

SOCIETY ELECTIONS POSITIONS: HUMANITIES SOCIETY

OPEN POSITIONS

All positions have one (1) vacancy unless otherwise stated.

- President
- Vice President of Operations & Management
- Director of Financial & Administrative Operations
- Director of Policy & Advocacy
- Director of Public Relations & Communications
- Director of Event Programming

QUALIFICATIONS

In addition to the eligibility requirements outlined in the Society Elections Policy & Procedure and the OTSU Bylaws, candidates must also have the following qualifications:

- Must be enrolled in Faculty of Social Science and Humanities
- Additional qualifications may be required for certain positions.

TERM OF OFFICE

Elected positions can serve a maximum of one year, commencing May 1, 2025 to April 30, 2026.

VOTING PROCESS

The Ontario Tech Humanities Society has adopted a Vote of No Confidence on their election ballot.

PRESIDENT

Role and Responsibilities

- Shall be responsible for setting the Society Annual Work Plan in collaboration with the executive team
- Shall ensure that the society Annual Work Plan is executed, and oversee any activities of the Society, as well as any Sub-Societies
- Shall oversee the management of the executive team, and ensure that all members maintain the integrity and spirit of the Society

- Shall chair internal meetings with the executive team
- Shall be responsible for responding to external requests and maintaining communication with students, the FSSH faculty, Dean's office, broader university administration, and outside organizations if necessary
- Shall act as a representative on external councils, including the President's Council Shall ensure that Society initiatives are effectively resourced and funded
- Shall be responsible for drafting, presenting, implementing, and activity monitoring the internal OTHS budget
- Shall account, oversee, and maintain an understanding and collect records of the internal OTHS budget
- Shall research new funding for Society when necessary

Additional Qualifications

- Must be entering their second year or more (as of September 2025) to be nominated for the President position; and
- Must have at least one full school year experience as an executive or director on the Ontario Tech Humanities Society; compulsory for the President position.

VICE PRESIDENT OF OPERATIONS & MANAGEMENT

Role and Responsibilities

- Shall act as the deputy to the President in all capacities during their absence Shall conduct, with the assistance of the President, all business related to the internal management of the Society, including management of human resources, internal affairs, internal conflict resolution, and team cohesion
- Shall ensure that all executive team training, as mandated by the OTSU is completed by executives in a timely manner
- Shall be responsible for all larger-scale team meetings, including team retreat Shall assist the President in the execution of the Annual Work Plan, and oversee the strategic vision of the society
- Shall ensure that responsibilities are evenly distributed within the society
- Shall develop and implement policies and procedures that are necessary for the overall functioning of the Society, including enforcing compliances with the constitution, by-laws, and regulations of the Society
- Shall assist in running executive team meetings and creating meeting agendas

Additional Qualifications

- Must be entering their second year or more (as of September 2025) to be nominated for the executive position or
- Must have at least one full school year experience as an executive or director on the Ontario Tech Humanities Society; compulsory for the Vice President of Operations & Management position.

DIRECTOR OF FINANCIAL & ADMINISTRATIVE OPERATIONS

Role and Responsibilities

- Shall ensure that Society initiatives are effectively resourced and funded
- Shall be responsible for drafting, presenting, implementing, and activity monitoring the internal OTHS budget
- Shall account, oversee, and maintain an understanding and collect records of the internal OTHS budget
- Shall research new funding for Society when necessary
- Shall supervise the development of merchandise designs and ensure it reflects the branding of the Ontario Tech Humanities Society
- Shall be responsibly proposing any adjustments for the levy fee and how the funds shall be spent to help operate the initiatives of the Ontario Tech Humanities Society
- Shall ensure the OTHS utilizes the levy fee to contribute to the programming and operations of the OTHS accordingly

- Shall coordinate with the Director of Event Programming and Social Programming Coordinator to help maximize the budget and plan budget-friendly events
- Shall oversee the Sponsorship and Technological Coordinator to design merchandise and find ways to expand the Society's funding, partnerships, or sponsorships
- Shall handle the distribution of emails to society members, ensuring privacy and confidentiality when notifying them about upcoming events, society updates, downtown campus initiatives, and Society hiring opportunities
- Shall coordinate executive meetings, arrange virtual meeting links, and book the necessary classrooms or meeting spaces
- Shall take minutes in addition to tracking attendance at Society and executive meetings
- Shall be responsible for managing the organizational evaluation of the Society, including conducting membership surveys, reporting findings to the executive team, and implementing recommendations to ensure the growth and practical development of the society
- Shall be responsible for planning, booking, and executing class visits at the start of each semester to promote general membership of the Society and Sub-societies.

DIRECTOR OF POLICY & ADVOCACY

Role and Responsibilities

- Shall identify issues and advocacy opportunities for FSSH students, and develop strategic advocacy and policy engagement initiatives for the OTHS
- Shall develop policy positions for which the OTHS can advocate
- Shall identify and work with external and internal stakeholders to support advocacy initiatives
- Shall advocate for the greater inclusion of the Ontario Tech Downtown Campus in policy, events, and services
- Shall ensure that any advocacy initiatives being led by the Society as in accordance to the short-term and long term mandate of the Society
- Shall oversee the overall direction of the Society, and ensure it is in line with the society's mission statement, organizational vision, and anti-oppressive framework.
- Shall be responsible for ensuring that the Society is adhering to the Anti-Oppression mandate, and ensure that all events are accessible and a safe space for students

Additional Qualifications

- Must be enrolled in the Communications & Digital Media Studies Major or Forensic Psychology Major at Ontario Tech University. Minors do not count towards this requirement.
- Must be entering their second year or more (as of September 2025) to be nominated for the executive position, or
- Previous experience with the Ontario Tech Humanities Society as an executive or general member.

DIRECTOR OF PUBLIC RELATIONS & COMMUNICATIONS

Role and Responsibilities

- Shall be responsible for the monitoring and maintenance of all OTHS social media accounts Shall promote all Society events in a timely manner on social media accounts
- Shall assist in the strategy development and coordination of promotion schedules for each event in the term, including class visits and social media promotion
- Shall promote the Society across campus (ex. At campus events, and other clubs and societies)
- Shall ensure the OTHS is represented on any relevant councils, meetings, and coalitions that are supported by OTHS and advance the interests of FSSH students

- Shall make recommendations about new ways of promoting
- Coordinate additional media information for events, including the writing of press releases, contacting media prior to events, and coordinating the scheduling of media interviews
- Shall, in collaboration with the President, maintain the OTHS website
- Shall be responsible for the OTHS LinkedIn posts and alumnae relations.

Additional Qualifications

- Must have proficiency in graphic design, photo editing, and photography while demonstrating familiarity with design programs such as Canva, Mojo, Lightroom, Photoshop, and Illustrator.
- Must be entering their second year or more (as of September 2025) to be nominated for the executive position, or
- Previous experience with the Ontario Tech Humanities Society as an executive or general member

DIRECTOR OF EVENT PROGRAMMING

Role and Responsibilities

- Shall be responsible for keeping track and staying informed of all Society events Shall be responsible for monitoring the Annual Work Plan on a consistent basis
- Shall conduct all business related to event execution: including filling out event forms for event approval, confirming room bookings, table, and chair booking, overseeing all matters related to food, registration list, executive participation, and volunteer schedule
- Shall act as the Clubs and Societies main point-of-contact for any society events Shall research and engage potential stakeholders and partners for the term Shall work closely with the Clubs & Societies office to coordinate logistics and event information Shall track event attendance and monitor event success
- Shall provide a debrief at every meeting regarding events, including impact and areas for improvements
- Shall work closely to plan the Annual General Meeting and fulfill the requirements of this event along with the rest of the executive team.

Qualifications

- Must be entering their second year or more (as of September 2025) to be nominated for the executive position.