

2019-2020 Society Executive Position Descriptions

Executive terms run from May 1 to April 30. Executives wishing to continue in their role must re-apply each year. Society executives cannot be an executive in more than one UofGH society.

Some societies have Year Representative roles in each year of study for their respective programs. These are non-executive roles and will be chosen via a method determined by the societies' executive teams. Contact the relevant society for more information.

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Alpha Phi Sigma (Criminal Justice National Honour Society)

* Students must be an approved member of Alpha Phi Sigma to apply for an executive position in this society. For more information about how to become a member, contact [Glenn Hanna](#), Assistant Program Head for Justice Studies.

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

* Under National regulations, this position is known as the "Vice President"

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

* Under National regulations, this position is known as the "Secretary"

- Manage the society email account and most online communications
- Maintain all records for the society, including Semester Activity Plans (SAPs) and meeting minutes
- Work collaboratively with VP of Media & Partner Relations to manage communications with internal and external partners
- Save all of the society's electronic documents for archival purposes

Vice President of Internal Affairs

* Under National regulations, this position is known as the "Treasurer"

- Assume the duties of the President in their absence
- Manage and coordinate the day-to-day logistics and operations of the chapter
- Responsible for coordinating scheduling of executive and membership meeting times, booking spaces for meetings and events, and creating meeting agendas and minutes
- Handle all administrative functions for the society, including maintaining the membership database in collaboration with the VP of Volunteer Coordination and the Faculty Advisor

Vice President of Media & Partner Relations

- Actively manage all society social media accounts and engage with members on topics relevant to the field of criminal justice
- Manage media requests, major announcements, and communications in print and online media
- Act as the point of contact for internal and external partners and foster existing relationships
- Work collaboratively with VP of Communications to manage communications with internal and external partners

Vice President of Volunteer Coordination

- Responsible for the recruitment and training of Alpha Phi Sigma Rookies (volunteers)
- Manage all volunteer application forms, record and track the completion of hours and accordingly work with VP of Activities to distribute certificates of recognition
- Coordinate all volunteers for Alpha Phi Sigma events which includes the delegation of responsibilities and quality assurance
- Responsible for developing and creating partnerships within the community in which volunteers and members can take initiative

DECA U (Guelph-Humber Chapter)

* Preference will be given to students in the Business program.

President

* Candidates must possess previous experience as a DECA executive member to apply for this role.

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings
- Set target attendance numbers for events in compliance with DECA Ontario and work with executive team to ensure they are met
- Act as the liaison between DECA U Ontario and the University of Guelph-Humber

Vice President of Activities

* Candidates must possess previous experience as a DECA member to apply for this role.

- Plan and execute all society events in collaboration with the executive team including events that support student and university involvement
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives for future executive teams

Vice President of Communications

- Manage the society email account, ensuring both executives and members are kept informed
- Take meeting minutes and communicate society business to the Student Life Staff Advisor
- Save all of the society's electronic documents for archival purposes

Vice President of Corporate Relations

- Develop and maintain strong relationships with industry professionals and Career & Placement Services to secure judges and sponsorship for events. To be done in collaboration with the President and the VP of Operations
- Draft and finalize budgets for all society events in collaboration with the VP of Activities and VP of Operations

Vice President of Marketing

** Candidates must possess previous experience as a DECA member to apply for this role.*

- Manage all social media accounts for the society
- Develop and implement a recruitment strategy to maximize interest in society membership
- Develop marketing strategies to maximize participation at all events, training sessions, and competitions
- Identify creative and effective marketing channels for all marketing initiatives
- Ensure branding is consistent across all functions of the society

Vice President of Media

- Collaborate with the VP of Marketing to design and produce engaging promotional materials that are consistent with society's and DECA U's branding
- Provide photography and videography for all events, both on-campus and if required off-campus
- Develop and implement various new media strategies that engages students
- Proven knowledge of design software (ex. Photoshop, Illustrator, InDesign, etc.) is considered an asset

Vice President of Operations

** Candidates must possess previous experience as a DECA member to apply for this role.*

- Assume the duties of the President in their absence
- Manage and coordinate the day-to-day logistics and operations of the chapter
- Handle all administrative functions for the society including maintaining the membership database and booking space for meetings and events
- Organize members into case flights and hotel rooms for multiple competitions

Vice President of Training

** Candidates must possess previous experience as a DECA member to apply for this role. Previous DECA U awards are considered an asset but not required.*

- Devise and execute a training platform that will meet the needs for both new members and senior members of the society
- Create training materials that members can use in their case studies (PowerPoints, supporting documents, etc.)
- Plan and run training sessions to ensure members are adequately prepared for all case competitions
- Manage the Mentorship Program, connecting students with senior members, and overseeing the mentorship process

Early Childhood Studies (ECS) Society

** Preference will be given to students in the Early Childhood Studies program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Family & Community Social Services (FCSS) Society

** Preference will be given to students in the Family & Community Social Services program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities – Common Times

- Plan and execute all society events during common time in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all common time events and initiatives

Vice President of Activities – Events

- Plan and execute all society events (outside common time) in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all non-common time events and initiatives

Vice President of Communications & Social Media

- Assume the duties of the President in their absence
- Manage the society email account
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

GHAC: Guelph-Humber Accounting Council

** Preference will be given to students in the Business program.*

President

** Candidates must possess previous experience as a GHAC member to apply for this role.*

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings
- Liaise with the CPA Board of Ambassadors to ensure coordination of activities

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Vice President of Marketing

- Build and manage the society's brand on campus through creative campaigns and initiatives
- Oversee the design and creation of promotional materials
- Create incentives to recruit and retain members

Vice President of Operations

- Assume the duties of the President in their absence
- Assist with the preparation of business presentations including text, overheads and electronic presentations
- Develop and maintain strong relationships with industry professionals, accounting firms, and Career & Placement Services

GHAMA: Guelph-Humber Advertising & Marketing Association

** Preference will be given to students in the Business and Media Studies programs.*

President

** Candidates must possess previous experience as a GHAMA member to apply for this role.*

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications

Vice President of Design

- Design and create promotional materials for the society and its events
- Build and manage the society's brand on campus through creative campaigns and initiatives

Vice President of Internal Affairs

- Responsible for meeting agendas & minutes
- Coordinate scheduling of executive and membership meeting times
- Save all of the society's electronic documents for archival purposes
- Maintain all records for the society including membership list and meeting minutes

Vice President of Media

- Provide photography and videography for events and creatively post photos on social media
- Assist in creating promotional media for GHAMA; take promotional photos, film promotional videos

GHBC: Guelph-Humber Business Council

** Preference will be given to students in the Business program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Vice President of Marketing

- Build and manage the society's brand on campus through creative campaigns and initiatives
- Oversee the design and creation of promotional materials
- Create incentives to recruit and retain members
- Maintain raw files for all marketing materials (including logos, font specs and designs)
- Proven knowledge of Photoshop, Illustrator, and video editing software is considered an asset

GHCA: Guelph-Humber Consulting Association

** Preference will be given to students in the Business program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Vice President of Operations

- Assume the duties of the President in their absence
- Assist with the preparation of business presentations including text, overheads and electronic presentations
- Develop and maintain strong relationships with industry professionals, consulting firms, and Career & Placement Services

GHES: Guelph-Humber Entrepreneurs Society

** Preference will be given to students in the Business program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes
- Responsible for seeking feedback from members on how to continually improve the society

Vice President of Marketing

- Build and manage the society's brand on campus through creative campaigns and initiatives
- Oversee the design and creation of promotional materials
- Create incentives to recruit and retain members
- Maintain raw files for all marketing materials (including logos, font specs and designs)

GHFS: Guelph-Humber Finance Society

** Preference will be given to students in the Business program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings
- Assume responsibility for the academic year representatives, including recruiting, training, and meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Vice President of Operations

- Assist with the preparation of business presentations including text, overheads and electronic presentations
- Develop and maintain strong relationships with guest speakers and Career & Placement Services

GHPLS: Guelph-Humber Pre-Law Society

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Vice President of Debate

- Plan and execute all debate meetings
- Research current events for debate topics
- Set debate rules and communicate them to all participants
- Responsible for the training of participants of competitions, activities, and tournaments
- Provide training and feedback to debate participants

GHTS: Guelph-Humber Technology Society

** Preference will be given to students in the Business program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

GuHu Media

** Preference will be given to students in the Media Studies program.*

President

** Candidates must possess previous experience as a GuHu executive member to apply for this role.*

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings
- Coordinate with other executives to publish content on society website, acting as Editor-in-Chief with final publication authority
- Coordinate with the VP of Communications & Public Relations to write external and internal communications

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Coordinate regular meetings with division members to plan events and organize volunteers
- Maintain detailed documentation of all events and initiatives

Vice President of Branding & Design

- Design all visual elements to be used in promotions and on society social media accounts
- Co-manage the society social media accounts with the VP of Communications & Public Relations
- Coordinate with the VP of Communications & Public Relations to create compelling promotional campaigns
- Ensure the visual identity and branding of the society is consistent across all platforms
- Coordinate with other executives to publish content on society website

Vice President of Communications & Public Relations

- Assume the duties of the President in their absence
- Manage the society email account and coordinate with the President to write external and internal communications
- Create a social media and website editorial calendar with tasks delegated to members and other executives
- Coordinate with other executives to publish content on society website
- Co-manage the society social media accounts with the VP of Branding & Design
- Maintain all records for the society, including a membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Vice President of Journalism

** Candidates must possess previous experience as a GuHu Media member or have taken MDST 2000 News Gathering to apply for this role.*

- Act as lead editor for all content and production of publications
- Responsible for assigning and approving pitches for story topics
- Coordinate with students for availability, scheduling, and problems/concerns
- Communicate all production/division-specific information to members
- Coordinate with other executives to publish content on society website

Vice President of Television

* Candidates must possess previous experience as a TV Division member or have taken MDST 3210 Videography 1 to apply for this role.

- Coordinate television program schedule each semester and produces all content
- Responsible for leading the planning of the annual Guelph-Humber Film Festival, as well as leading in the coordination of judges, film submissions, and execution of the festival in conjunction with the executive team
- Work with staff advisor on technical work and training
- Coordinate with students for availability, scheduling, problems, concerns, promotions
- Communicate all production/division specific information to members
- Coordinate with other executives to publish content on society website

IBA: International Business Association

* Preference will be given to students in the Business program.

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Kinesiology (Kin) Society

* Preference will be given to students in the Kinesiology program.

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account
- Work with the VP of Social Media and Promotion to maintain online presence
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Vice President of Social Media

- Manage all social media pages (Facebook, Instagram, Twitter)
- Make daily posts to social media pages about Kinesiology, upcoming events, meetings, events at UofGH
- Make posters as needed
- Work with VP of Communications to manage online presence

Pre-Med Society

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes

Psi Chi (International Honour Society in Psychology)

** Students must be an approved member of Psi Chi to apply for an executive position in this society. For more information about how to become a member, contact [Adam Sandford](#), Assistant Program Head for Psychology.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events and initiatives in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives, including event feedback
- Arrange discussion groups and maintain contact with all guest speakers

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications between Psi Chi, Student Life, other societies and members
- Maintain all records for the society including membership list, meeting minutes, discussion minutes, and group discussion attendance
- Obtain and track all society-related purchases and supplies (as approved by Student Life), in collaboration with the Faculty Advisor and/or President
- Save all of the society's electronic documents for archival purposes

Vice President of Social Media

- Manage all social media pages (Facebook, Twitter, and Instagram)
- Make daily postings on each page with an appropriate balance between psychology-related articles/videos and Psi Chi events, and information related to the University
- Promote any Psychology related health awareness days in Canada (as outlined by the Canadian government)
- Assist the VP of Activities with the online promotion of all Psi Chi events
- Attend all Psi Chi events in order to take photos and share them on social media

Psych Society

** Preference will be given to students in the Psychology program.*

President

** Candidates must possess previous experience as a Psych Society member to apply for this role.*

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life Staff Advisor and Faculty Advisor on a regular basis
- Attend and chair all society meetings

Vice President of Activities – Common Times

- Plan and execute all society events during common time in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all common time events and initiatives

Vice President of Activities – Events

- Plan and execute all society events that occur outside of common times in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Maintain all records for the society including a membership list and meeting minutes
- Manage the society email account and forward all relevant emails to other society executives
- Save all of the society's electronic documents for archival purposes

Vice President of Social Media

- Manage all social media pages (Facebook, Twitter, and Instagram)
- Make daily postings on each page with an appropriate balance between psychology-related articles/videos and Psych Society events, and information related to the University
- Promote any Psychology related health awareness days in Canada (as outlined by the Canadian government)
- Assist the VPs of Activities with the online promotion of all Psych Society events
- Attend all Psych Society events in order to take photos and share them on social media

WIBS: Women in Business Society

** Preference will be given to students in the Business program.*

President

- Assume responsibility for the society, ensuring it's operating efficiently and effectively
- Meet with Student Life and Faculty Advisors on a regular basis
- Attend and chair all society meetings

Vice President of Activities

- Plan and execute all society events in collaboration with the executive team
- Responsible for submitting the Semester Activity Plans and Activity Debrief Forms by specified deadlines
- Maintain detailed documentation of all events and initiatives

Vice President of Communications

- Assume the duties of the President in their absence
- Manage the society email account and all online communications
- Maintain all records for the society including membership list and meeting minutes
- Save all of the society's electronic documents for archival purposes