, social media...etc.).
- Engage with students that you represent and report topics of interest or that are relevant to the students you represent.
- Coordinate with the communications team and marketing & multimedia team to better target AFH audience.