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Global Health Students' and Young Professionals' Summit (GHSYPS) Invitation to Join the Planning Committee

Background

The Canadian Association for Global Health (CAGH) is a member-based, not-for-profit organization representing, and supported by, researchers, policymakers, practitioners, and students with academic and civil society partnerships across Canada and globally.

Every year, the CAGH organizes the Canadian Conference for Global Health (CCGH) – a conference attended by educators, researchers, students, community mobilizers and policy makers to share and discuss ways to tackle global health challenges. The 29th Canadian Conference on Global Health (CCGH 2023), themed “From rhetoric to action: moving policy, research, and practice”, will be held from October 16-18, 2023, in Ottawa, ON, both in-person and virtually.

The Global Health Students & Young Professionals Summit (GHSYPS) is a pre- CCGH Summit designed for and by students and young professionals (SYPs) involved or interested in global health. This year, GHSYPS will take place **Sunday October 15th**, in Ottawa.

CAGH is looking for volunteers to join the 2023 GHSYPS Planning Committee members and help lead the development of the Summit's content.

The Students' and Young Professionals' Network (SYPN) aims to serve as the principal space and platform for youth based in Canada and abroad, students, and young professional members of the CAGH and its chapters who are interested in global health research, practice, and policy. Through network development, skills building and mentorship, the SYPN Executive Committee aims to provide students and young professionals the tools to engage in, advocate for, and shape an equity-informed current and future landscape for global health.

The SYPN Executive Committee, composed of 8 co-leads, strives to ensure responsive governance from the Canadian Association for Global Health, shaped by the priorities and concerns of emerging global health leaders. The Executive Committee leads all aspects of the SYPN: member engagement, mentorship, education and professional development and events.



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Composition of the GHSYPS Planning Committee

The 2023 GHSYPS Planning Committee will be comprised of around 10 members. This will include the CAGH SYPN Executive Committee co-leads.

I. Co-Chairs (2-3 positions) – *Positions filled by CAGH-SYPN Committee Leads.*

- *Strategic Duties:*
 - Provide overall leadership and direction for the planning process.
 - Collaborate with Leads to develop the Summit's vision, identity, themes, and brand.
 - Oversee the planning and execution of the Summit, ensuring alignment with objectives, goals, and timelines.
- *Management & Communication Duties:*
 - Facilitate effective communication and collaboration among all Planning Committee teams Leads.
 - Ensure timely progress updates from Leads and address any challenges or concerns.
 - Schedule and lead regular planning meetings with CAGH Staff.
- *Post-Summit Duties:*
 - Oversee the evaluation of the Summit's success, including collecting feedback from attendees and through a post-summit survey.
 - Facilitate post-Summit debrief meetings to identify areas of improvement for future events.
 - Acknowledge and appreciate the efforts of team members and volunteers involved in the Summit.

II. Speakers & Programming team (3 positions)

Speakers & Programming Lead (1 position available)

- *Strategic duties:*
 - Oversee the coordination of the Summit program/agenda with input from the co-Chairs, Logistics Lead and SYPN Coordinator.
 - Assist in the development of the Summit's vision, identity, themes, and brand with the co-Chairs.
 - Work with the Communications Lead to outline, create and develop the required content creation to showcase the speakers, Summit's themes, program, and other related information.



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- Coordinate with the Logistics Lead to ensure the smooth execution of the event prior to and on the Summit day.
- Coordinate with CAGH Staff as needed.
- *Management & communication duties*
 - Delegate, and follow up on tasks among Speakers & Programming team members; schedule and participate in Speakers & Programming team and Planning Committee meetings.
 - Provide regular updates to the co-Chairs about the progress of the team's efforts, tasks and timeline.
 - Maintain a clear line of communication with other Leads.
- *Technical duties*
 - Organize a Poster Abstract Review Committee and oversee its operations.
 - Contact prospective speakers & workshop session leaders.
 - Communicate with poster authors and speakers leading up to and during the Summit.

Speakers & Programming team members (2 positions available):

- *Technical duties:*
 - Research and compile contact information for speakers and workshop leaders.
 - Assist in contacting and following up with speakers and workshop leaders.
 - Collaborate on agenda creation and theme descriptions.
 - Coordinate poster session logistics.
 - Coordinate transportation and accommodation for speakers and confirm attendees' needs.
- *Communication responsibilities:*
 - Maintain clear communication with Speakers & Programming Lead.
 - Maintain regular communication with team members to ensure everyone is on track with their tasks.
 - Participate in team meetings and support other areas as needed.

III. Logistics team (2 positions)

Logistics Lead (1 position available)

- *Strategic duties:*
 - Work with co-Chairs and Speakers & Programming Lead to develop Summit's schedule and assign workshops, presentations and posters to venue locations.
 - Work with Speakers & Programming Lead for poster session logistics.



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- Coordinate with CAGH Staff as needed.
- *Management & communication:*
 - Delegate & follow up on tasks with Logistics team; schedule team meetings; provide an update to co-Chairs on progress of team's efforts, tasks and timeline.
 - Maintain a clear line of communication with other Leads.
- *Technical duties – in coordination with CAGH Staff:*
 - Coordinate the logistical details (e.g., catering, set-up, A/V equipment requirements, virtual platforms) of the Summit, including the Networking event.
 - Manage venue and catering bookings and room assignments based on changing requests, and inform all affected parties in a timely manner.
 - Oversee acquisition and management of external supplies and other supplies as needed by the Planning Committee.
 - Support event logistics needs on the day of the Summit (e.g., signage and room set-up, coordination of volunteers, corresponding with venue staff).
 - Develop delegate feedback form for distribution post-Summit.
 - Participate in team meetings and assist other areas of need as appropriate.

Logistics team member (1 position available)

- *Technical duties:*
 - Brainstorm ideas for conference accessibility (e.g., location, organization, food choices).
 - Research acquisition and management of external supplies for the Planning Committee.
 - Coordinate technical and logistical components of the social night (*to be confirmed*).
 - Manage volunteer sign-up and scheduling for the Summit.
 - Oversee attendees' registration process.
- *Communication responsibilities:*
 - Maintain clear communication with Logistics Lead and provide updates on tasks.
 - Participate in team meetings and support other areas as needed.

IV. Communications, marketing & social media team (2 positions)

Communications, Marketing & Social Media Lead (1 position available)

- *Strategic Duties:*
 - Develop and implement a comprehensive marketing and communications strategy for the Summit.



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- Collaborate with other Leads to promote the Summit's identity, themes, speakers, and program.
- Coordinate with CAGH Staff as needed.
- *Management & Communication Duties:*
 - Delegate and follow up on tasks among team members.
 - Schedule and participate in team meetings.
 - Provide regular updates to co-Chairs on team progress, tasks, and timelines.
 - Maintain clear communication with other Leads.
- *Technical Duties:*
 - Oversee the creation of promotional materials, including graphics, videos, and written content.
 - Manage the Summit's social media presence and engagement.
 - Coordinate with website and team to ensure consistent messaging.
 - Monitor and analyze the effectiveness of communication efforts and make evidence-based improvements.

Communications, Marketing & Social Media team member (1 position available) –

- *Technical Duties:*
 - Assist in creating promotional materials, including graphics, videos, and written content.
 - Support the management of the Summit's social media presence and engagement.
 - Collaborate with the Communications, Marketing & Social Media Lead on implementing the marketing strategy.
- *Communication Responsibilities:*
 - Maintain clear communication with the Communications, Marketing & Social Media Lead and provide updates on tasks.
 - Participate in team meetings and support other areas as needed.

V. Finance and Partnerships Liaison (1 position available)

- *Strategic Duties:*
 - Serve as the primary link between the GHSYPS Planning Committee and the CAGH Staff, ensuring effective communication and collaboration with regards to financial and partnerships matters.
 - Develop and monitor a comprehensive budget for the Summit in cooperation with CAGH Staff.



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- Monitor financial aspects of the Summit, including partnerships, and expenses.
- Management & Communication Duties:
 - Relay financial information and updates between GHSYPS planning committee and CAGH Staff.
 - Address any financial concerns or discrepancies in a timely manner.
- Technical Duties:
 - Track and manage all Summit-related income and expenses, ensuring they align with the approved budget, and coordinate with the Finance and Partnerships Liaison to keep track of partnership agreements and financial contributions.
 - Collaborate with CAGH Staff on financial matters such as invoicing, payments, and financial reporting.
 - Assist co-Chairs and team Leads in making informed financial decisions based on the Summit's budget and financial status.
 - Advise on potential cost-saving measures and identify areas of financial risk.
- Post-Summit Duties:
 - Work with CAGH Staff and the GHSYPS planning committee to finalize and close the Summit's financial accounts.
 - Contribute to the evaluation of the Summit's financial performance and provide insights for future events.
 - Ensure all financial documentation is properly archived and maintained for future reference.

Time Commitment

The GHSYPS Planning Committee will hold monthly meetings from June to October, with the possibility of scheduling additional meetings as required (within each sub-committee, for example). The expected time commitment for Committee members is approximately 4-6 hours per week, though this may vary depending on the specific tasks assigned. **Please be aware that the time commitment may increase as the Summit date approaches, in order to address any last-minute preparations and requirements.**

Application and selection process

If you would like to get involved with planning GHSYPS 2023, please submit:

- A short cover letter expressing your interest in a specific position on the Planning Committee and highlighting your qualifications for that role (600 words max) and;
- your resume



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Email the CAGH Program Coordinator, Johanna Manga, at info@cagh-acsm.org. Reference 'GHSYPS Planning Committee' in the subject line. Applications will be reviewed based on relevant experience, skills, and demonstrated interest in global health. The Planning Committee is committed to Respect; Integrity; Diversity, Equity, and Inclusion; and Excellence. Applications are welcome from: women, First Nations, Métis and Inuit persons, persons with disabilities, racialized persons, persons of minority sexual orientation or gender identity, and others.

The deadline for submitting your application is **June 20th, 2023, 23:59 Eastern Time**. We thank all those who apply, however, only successful applicants will be contacted, by email.