

Outline of the Roles in the **McMaster Biology Society 2012-2013**

Please note that these are the basic requirements of each position. Because of the team atmosphere, Execs participate in more than just their normal roles. Each position requires a lot of time and effort to be put forth but it makes the experience all the more worthwhile.

Secretary:

- Keep the minutes of all official meetings and maintain the club's membership list and archival documents
- Supervise member office hour schedule and attendance
- Monitor and manage the media outlets (facebook, twitter, website etc.) with the VP Communications

VP Academics:

- Plan academic orientated events, such as Mock MMI and Second Year Welcome
- Serve as contacts to representatives from academic organizations such as MCAT prep. groups, MD programs, etc.

VP Fundraisers:

- Plan and organize fundraising initiatives for the Society and/or local charities

VP Socials:

- Plan and organize social events for Biology/ Science students & social events for the executive
- Responsible for the purchase and delivery of food items to all events that require them

VP Communications:

- Prepare advertising material for society events and products (posters and slideshows)
- Plan and organize in class announcement schedules
- Monitor and manage the media outlets (facebook, twitter, website etc.) with the Secretary

VP Specializations:

- Represent students from respective specializations—attend Specialization nights
- Create e-groups for respective specializations
- Photograph events
- Attend all Science Society General Member meetings to act as a liaison

VP Environmental:

- Organize ecologically relevant events under the supervision of the Biology Society
- Act as liaison between the Biology Society and it's environmental subcommittee BioSphere (attend meetings)
- Maintain BioSphere media outlets if necessary

Second Year Representatives:

- Represent the opinions of their colleagues in their respective year of study
- Keep students informed about relevant events & make announcements in class
- Plan the Insect & Biodiversity Night with the 4th Year Representatives

Third Year Representatives:

- Represent the opinions of their colleagues in their respective year of study
- Be responsible for Biology clothing design and sales
- Keep students informed about relevant events & make announcements in class

Fourth Year Representatives:

- Represent the opinions of their colleagues in their respective year of study
- Plan the Insect & Biodiversity Night with the 2nd Year Representatives
- Keep students informed about relevant events & make announcements in class

