

# Formation Dancesport UBC

## **Position Title: Bookings Representative**

Member of: FDS UBC exec

Works with: Executive team, liaisons, and members

### **Key Responsibilities of Bookings Representative:**

- Must attend all bookings line ups and forums
- In charge of booking event, lesson, and practice space during the two terms
- Keep an updated Google calendar (or other) of all the bookings as they are made
- Helps contact instructors for special events

### **Key Responsibilities as an Executive Member:**

- Attending and contributing to weekly executive meetings (date and time to be set based on availability)
- Involvement in exec activities, and meetings
- Help babysit a minimum of one activity/lesson per week
- Participate in the organization of events, workshops, etc.
- Marketing of FDS to students (especially during recruitment)
- Embodiment and example of FDS spirit for the whole club to feed off of!

### **Term of Service:**

- May 2009 – March 2010

### **Qualifications:**

- Very organized and hard working
- Teamwork and dedication to the club
- Project management skills an asset

### **Need more info?**

- Contact President, Jessica Lam ([ubcformation@gmail.com](mailto:ubcformation@gmail.com) or 604-836-8021)
- Club information at <http://ubcformation.weebly.com>

### **Application Due (by e-mail):**

- Saturday April 4<sup>th</sup> 11:59 pm