**CAPITAL CUP ORGANIZING COMMITTEE**

Calling all potential Capital Cup volunteers! We are currently beginning the organization of the 2019 Capital Cup Mooting Tournament. This is a great opportunity for you to add something great to your CCR and get involved with Cap Cup and CLLSS! Details for all positions are listed below. Applications will be due **Friday, June 7th by 11:59PM**. Should you have any questions about the tournament or any of the positions, please feel free to contact us!

1) Lead Operation - The Lead Operation is the foundational position for the tournament. The overall responsibilities of Lead Operation include, but are not limited to, managing and overseeing the tournament generally, supervising the 5 support roles that form the Working Group, identifying issues, filling administrative gaps, and supporting their team to ensure the smooth and effective implementation of the tournament.

Qualifications and expectations:

* Knowledge of each Committee member’s position and how they interact with each other
* Management experience would be considered an asset
* Proficient in English (written and oral)
* Attention to detail
* Knowledge of the legal community at Carleton University and in Ottawa
* Able to adapt to changing circumstances
* Able to handle high stress situations

2) Communication Officer - The Communication Officer is tasked with communication outreach for the tournament, drafting all communication material that is addressed to tournament members and judges. Their responsibilities include, but are not limited to, ensuring that all communication that is sent is professional in nature, properly reflecting the Working Group, CLLSS, and Carleton University.

Qualifications and expectations:

* Proficient in English (Written)
* Knowledge of social media platforms from a professional and advertising perspective would be considered an asset
* Attention to detail

3) Sponsorship Officer - The Sponsorship Officer is tasked with raising all funds for the tournament, both on and off campus. Their responsibilities include, but are not limited to, ensuring that all funding application deadlines are met, all funding forms are filled out appropriately, and drafting the sponsorship packages.

Qualifications and expectations:

-Proficient in English (Written and Oral)

-Experience in fundraising would be considered an asset

-Knowledge of the on-campus funding application forms would be considered an asset

4) Tournament Officer - The Tournament Officer is tasked with organizing the tournament structure. Their responsibilities include, but are not limited to, ensuring that an appropriate moot case is selected no later than September 6th, ensuring that they possess a substantive and expert knowledge of the case they selected, and creating the tournament rules and procedures.

Qualifications and expectations:

* Mooting experience
* Background in law would be considered an asset

**HOW TO APPLY:** If you are interested in any of the positions listed above, please reply to [capitalcupmoot@gmail.com](mailto:capitalcupmoot@gmail.com) indicating the position(s) you are interested in with a copy of your resume. A written sample is strongly encouraged for the following positions: Lead Operations, Communication Officer, and Sponsorship Officer. Once again, applications will be due **Friday, June 7th by 11:59PM.**