SFU RACERBOT · EXECUTIVE ROLE · OPEN NOW

INTERNAL AFFAIRS COORDINATOR

Internal Affairs keeps Racerbot's records and processes in order: who is a member, where every applicant stands, and what the Board decided.

WHAT YOU'LL DO

- Keep the membership register and the applicant list.
- Run intake and onboarding records, including the quiz attempt log.
- Record warnings, inactivity changes and performance removals.
- Handle complaints and confidential records with discretion.
- Circulate Board agendas, take minutes and run membership votes.
- Keep the authoritative copies of club policies, and manage Discord roles.

WHO WE'RE LOOKING FOR

- Organized and dependable: you follow through without reminders.
- Trusted with confidential information.
- At home in Google Sheets, Google Forms and Discord.
- Writes clearly. Any program, any year.

THE ROLE

REPORTS TO
The President

TIME
4 to 6 hours a week, plus Board meetings

OPEN TO
Active Members only

PAY
Unpaid volunteer role

THIS TERM

- Track every member's Stage 2 onboarding to the December 20, 2026 deadline.
- Get the January 2027 intake ready.

HOW SELECTION WORKS

STEP 01
APPLY
Fill in the open roles form at the link below.

STEP 02
INTERVIEW
With the President and another executive. Every candidate is asked the same core questions.

STEP 03
DECISION
Appointment within seven days of the last interview. Every candidate hears the outcome.

APPLY
sfuracerbot.ca/forms/open-roles

QUESTIONS
sfuracerbot@gmail.com