**All executive members are expected to**:

* + Be a voting member of the executive committee
	+ Obtain Food Safe Level 1
	+ Attend Training Day and all weekly meetings
	+ Be scheduled for a minimum of a 3-hour shift at Agora throughout each semester
	+ Document all acquired knowledge of their position in a transition report at the conclusion of their position
	+ Commit to a minimum of 2 consecutive semesters in their position on the executive committee

**Position specific tasks:**

Inventory Manager (8-10 hours per week)

i) Facilitates all communication with the Prep Shift Committee.

ii) Coordinates and records all financial transactions between inventory suppliers and the Agora Finance Manager.

iii) Takes inventory of all ingredients and supplies on a regular basis throughout the semester, and ensures everything is fully stocked.

iv) Purchases miscellaneous food items that are not provided through suppliers on a weekly basis.

v) Works with Finance Manager to make affordable and sustainable choices when purchasing inventory.

vi) Keep an updated and organized record of supply prices.

vii) Maintain a clear channel of communication with suppliers, especially on the day an order is due

viii) Establish a procedure for executive members on shift during delivery days.

Finance Manager(8-10 hours per week)

i) Manages and maintains detailed records of all of Agora’s financial affairs using Excel. This includes: (1) counting each day’s sales and depositing it to Finance Department;

  (2) replenishing cash exchange for cafe use.

ii) Shall be directly responsible to the Faculty of Land and Food Systems Finance Department for all financial transactions of the organization (from distributors and reimbursements)

iii) Presents a financial report to the LFS Finance Office and the Executive committee once per term and once per year respectively.

iv) Assigns talking points and instructions for “Finances” portion of Training Day.

v) Shall prepare all budgets, with assistance of the General Manager(s). The budgets are to be submitted to the LFS Finance Director.

vi) Shall assume full executive responsibilities of the General Manager in their absence

Human Resources Manager(8-10 hours per week, mostly in first couple weeks of each term)

i) Works with Web & Technology Manager to finalize the volunteer application form prior to each semester.

ii) Reviews submitted volunteer application forms and completes scheduling of volunteers and exec committee.

iii) Communicates with volunteers regarding scheduling changes, conflicts, attendance and other related inquiries, and responds in a timely manner.

iv) Reviews customer comment cards, informs monthly winner of their prize, and organizes comments (shares suggestions where applicable)

v) Conducts volunteer surveys at the end of each term and analyzes the data that comes from completed surveys to provide suggestions for future terms.

vi) Ensures all volunteers have signed the volunteer contract and completed or submitted a copy of their food safety certification.

vii) Assigns talking points and instructions for “Customer Service” portion of Training Day.

Prep Shift Manager(5-6 hours per week)

1. Manages the hiring, training, and scheduling of prep shift leaders.
2. Chooses weekly recipes, and relays them to the inventory manager to ensure ingredients are available when needed.
3. Conducts a three hour prep shift once a week.
4. Organizes communication between the exec team and the prep shift leaders.
5. Reviews all recipes to ensure that ingredients follow seasonality trends.
6. Coordinates recipes with Finance and Inventory manager and works to generate a cost breakdown for each recipe to ensure cost neutrality.
7. Develops new recipes to replace older or ineffective recipes.

**Secretarial Manager**(4-5 hours per week)

i) Takes the minutes of all meetings of the Executive Committee and Advisory Committee.

ii) Condenses meeting minutes into weekly volunteer newsletter.

iii) Arranges the weekly management team meeting times and locations.

iv) Responds to all correspondence in a professional and timely manner.

v) Creates contact lists for managers and volunteers at the beginning of each semester.

vi) Coordinates FoodSafe classes.

**Food Safety Manager(**4-5 hours per week)

i) Updates and maintains Agora’s cleaning schedules and temperature logs.

ii) Ensures that the first-aid kit, hand soap, cleaning supplies and paper products are properly supplied in Agora; notifies Inventory manager when items require purchase                                                          iii) Updates Agora’s food safety instructions, forms and signage as needed at the beginning of each semester in accordance with current menu items and following Food Safe regulations from Vancouver Coastal Health

iv)  Assigns talking points and instructions for “Food Safety” portion of Training Day.

v) Ensures that laundry in Agora (i.e. used cloths and aprons) is done as needed.

vi) Ensures all menu items served at Agora follow Food Safe standards.

vii) Organizes a task list for cleaning day at the end of each semester

**Catering Coordinator**(4-5 hours per week)

i) Communicates professionally and promptly with clients.

ii) Prepares (or organizes catering team to prepare) catering orders of high quality and aesthetically pleasing baked goods, coffee, etc. to be picked up at Agora at a time predetermined with the client.

iii) Works with Web and Tech/Brand and Development to further promote Agora’s catering services.

iv) Works with Inventory Manager to ensure adequate amount of ingredients are available for regular use in the cafe and for the order as well as with Finance Manager to ensure invoices are sent and special orders are negotiable and reasonable

v) Puts in place a team of on-call volunteers to help with and/or complete catering orders in times of high volume

**Brand and Development Manager**(4-5 hours per week)

i) Creates advertisements, posters, signage, etc. for display within the cafe.

ii) Creates advertisements and marketing materials to promote Agora Cafe’s product and mission on UBC campus, particularly within the Land and Food Systems Faculty.

iii) Updates Facebook page, Twitter account, Instagram account with daily/weekly updates/events

iv) Maintains recipe book (within the cafe and public version for purchase)

v) Works with Fundraising manager on fundraising social media campaigns

**Web and Technology Manager**(4-5 hours per week)

i) Will update and maintain MacMillan student space upgrade project landing page

ii) Works with Human Resources manager to format and upload the volunteer application form

prior to the start of each semester.

iii) Maintains volunteer Facebook page to keep volunteers up to date

iv) Updates website and Facebook page design and content as needed (example: menu changes and exec team changes)

v) Uploading and developing training videos for volunteers

vi) Working with Fundraising manager on promotional videos and Fundraising efforts

**Social Coordinator**(4-5 hours per week)

i) Organizes volunteer and exec socials (theme, bookings etc.)

ii) Decorates for holidays and promotions within the cafe (example: Agora grams for Valentine’s Day)

iii) Works with Human Resources manager to improve volunteer retention and volunteer satisfaction

iv) Facilitates volunteer appreciation throughout the term

**Fundraising Manager**(4-5 hours per week) **New position!**

i) Will update and maintain MacMillan student space upgrade project landing page

ii) Will be responsible (with accompanying LFS|US council member) to attempt to raise $25,000 in 2016-2017 school year and 2017-2018 school year (fiscal year end March 31st)

* + Planning fundraisers (for students as events or for a wider audience)
	+ Initiating crowdfunding campaigns
	+ Reaching out to alumni

iii) Will work closely with Web&Tech and Brand&Development on social media platforms for fundraising, on promotional videos and to keep the blog updated with fundraising information

iv) Will work closely with student engagement officer out of the student services center to ensure consistency across years and to promote partnerships

\*\*This is a new exec position, and roles could change/expand depending on your dedication, but the more we raise, the more upgrades we can accomplish

**Skills that would be valuable (for new Fundraising manager):**

* Communication skills: you will need to be in touch with staff in LFS and you’ll need to write inspiring speeches and/or blurbs to encourage donations
* Professionalism: you may need to represent Agora Cafe’s fundraising interests in a more formal setting
* Creativity: you may be planning events for fundraising or working on campaign posters - either way, creativity is a must!
* Technology: you’ll never be working alone, so if this is not your strong suit, but you fit the other skills, we encourage you to apply. If you have skills with social media, creating videos or graphic design, they would be helpful in this position (but again, there are many partners in this endeavour so you won’t have to do it all alone)