



Youth Organising Committee for GCNS Youth Forum

About GCNS Youth Forum

The GCNS Youth Forum is a forum for youths by youths. The Youth Forum aims to engage youths to champion CSR and Corporate Sustainability through direct involvement in both the planning and execution of the event. By getting youths involved in the planning, it provides a platform to better understand the trends and issues pertaining to CSR and Corporate Sustainability.

Volunteer Positions and Scope of Work

All teams require a team leader who must possess the necessary interpersonal skills, teamwork and leadership qualities that would enable him/her to take charge and be responsible for the planning and operations of the forum. Volunteers need not have a background in CSR/ Sustainability, but you should have a keen interest in learning and developing skills in the areas specified in the various volunteer positions. This is a 8-month volunteering programme.



Deputy Chairperson

Role

- To support the chairperson in decision making
- Be responsible for the outcome of the event
- Priority in ensuring the operations well planned and executed

Requirements

- To commit fully for 8 months (and include post-event report submission for each event)
- Possess excellent interpersonal skills
- Be resourceful and work well in a team
- To motivate volunteer team
- Be responsive over phone and emails
- Must be able to handle stress well and commit more hours than the rest of the team
- Adaptable and able to respond to situation change
- Good eye on details and ability to identify operational flaws in advance

Expectations

- To be able to work closely with the Chairperson
- Oversee tasks to the departments of programmes, logistics and volunteer management and marketing
- Provide timely monthly update on team performance
- Provide fortnightly update
- Anticipate problems and develop preliminary solutions
- Oversee all aspects of recording and documentation
- May be required to fill in for the Chairperson should he/she be made unavailable due to unforeseen circumstances



Admin & Logistics Team

Role

- In the initial planning phase, the team is required to look into the managing of information and key information of the conference with parties such as following up with emails
- To facilitate the flow of information and resources in order to meet the needs of the project
- Seek to integrate the information, transportation, material handling, packaging and occasional security of all the teams involved
- In-charge of the on-site setup on actual event day
- In-charge of purchasing of event materials

Requirements

- To commit fully for 8 months (and include post-event report submission for each event)
- Possess excellent interpersonal skills
- Be resourceful and work well in a team
- Be responsive over phone and emails
- Good eye for details

Expectations

- To follow up on all necessary administrative issues such as drawing up for proposals, plans, strategies, making phone calls to partners and associates of the project
- Each member of the logistics team will be attached to any of the following teams: Programmes, Volunteer Management or Marketing to help with operations prior to the project and during actual operations



Programmes Team

Role

- Spearhead in planning and conceptualising the programme for Youth Forum with the team in an effective manner
- Liaising with speakers
- Streamline flow of programme
- To be the main point of contact for cueing the programme and to ensure it runs smoothly

Requirements

- To commit fully for 8 months (and include post-event report submission for each event)
- Possess excellent interpersonal skills
- Be resourceful and work well in a team
- Be responsive over phone and emails

Expectations

- To follow up on all necessary administrative issues such as drawing up for proposals, plans, strategies, making phone calls to partners and associates of the project.
- Each member of the programmes team may be attached to any of the following teams: Admin & Logistics, Volunteer Management and Marketing to help with operations prior to the project and during actual operations.



Volunteer Management Team

- To issue calls for volunteers, interviews, allocation of suitable volunteers to respective working teams
- Responsible for the training and orientation of all volunteers
- To work with Admin & Logistics team on allocation of roles and responsibilities of volunteers on actual day of event

Requirements

- To commit fully for 8 months (and include post-event report submission for each event)
- Possess excellent interpersonal skills and behavioural judgement skills
- Be resourceful and work well in a team
- Able to motivate volunteer team
- Be responsive over phone and emails
- Able to adapt to changes promptly

Expectations

- Develop and implement volunteer orientation package
- Recruit and train volunteers
- Create schedule of respective volunteer roles to manage volunteer movement during conference session
- To work closely with the marketing team to develop strategy to issue call for volunteers and management
- Work with the existing team scopes to allocate volunteers
- Be responsible for all volunteers and manpower involved in the project
- Report to the Chairperson and Co-chairperson if there are any problems with volunteers or manpower during the course of planning, execution and operations of the project
- Required to work on short notice if teams are short of volunteers and manpower



Marketing Team

Role

- To effectively market, create awareness and opportunities for exposure of the project
- To garner support for the event and increase number of participants for the project

Requirements

- To commit fully for 8 months (and include post-event report submission for each event)
- Possess excellent interpersonal skills
- Be resourceful and work well in a team
- Be responsive over phone and emails
- Adaptable and able to respond to promptly to situation change
- A background in marketing, advertising or business strategies and/or design, web-design (applicants who have both will have an advantage)
- Possess good networking skills
- Good design sense and skill (such as Photoshop or freehand)

Expectations

- Develop and implement publicity & marketing strategies of project
- Develop and implement sponsorship packages
- Main liaison with sponsors and partners
- Ensure project website is up two months before the project begins latest
- Maintain website and its information promptly