



## Sample CCR Descriptions - Student Executive Positions

### Overview

CCR descriptions provide an overview of student involvement in eligible campus activities. **CCR descriptions are meant to clearly explain the role of a student executive position to an outside audience** such as an employer or admission councilor. They also provide students with language they can use for their CV, cover letter, or interview.

### Format

CCR descriptions should be written in full-sentence form with a maximum length of 500 words. Descriptions may vary in length but it is essential that they include only necessary information. Key pointers:

- Concise
- Written in **third person** (i.e. “the task is” not “in this task I”)
- Written in the **present tense**

### Content

Each **student executive position description** should include:

- **Date range** – Dates range of each position (e.g. 9/1/2021 – 4/30/2022)
- **Mission** – What is the goal of the organization?
- **Responsibilities** – What are the main duties and responsibilities of each position?
- **Learning outcomes** – What skills are demonstrated through each position?

The student executive position description will be incorporated into a CCR description.

Below are some sample CCR Descriptions that are readily available for you to view and examine when you start to write your own.

We are always available to help you craft and edit descriptions so that they are consistent with other opportunities that appear on the CCR.

## Sample CCR Descriptions

### Position Title: President

**Organization:** McGill Students for World Vision

**Dates:** 9/1/2018 – 4/30/2018

**CCR Description:** McGill Students for World Vision (MSWV) is a charity organization dedicated to helping families and children living in poverty, both globally and locally. The Club follows the agenda set forth by their parent non-profit, World Vision Canada, a national humanitarian organization. The President acts as the chief executive officer, chief representative, and chief spokesperson of the Club. The President oversees all aspects of the Club and ensures it follows a vision that is consistent with the Club mandate. They chair all executive committee meetings; co-sign all financial transactions with the Treasurer and all minutes with the Secretary; and serve as liaison between World Vision International and the Club to



ensure sufficient communication and understanding between the two parties. They are also responsible for communication within the executive committee and with the Students' Society of McGill University (SSMU). Through their volunteering in this position, they develop communication, organization, group facilitation, problem solving, and leadership skills, including delegation, teamwork, and human and resource management.

## **Position Title: Vice President Events**

**Organization:** McGill Students for World Vision

**Dates:** 9/1/2018 – 4/30/2018

**CCR Description:** McGill Students for World Vision (MSWV) is a charity organization dedicated to helping families and children living in poverty, both globally and locally. The Club follows the agenda set forth by their parent non-profit, World Vision Canada, a national humanitarian organization. The Vice President Events leads a team of three Events Coordinators to assist in executing duties, and manages the logistics of all events and overseeing the group of members involved in organizing various events. They also collect participants' donations, used and unused donation sheets, online donation confirmations and signed forms before an event. Through their volunteering in this organization, they develop leadership, critical thinking / problem solving, oral communication and teamwork / collaboration skills.

## **Position Title: Co-Vice President Finance**

**Organization:** McGill Students for World Vision

**Dates:** 9/1/2018 – 4/30/2018

**CCR Description:** McGill Students for World Vision (MSWV) is a charity organization dedicated to helping families and children living in poverty, both globally and locally. The Club follows the agenda set forth by their parent non-profit, World Vision Canada, a national humanitarian organization. The Co-Vice President Finance oversees and coordinates funding for the programming activities and events of the club. They ensure the funding and financial stability of the club, and are responsible for the collection of membership fees and submitting the proceeds from fundraising events to World Vision International, and any other initiatives. They also co-sign all financial transactions with the Presidents and keep track of all financial transactions and receipts in order to prepare the bi-yearly audits for the Students' Society of McGill University (SSMU). Through their volunteering in this position, they develop banking, budgeting, auditing, records management, leadership, and time management skills.

## **Position Title: Co-Vice President Volunteering**

**Organization:** McGill Students for World Vision

**Dates:** 9/1/2018 – 4/30/2018

**CCR Description:** McGill Students for World Vision (MSWV) is a charity organization dedicated to helping families and children living in poverty, both globally and locally. The Club follows the agenda set forth by their parent non-profit, World Vision Canada, a national humanitarian organization. The Co-Vice President Volunteering leads a team of three Volunteering Coordinators to assist in executing duties. They contact local organizations and arrange monthly volunteering opportunities for both executive committee members and general members. They also remain in close and frequent contact with local volunteer organizations and help organize a clothing drive in the Fall and Winter semesters where all donations will be given to a local organization. Through their volunteering in this position, they develop leadership, critical thinking / problem solving, oral and written communication, and teamwork / collaboration skills.