



CREATING LEADERSHIP AMONGST YOUTH (CLAY)

1. PURPOSE

- 1.1 To provide high school students with the opportunity to attend a leadership conference with the aim of developing and improving their leadership skills, facilitated by university students acting as peer mentors.

2. OPERATING PARAMETERS

- 2.1 CLAY shall aim to maintain the following objectives:
 - 2.1.1 Develop leadership skills for all of those involved;
 - 2.1.2 Provide dynamic and innovative leadership programming and entertainment;
 - 2.1.3 Provide an opportunity for future student leaders to interact with current student leaders at McMaster.
- 2.2 CLAY shall be run as an annual cost-recovery event;
- 2.3 CLAY shall attempt to involve as many of McMaster's student leaders as possible in the planning and execution of the conference;
- 2.4 CLAY must remain a student-led, student-run initiative.

3. PERSONNEL STRUCTURE

- 3.1 The Coordinator, who shall:
 - 3.1.1 Be responsible for planning, promoting and running CLAY;
 - 3.1.2 Perform duties outlined in the CLAY Coordinator job description;
 - 3.1.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.3.1 The outgoing CLAY Coordinator;
 - 3.1.3.2 The Vice-President (Administration);
 - 3.1.3.3 One (1) Executive Board Member.
- 3.2 The Volunteer & Logistics Coordinator, who shall:
 - 3.2.1 Be responsible for the training and management of the LDLs (Leadership Developer; Logistics), as well as the development of conference logistics in coordination with the coordinator.
 - 3.2.2 Perform duties outlined in the CLAY Volunteer & Logistics Coordinator job description;

- 3.2.3 Be selected by the CLAY Coordinator through an application and interview process.
- 3.3 The Events Coordinator(s), who shall:
 - 3.3.1 Be responsible for developing inclusive social events and entertainment, as well as arranging speakers for the conference weekend
 - 3.3.2 Perform duties outlined in the CLAY Events Coordinator job description;
 - 3.3.3 Be selected by the CLAY Coordinator through an application and interview process.
- 3.4 The Media & Design Coordinator, who shall:
 - 3.4.1 Be responsible for designing and producing all promotional and conference material;
 - 3.4.2 Perform duties outlined in the CLAY Media & Design Coordinator job description;
 - 3.4.3 Be selected by the CLAY Coordinator through an application and interview process.
- 3.5 The Sponsorship & Fundraising Coordinator(s), who shall:
 - 3.5.1 Be responsible for soliciting sponsorship and planning conference fundraising events;
 - 3.5.2 Perform duties outlined in the CLAY Sponsorship & Fundraising Coordinator job description;
 - 3.5.3 Be selected by the CLAY Coordinator through an application and interview process.
- 3.6 The Outreach Coordinator(s), who shall:
 - 3.6.1 Be responsible for creating and distributing recruitment packages as well as the management of release and safety forms;
 - 3.6.2 Perform duties outlined in the CLAY Outreach Coordinator job description;
 - 3.6.3 Be selected by the CLAY Coordinator through an application and interview process.
- 3.7 The Sessions Coordinator(s), who shall:
 - 3.7.1 Be responsible for planning workshop activities and discussion topics during the conference, and for the creation of staff and delegate manuals in coordination with the Media & Design Coordinator;
 - 3.7.2 Perform duties outlined in the CLAY Sessions Coordinator job description;
 - 3.7.3 Be selected by the CLAY Coordinator through an application and interview process.
- 3.8 The Leadership Developers (LDs), who shall:
 - 3.8.1 Attend training before the conference and provide support to the conference as directed;
 - 3.8.2 Perform duties outlined in the respective job descriptions;
 - 3.8.3 Be selected by the CLAY Coordinator in coordination with the conference Planning Team through an application process.
- 3.9 The Special Errands Team (SET) Members, who shall:
 - 3.9.1 Attend training before the conference and provide support to the conference as directed;
 - 3.9.2 Perform duties outlined in the respective job description;
 - 3.9.3 Be selected by the CLAY Coordinator in coordination with the conference Planning Team through an application process.