



coast
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college

coastmountaincollege.ca

LEADERS IN ACTION



LEADERS IN ACTION (LIA) PROGRAM OVERVIEW

Campuses: Terrace, Prince Rupert, Smithers, and Hazelton

VOLUNTEER WITH:

- On-campus events
- Social events
- Sporting events
- Cultural events
- Orientations
- Campus tours
- Plan and run clubs

VOLUNTEERS COMMIT TO:

- 10 hours of volunteering per semester
- Communicate availability to Student Engagement

WHAT EACH VOLUNTEER RECEIVES:

- \$150 honorarium after each semester
- A celebration luncheon or dinner
- Leaders in Action Certificate

TRAINING:

Each leader will receive training on event management and College procedures as well as soft-skill leadership development.

LIA GOALS:

- To develop as a leader on and off-campus.
- Increase student engagement.

CODE OF CONDUCT & EXPECTATIONS:

- Take initiative in leadership roles.
- Encourage student participation.
- Help foster a welcoming environment.
- Respect all LIA members and work collaboratively as a team.
- Offer your ideas, opinions, and feedback.
- Suggest new activities, programs, or workshop topics.
- Learn more about CMTN and share this knowledge with your peers.
- Engage in student events to the best of your ability.

VOLUNTEER RESPONSIBILITIES:

- Actively participate during LIA orientations and workshops.
- Be punctual and come prepared.
- Call if you are running late or cannot attend at the last minute.



- Wear your LIA shirt or vest when you are volunteering.
- Keep a record of all your volunteer hours.
- Treat your LIA volunteer experience like a job—it is a valuable contribution to your peers, CMTN employees, the college, and your future.
- Be curious and ask questions.

BENEFITS OF LIA:

- Meet new friends.
- Learn new skills and gain new experiences.
- Learn about diverse cultures.
- Help other students, particularly new ones.
- Give back to the CMTN community.
- Profit from networking opportunities.
- Gain valuable experience for your resume or academic applications.
- Play an active role in improving your campus.
- Develop and practice your leadership skills.

VOLUNTEERING PROCEDURES & CONTACT INFORMATION:

- All volunteers will be contacted via email as opportunities arise.
- If you are interested in a particular opportunity, respond to the email notification as soon as possible.
- Volunteers will be accepted for an activity on a first come, first served basis.
- An email will be sent to you confirming your participation or notifying you that the position has been filled.
- Please check your emails regularly for volunteer opportunities.

RECORD KEEPING:

Volunteers are responsible for keeping track of their own hours.

- Use the sheet provided at the back of this package.
- An electronic copy will also be emailed to you.

VOLUNTEER EXAMPLES:

- Preparing, setting up, assisting, and cleaning up during events and workshops.
- Planning and organizing events.
- Leading campus tours.
- Training and orientations.

Volunteers are expected to submit all hours to your college coordinator at the end of each month.

MEETINGS:

Monthly meeting with your campus Student Engagement representative.

Terrace

Madison Greening
Student Engagement Coordinator
250-635-6511 ext. 5342
mgreening@coastmountaincollege.ca

Prince Rupert

Karen Buchanan
Student Engagement Officer
250-635-6511 ext. 5700
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Smithers and Hazelton

Praveen Kashyap
Student Engagement Officer
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