



SOCIETY ELECTIONS POSITIONS: SCIENCE COUNCIL

OPEN POSITIONS

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

- President
- Vice President of Internal Affairs
- Vice President of External Affairs
- Vice President of Student Life
- Vice President of Academic Affairs
- Vice President of Finance
- Vice President of Communications
- Vice President of Marketing

QUALIFICATIONS

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

- Must be a full-time undergraduate student in the Ontario Tech University Faculty of Science for the regular Academic Year
- 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 Science Council has adopted a Vote of No Confidence on their election ballot.

PRESIDENT OF THE COUNCIL

Role and Responsibilities

The specific duties of the President of the Council are as follows:

- To supervise all activities of the Ontario Tech Science Council and Society;
- To act as a liaison and representative of the Society to, but not exclusively, the Ontario Tech Student Union, Ontario Tech University, the Faculty of Science, and other University faculties and organizations;

- To chair meetings of the Council, General Meetings of the Society, and oversee Ontario Tech Science Council members' activities on behalf of the Council;
- To ensure proper hiring, operation, and functioning of Council Coordinators and Directors;
- To plan the Society's strategic direction and long-term objectives with the Executives;
- To sign disbursements from the Society;
- To prepare reports based on initiatives and in response to other reports and/or situations of concern to the Society and students in general;
- To prepare policy drafts for consideration by the Society;
- To assist, to a reasonable capacity, any activities of the Ontario Tech Science Council;
- To ensure fair and proper hiring, operations, and functioning of the Directors on the Board of Directors; and
- To act as Chair at all Board Meetings and ensure smooth communication between the Executive Council and the Board of Directors.

Additional Qualifications

- Must have served no less than one (1) term on either the Executive Council or the Board of Directors.

VICE PRESIDENT(S) OF INTERNAL AFFAIRS

Role and Responsibilities

The specific duties of the Vice President(s) of Internal Affairs are as follows:

- To act as a liaison between the Council and faculty societies, campus clubs, and the Ontario Tech Student Union;
- To ensure that minutes of all Ontario Tech Science Council meetings and attendance sheets for meetings and events are up to date;
- To sign disbursements from the Society;
- To be responsible of the Ontario Tech Science Council email; and
- To ensure proper hiring, operation, and functioning of Internal Affairs Coordinator(s).

VICE PRESIDENT(S) OF EXTERNAL AFFAIRS

Role and Responsibilities

The specific duties of the Vice President(s) of External Affairs are as follows:

- To represent the Society and communicate positions and policies taken by the Society to external bodies and agencies;
- To act as the Ontario Tech University Coordinator on the Ontario Science Students Association Board of Coordinators;
- To connect with other Ontario Tech Science Councils (or Societies) from different universities to build and maintain support networks for conference, event, social and/or networking reasons;
- To act as a liaison with external organizations;
- To be responsible for the creation of sponsorship packages and the maintenance of sponsor/partner relationships with external bodies;
- To sign disbursements from the Society;
- To plan events for Ontario Tech University Open Houses to help facilitate recruitment of Science students; and
- To ensure proper hiring, operation, and functioning of External Affairs Coordinator(s).

VICE PRESIDENT(S) OF ACADEMIC AFFAIRS

Role and Responsibilities

The specific duties of the Vice President(s) of Academic Affairs are as follows:

- To represent the academic and professional interests of Society members;
- To liaise with Faculty of Science, Career Centre, and academic support programs, and create partnerships with groups overseeing such programs;
- To collaborate with Science Café for events and sessions;
- To seek and plan unique opportunities for academic and career development with at least three such events occurring each semester; and
- To ensure proper hiring, operation, and functioning of Academic Affairs Coordinator(s).

VICE PRESIDENT(S) OF STUDENT LIFE

Role and Responsibilities

The specific duties of the Vice President(s) of Student Life are as follows:

- To represent the social interests of Society members;
- To plan social and philanthropic events and opportunities with at least three events occurring each semester;
- To seek collaboration with both internal and external groups for events;
- To seek out volunteering opportunities for students; and
- To ensure proper hiring, operation, and functioning of Student Life Coordinator(s).

VICE PRESIDENT(S) OF COMMUNICATIONS

Role and Responsibilities

The specific duties of the Vice President(s) of Communications are as follows:

- To ensure appropriate promotion of Ontario Tech Science Council and its events;
- To be responsible of social media accounts, including, but not limited to, linktree, newsletter, and website;
- To regularly update the website with relevant events and hiring phases;
- To ensure proper communication between students and the council through the newsletter and website;
- To ensure proper hiring, operation, and functioning of Webmaster and Coordinator(s) of Photography.

VICE PRESIDENT(S) OF MARKETING

Role and Responsibilities

The specific duties of the Vice President(s) of Marketing are as follows:

- To ensure appropriate promotion of Ontario Tech Science Council and its events;
- To be responsible of social media accounts, including, but not limited to, Facebook, Twitter, Instagram and discord;
- To approve and manage the promotion of relevant internal or external bodies;
- To ensure the production of at least one promotional piece per month outside of regular Council promotion; and
- To ensure proper hiring, operation, and functioning of Coordinator(s) of General Communication and Marketing Design Coordinator(s).

VICE PRESIDENT(S) OF FINANCE

Role and Responsibilities

The specific duties of the Vice President(s) of Finance are as follows:

- To be responsible for all financial matters of the Ontario Tech Science Council;
- To be responsible for preparation of supplementary funding proposals and collection of all final financial statements;
- To manage all Eventbrite financial services;
- To sign all disbursements from the Society except those that disburse to the VP of Finance;
- To maintain an accurate record of all financial transactions of the Ontario Tech Science Council; and
- To prepare a budget at the beginning of each academic term and update it at least once every 2 weeks; and
- To ensure proper operation and functioning of the Coordinator(s) of Finance.