



## **Head Captain(s)**

### **Responsibilities:**

The Head Captain will ensure the Carleton Moot Team operations run accordingly, delegate tasks to the co-captains, organize meetings and events and oversee all decisions made by the team.

- Presides at all meetings of the Organization and its Executive Committee and has ultimate responsibility for all Organization functions.
- Oversees the preparation of all teams representing Carleton University and the Organization in interscholastic moot court tournaments.
- Responsible for overall team management, including team members and co-captains
- Responsible for managing, organizing, planning and presenting at meetings
- Ensures a professional relationship is maintained between all of the teams relational ties (such as CUSA, Law Department, Tournament organizers, etc)
- Responsible for hosting panels (practice moots) before each tournament
- Responsible for communicating with the team and providing updated information regarding upcoming tournaments

### **Requirements:**

- Undergraduate Carleton University Student
- Must have at least two years of prior mooting experience
- Time management and organization skills are essential
- Ability to speak publicly in front of a crowd and run meetings
- Ability to work well with others (including other members on the team and others in leadership roles)

### **Available Positions: 1**

### **How to Apply:**

Please submit your resume that details your unique skills and experience.

Applicants can email their resume to [carleton.mooting@gmail.com](mailto:carleton.mooting@gmail.com) with the subject line: Carleton Moot Team: \*Position Title: Application and Resume\*. Please also include your availability for an interview on Friday April 19, 2024. Applications will close at 4:00pm on April 17, 2023.