

## **Volunteer Roles and Responsibilities**

### **General Volunteers**

- Be the first host to visitors and first point of contact for most judges and coaches.
- Be familiar with the rooms and schedules to direct guests accordingly.
- Monitor the coaches and judges lounge ensuring rooms are cleaned regularly and food is refreshed.
- Assist Team Ambassadors with monitoring teams in case preparation rooms.
- Assist the Organizing Committee with event set up and take down, as needed.
- Other tasks as needed by Organising Committee. Please indicate if you have any photography, videography, or social media interest or experience.

### **Room Monitors**

- Prepare the case preparation rooms with Time Keepers.
- Ensure all technology runs smoothly in the designated case presentation room.
- If problems arise, contact the IT person on site.
- Bring the printed version of presentations to the judges' panel right after the Q&A periods are finished.
- Make sure all presentations are saved by the end of the day and "clean" all USB sticks.

### **Time Keepers**

- Prepare the case presentation room with Room Monitors.
- Upload the presentation (USB), provided by the Team Ambassador.
- Start exactly on time and notify the team and judges using the provided signs when the participants have 5 minutes, 3 minutes, and 1 minute left.
- Provide 5 minutes, 3 minutes, and 1 minute warnings during the following Question and Answer period.
- Collect the judges score and feedback sheets and deliver them to the ROCA Command Center.

### **Team Ambassadors**

*\*Please note: that this role requires availability and attendance for all days of the competition.*

- Act as a "buddy" to your assigned team. You will accompany them for all of their programmed activities as their guide to Ottawa and Carleton University's Sprott School of Business.
- Prepare the case presentation rooms as instructed by the Organizing Committee.
- With assistance from the General Volunteers, monitor the case preparation room for your team. Escort any participants that will need to leave the room and report all unauthorized or unusual behaviour during case preparation to the Organizing Committee.
- Attend all your team's presentations.

### **All Volunteer Benefits:**

- This is a great opportunity to network with fellow business students and faculty from around the globe and gain a unique business case competition experience.
- These are recognised roles which are eligible for badges in the Sprott Employability Passport (EP) and Carleton's Co-curricular Record (CCR) and valuable on your resume.
- All volunteers receive sweaters which are to be worn while on shift.
- Food will be provided.