

HSUSU Executive Positions 2018-2019

Thank you for your interest in applying for an executive position with HSUSU. It will be a position that will help you grow, make connections, and will help you make a positive and meaningful difference in the Health Sciences community. We thank you for taking the step to create a stronger community on campus, to bring more resources to students, and to help yourself and the people around you grow into leaders in whichever health-related career you choose to pursue. It is student leaders like you that come together and create big changes.

Executive Roles

President

Vice President Internal Relations

Vice President External Relations

Vice President Finance

Vice President Marketing

Vice President Student Life

Creative Director

Faculty of Health Sciences Executive Committee Representative

Undergraduate Studies Committee Representative – Arts (2 positions)

Undergraduate Studies Committee Representative – Sciences (2 positions)

Dean’s Liaison

Executive Duties

* Attend all annual and special general meetings
* Attend all HSUSU general meetings
* Ensure that the HSUSU Constitution and regulations are respected
* Produce accurate and timely reports of HSUSU activities
* Represent the HSUSU membership in a positive and professional manner
* Where appropriate, liaise with groups whose mandate touches upon issues of public health
* Reply to emails from the membership, other organizations, and faculty members in a timely fashion
* Uphold duties within their respective roles
* Commit to their full term
* Commit to the events and activities put on by HSUSU
* Provide individual and group shadowing/training opportunities to the next incoming HSUSU executive
* Have mandatory office hours each semester (hours determined by the executive) and maintain the cleanliness of the office

Executive Positions

President

**Overview**

Outside the responsibilities listed below, you will be a support network for your fellow executives, and a fluid member of the team. You will take on tasks outside of you role. You will help create a vision with your fellow executives, and motivate and encourage your team to meet deadlines. You will act as a representative for the faculty of Health Sciences and HSUSU for many health-related events. You will also maintain active ties to the faculty. This position is best suited for individuals who have previous leadership experience and would like to take the next step and lead a team of like-minded individuals. This position is demanding in terms of time and effort, but is very rewarding. If your goal is to make a positive impact for Health Sciences students, if you enjoy collaborating with health organizations on- and off-campus, and if you want to create a strong vision for Health Sciences community, this position is for you.

**Position Specific Responsibilities**

* Chair all meetings and coordinate all activites of HSUSU
* Ensure that the requirements of the Constitution and the decisions of HSUSU are carried out
* Represent HSUSU to the Department in general, or to any Departmental committee where a representative has not been elected or otherwise cannot attend
* Create, send out, and review meeting agendas before every meeting
* Make an immediate and urgent decision if one needs to be made. The chairperson shall have the authority to make the decision that is in the best interest of the union, and all other executives must be informed of the decision
* Re-evaluate the membership of an executive of they are not consistent with their duties over an appropriate time period (decided by the executive)
* Act as the signing authority for the HSUSU trust fund
* Be in charge of the HSUSU PayPal account with the Vice President Finance
* Act as SFSS Council representative and shall:

1. Act to further the best interests of HSUSU as directed by the membership,

within the Simon Fraser Student Society Forum.

2. Report on the activities of the Simon Fraser Student Society Forum at general

meetings and compile a short summary of the proceedings for circulation

among the membership by the Secretary.

3. Follow all Simon Fraser Student Society requirements for a Student Union

Forum Representative.

i. Attending all regular Forum meetings and the SFSS Annual General

Meeting.

ii. Attending and reporting Forum business back at Departmental

Student Union meetings

iii. Being accountable to students in the departments through the

Department Student Union or Constituency Group

iv. Attending regular meetings of SFSS Committees as an elected member

or as a student­‐at‐large.

4. Write a continuity report at the end of their term.

**Qualifications**

* Leadership experience required
* Conflict resolution skills highly recommended
* Willingness to work in a dynamic team
* Excellent communication skills
* Open-minded and approachable
* Encouraging and motivating personality
* Flexible schedule
* Able to learn quickly and help executvies within their roles where appropriate
* Professional email writing required
* Able to act professionally and maintain good relations with other organizations on- and off-campus

Vice President Internal Relations

**Overview**

This is a crucial role to the executive team’s organizational aspect. It is a very structured role with room to take on tasks outside of your role if desired. This role is an important connect point between events, faculty, SFSS, and the executive team. This position also involves the important task of helping plan training and training event leaders (such as Frosh Leaders), and the incoming executive team.

**Position Specific Responsibilities**

* To maintain a record of meeting minutes and written records of all decisions made, which are to be made available to the membership
* To email minutes to executives, and the SFSS Student Union Organiser ([organiser@sfss.ca)](about:blank) after every meeting and upload minutes to the SFSS website.
* Coordinate, plan, and lead annual HSUSU apparel sales for Health Sciences students and faculty
* Act as the mediator for internal issues within the executive team
* Books and plans all executive socials
* Maintain and upkeep the HSUSU Student Lounge
* Actively work with the VP Marketing executive and with other liaisons to find and advertise student engagement opportunities
* Be responsible for all room and space bookings within the faculty and with SFSS
* Work with the President on any and all content used for the purposes of training
* To ensure that proper notice of general and special meetings is given, as
* specified by this constitution
* To maintain the HSUSU website and membership email list, which is to be updated every semester
* To maintain records of all correspondence and contacts between the Union and other organisations for sake of continuity and transferability of information.
* To compile an executive contact list for the Union and the SFSS Student Union Organiser
* Write a continuity report at the end of their

**Qualifications**

* Willingness to work in a dynamic team
* Attention to detail
* Professional email writing ability
* Consistent and quick with bookings and uploading meeting minutes

Vice President External Relations

**Overview**

This role will allow you to the representative of HSUSU and the faculty of Health Sciences for various external, networking, and university events. Approaching organizations for sponsorships will be required for small and large scale events throughout the year. Efforts will also be geared towards Alumni-related engagement, identifying external opportunities for HSUSU membership, and collaborating with other organizations on- and off-campus. You will be working with the HSUSU executive in duties outside of your role where appropriate.

**Position Specific Responsibilities**

* To be the main point of contact for external student groups
* To create emails to be sent out for large-scale HSUSU events
* To help VP marketing maintain all social media portals for HSUSU event promotion, including Facebook, Twitter, and Instagram
* Contact organizations on- and off-campus for collaborations
* Actively identify various opportunities outside SFU for HSUSU members
* Keep up-to-date contact information for HSUSU alumni
* Keep records of organizations for sponsorships and collaborations
* Write a continuity report at the end of their term

**Qualifications**

* Willingness to work in a dynamic team
* Preferably an outgoing individual who is comfortable with approaching organizations for sponsorships
* Previous experience with sponsorship writing and approaching organizations for sponsorships is an asset
* Contacts and connections with health-related organizations is an asset, but not required
* Able to act professionally and maintain good relations with organizations
* Good communication skill
* Excellent email writing skills are an asset

Vice President Finance

**Overview**

This role maintains the financial sustainability of the student union through writing

grant proposals, keeping track of the trust fund, core fund, and bank account, and

writing budgets for events. This position maintains transparency of account information

and transactions. This role involves working heavily with the Vice President Student Life

and the President. It is a crucial position in the success of various events on a behind

the scenes level.

**Position Specific Responsibilities**

* Maintain all financial records of the HSUSU, including an accounting of all funds received and spent
* Prepare semester budgets and financial proposals for special projects and
* events
* Create the content for the sponsorship package for major events
* Make regular reports to the membership
* Liaise between the HSUSU and funding sources
* Ensure the reimbursement of all money spent
* Be in charge of the HSUSU PayPal account and petty cash with the President and maintain transparency with the board members with withdrawals and deposits
* Write a continuity report at the end of their term

**Qualifications**

* Attention to detail
* Previous Treasurer experience an asset
* Previous experience with some or all of: writing grant proposals, budgets,
* sponsorship packages are required
* Excellent organizational skills
* Excellent communication skills

Vice President Marketing

**Overview**

This role involves the strategic marketing of HSUSU events and activities. This involves acting as liaison between the SFSS copy centre and the HSUSU executive team. This position works heavily with the VP Student Life and the Creative Director. The success of event attendees plays heavily into marketing and this role ensures that events are successful and engaging for the majority of the Health Sciences student body.

**Position Specific Responsibilities**

* Work with the SFSS copy centre to print materials
* Photograph and videograph all events
* Work with the Creative Director for promotional materials
* Create Facebook event pages and actively engage with members
* Actively make posts onto the HSUSU website, the HSUSU Facebook page, any other HSUSU affiliated Facebook pages, Twitter, and social media
* Maintain and update the website, Facebook pages, Twitter, Instagram, and any other social media accounts on a regular basis, and
* Actively poster around campus to market HSUSU events
* Write an end of term continuity report

**Qualifications**

* Experience with social media marketing
* Experience with photography and/or videography
* Able to think outside of the box
* Flexible hours during event marketing
* Able to assist the Creative Director
* Able to work in a dynamic team

Vice President Student Life

**Overview**

This role involves heavy event planning and attention to detail. It is very rewarding to

create a vision for events, see them take shape, actively engage health science

students, and make them a reality. This role involves planning ahead, creating

itineraries, and working with various members of the executive team throughout the

planning process. This position will work heavily with the Creative Director and Vice

President Marketing. Take charge of planning things like small-scale events like socials

to large-scale events like career panels and health science galas. This role can be

shared.

**Position Specific Responsibilities**

* Organize and execute academic and social events which are valuable to the
* membership,
* Set up necessary needs for an event to be carried out
* Create event itineraries and maintain organized records of events
* Produce post-event report, giving a debrief on the outline of the event
* Chair the Events Committee, and shall
* Support and facilitate all activities of the Events Committee
* Initiate call out for committee members
* Be held accountable for the activities of the committee members to the Board
* Write an end of term continuity report

**Qualifications**

• Event planning experience required

• Excellent communication skills

• Able to work with a second Vice President of Student Life if a second one has

been elected in

• Attention to details

• Able to work with Microsoft excel

• Able to plan ahead

• Have excellent organizational skills

Creative Director

**Overview**

This position deals with the creative aspect of the organization. This position takes on

the visuals and branding of HSUSU and its events. This role gives the creative freedom

to create effective ways to market HSUSU related activities. This role involves working

heavily with the Vice President Student Life and Vice President Marketing. SIAT

students are welcome to apply.

**Position Specific Responsibilities**

* Create order forms for HSUSU merchandise, take orders for and order HSUSU
* merchandise
* Design tickets, HSUSU merchandise, and all other promotional materials
* Edit photos wherever appropriate and upload onto the website and social
* media outlets
* Create HSUSU videos compiled from various events
* Be in charge of the brand image of HSUSU

**Qualifications**

* Experience in design work is required
* Experience in Photoshop and Illustrator are an asset
* Previous experience making business cards, posters and brand logos are an
* asset
* Willingness to work in a dynamic team
* Good communication skills
* Open to input for ideas
* Creative minded

Faculty of Health Sciences Executive Committee Representative

**Overview**

This position will allow you to engage directly with faculty members and graduate students in the faculty of Health Sciences. You will attend meetings as a representative of the Health Sciences Undergraduate student body. You will learn more about new faculty-wide initiatives. You will report directly to HSUSU executives, and will work directly with other executives in duties outside your role where appropriate

**Position Specific Responsibilities**

* Attend Faculty of Health Sciences Executive Committee meetings,
* Act as liaison to the Graduate Student Caucus,
* Report back to the HSUSU board of any updates through the faculty meetings, and
* Coordinate with the Undergraduate Studies Committee advocacy efforts on behalf of health sciences students

**Qualifications**

* Excellent communication skills
* Outgoing and confident public speaker who feels comfortable bringing up issues with members of the Executive Committee
* Passionate about student issues

UGSC Representative – Arts (2 positions)

UGSC Representative – Sciences (2 positions)

**Overview**

This role will allow you to engage directly with the Faculty of Health Sciences to voice

concerns brought up by the student body for the health sciences arts stream.

Representatives learn more about new initiatives being put in place from the faculty.

You will also be reporting back to the HSUSU board executives on any faculty

level issues and policy changes that would affect HSUSU, the Faculty of Health

Sciences and the respective student body. You will also be actively working with the

HSUSU team for duties outside your role when appropriate.

**Position Specific Responsibilities**

* Attend all UGSC meetings throughout their term
* Act as liaison to the appropriate health and/or health-related organizations
* Attend peer mentorship program meetings
* Update the HSUSU executive on the activities and opportunities from the peer mentorship
* program
* Report back to the HSUSU executive with any updates through the faculty meetings
* Actively engage with fellow Health Sciences students
* To advocate for and promote the best interests of undergraduate students in the Bachelor of Science or Arts program to the Faculty Undergraduate Studies Committee (UGSC).
* To inform the President of any meetings to which he/she is unable to attend to ensure that the membership may be represented by an alternate member
* Write an end of term continuity report

**Qualifications**

* Willingness to work in a dynamic team
* Preferably someone who is outgoing and can bring up issues within the faculty
* of health sciences on a university level
* Passionate about student issues
* Good communication skills

Dean’s Liaison

**Overview**

In this role, you will act as the liaison between the Dean of the faculty of Health Sciences and HSUSU executives. You will attend all monthly meetings with the Dean of the Health Sciences and report back to the HSUSU executive. You will also help HSUSU executives with other duties where appropriate.

**Position Specific Responsibilities**

* Attend monthly lunch meetings with the Faculty of Health Sciences Dean
* Report back to the HSUSU board of any updates through the faculty meetings
* Organize one “Lunch with the Dean” event per academic year
* Actively engage with fellow health sciences students and other student representatives and relay feedback to the Dean

**Qualifications**

* Good organizational skills
* Excellent communication skills
* Ability to write professional correspondence
* Familiar with the organizational structure of the faculty

Elections will be held at **SFU Burnaby** on **Thursday, April 5th, 2018at 6:30pm**. The room location is the **Health Sciences Undergraduate Student Lounge,** in **Blusson 9401.** You may apply for multiple positions. All applicants will be invited for elections with applications reviewed by the HSUSU executive and membership.

Please contact [hsusu.exec@gmail.com](mailto:hsusu.exec@gmail.com) for any inquiries.