



SPECTRUM STUDENT CONFERENCE
CONFÉRENCE D'ÉTUDIANTS 2009

Student Action for Sustainability
Les étudiants en action pour
le développement durable

VOLUNTEER JOB DESCRIPTIONS
FOR POLICY WORKSHOP

**Volunteer Job Descriptions for the SPECTRUM 2009 Policy Workshop
Mid October 2009: Official Date and Location to Be Confirmed**

If you are interested in applying to any of the positions below, please email us at spectrum@carleton.ca with a brief cover letter stating why you are interested in participating in the policy workshop, and a current resume.

We look forward to working with you!

About the Policy Workshop

The SPECTRUM 2009 Policy Workshop will bring together a group of 15-20 students from across the region and from a diversity of academic backgrounds including public policy, architecture studies, urban design, social work, political science, engineering, management, and many others for a two day session to begin to develop a policy document to inform the *Choosing Our Future* initiative.

The SPECTRUM 2009 Policy Workshop aims to:

- Provide a forum in which students can engage in meaningful discussion concerning sustainability in the region and contribute their ideas to the *Choosing Our Future* initiative.
- Provide a means by which students' academic interests are linked to real policy challenges, where ideas are translated into solutions to better the community.
- Lay the foundations for continued student involvement concerning sustainability in the region by initiating an on-going National Capital Region Student Network.

Policy Workshop Core Team Overview

The Policy Workshop Core Team will be composed of 10-15 students from universities and colleges from across the National Capital Region. The Core Team is for students who wish to attend the policy workshop *and* help to produce a policy document (this policy document will inform the *Choosing our Future* initiative and be included in a report to Ottawa City Council). The Core Team members will be expected to work 5-7 hours/week with the SPECTRUM 2009 Co-Chairs on post-workshop deliverables and deliver a high quality and policy-relevant product. The policy document will be completed by the end of the fall semester.

The Core Team will also work to form the National Capital Region Student Network – a mechanism which will continue to involve the student voice on issues of sustainability and community development in the NCR.

For students who wish to participate in the policy workshop only, there is space for 5-7 other students to attend as 'participants'. These 'participants' will be involved in the policy workshop discussions but will not be responsible for post-workshop deliverables.

Specific Core Team Responsibilities Include:

- Attending the weekend-long policy workshop and participating in the brainstorming and engagement activities of the workshop.
- Taking notes during the policy workshop to help in the production of post-workshop deliverables.
- Attending bi-weekly meetings.
- Working in respective jobs (see below) to produce a policy document for the *Choosing Our Future* initiative.
- Working on formulating ideas concerning the creation of a NCR Student Network on sustainability and community development.

If you wish to be a part of the Core Team, please apply to the Co-Chairs of the SPECTRUM 2009 policy workshop at spectrum@carleton.ca, identifying one or more of the following positions:

Policy Coordinator(s) (1-2)

The Policy Coordinator(s) will work with the Co-Chairs to ensure that the policy workshop and the policy document meets the strategic goals and outcomes of the *Choosing Our Future* initiative and provides a relevant set of recommendations and guidelines highlighting the student perspective.

Duties and responsibilities include:

- Liaising with the Co-Chairs on post-conference activities.
- Preparing policy workshop briefing documents for core team members.
- Working with co-chairs to determine the timeline for policy document development.
- Working with Editors and Writers to ensure that the document produces policy relevant proposals.

Co-Editors in Chief (2)

The Editors in Chief works to edit the policy document and works with the Policy Coordinator to ensure that the document develops comprehensive proposals for action on sustainability. The Editors in Chief will also work with Section Editors throughout the editing process to ensure that the policy document is brought to a professional state.

Duties and responsibilities include:

- Working with section writers to ensure consistency and clarity of language throughout the report.
- Working with the policy coordinator to ensure writing is applicable to policy work and especially to the municipal government culture.

Section Editors (3-4)

Section Editors work to clarify the language and message of each section of the policy document.

Duties and responsibilities include:

- Ensuring clarity and conciseness of their respective section of the policy document.
- Working with the Policy Coordinator to ensure policy relevance in each section.

Writers (3-4)

The writers work to compile the ideas from the policy workshop into the policy document that will go to the *Choosing Our Future* initiative.

Duties and responsibilities include:

- Taking detailed notes during the policy workshop.
- Working to produce a written document that reflects the findings of the SPECTRUM 2009 Conference: *Student Action For Sustainability* and the policy workshop.

Designer (1)

The designer will be engaged in producing a stylized professional looking policy document once it is written.

Workshop Participants (5-7)

The workshop participants will be engaged in attending the policy workshop but will not have responsibilities post-workshop in the production of the policy document or any other deliverables for the *Choosing Our Future* initiative. This provides an opportunity for students to become involved in an initiative that will translate into real policy recommendations for the city, but do not want to make a larger time commitment.

Duties and responsibilities of workshop participants include:

- Attending the weekend-long policy workshop and engaging in meaningful debate about sustainability issues in the NCR.
- Taking notes during the workshop, compiling them and sending to the core team.
- Reading a short series of papers to prepare for the policy workshop (these papers will be sent out to participants after the SPECTRUM 2009 Conference but before the workshop).