



SOCIETY ELECTIONS POSITIONS: HEALTH SCIENCE SOCIETY

OPEN POSITIONS

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

- President
- Vice President General
- Vice President of Student Life (two (2) positions)
- Vice President of Academics
- Vice President of Marketing
- Vice President of Finance

QUALIFICATIONS

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

- Maintain clear communication skills towards each other within the team and towards the student body and Faculty at large
- Maintain time management skills to ensure time for both studies and Society initiatives
- Be enthusiastic about all Society events and be supportive of the ideas of their Co-Executives
- Be ready, willing and capable of the organization, set up and clean-up of all Society initiatives
- Be understanding that there will be times when sudden on-call assistance of the President may occur and be ready to communicate their availability to the President
- Maintain a welcoming, approachable attitude at all Society events
- Additional qualifications may be required for certain positions.

TERM OF OFFICE

Elected positions can serve a maximum of one year, commencing May 1, 2026 to April 30, 2027.

VOTING PROCESS

The Health Science Society has adopted a process of Acclaimed positions. Candidates will be notified before the All-Candidates Meeting if their position is acclaimed, in which case, they will not need to proceed with the full election process.

PRESIDENT

Role and Responsibilities

The duties of the President include but are not limited to the following:

- To be the spokesperson for the Society and serve as the official and primary liaison with all members within the Faculty of Health Science (i.e., professors, staff, and students), the OTSU, other University Faculties, and other internal and external members
- To supervise and lead other Society Executive Members
- To be the primary liaison with the OTSU Member Engagement Coordinator
- To schedule, plan and provide notice for all Executive Member Assembly meetings
- To host all Executive Assembly meetings
- To attend monthly Health Science Faculty meetings
- To attend monthly meetings with the Faculty Dean to bring student advocacy concerns to their attention
- To attend all OTSU Society Presidents' Council meetings as hosted by the OTSU VP Student Life
- Maintain contact with the OTSU FHSc. Director monthly

VICE PRESIDENT GENERAL

Role and Responsibilities

The duties of the Vice President General include but are not limited to the following:

- To act in position as President if the current one is absent
- To assist the President in their role as stipulated above when required
- To establish and maintain consistent and professional communication with all executives and general members outside of meetings and provide necessary support
- To record attendance and notes of all Executive Members at Assembly meetings and events
- To comply with the Student Union policies and bylaws
- To commit and dedicate themselves to being an active participant and co-host alongside the President
- To attend monthly Health Science Faculty meetings
- To attend monthly meetings with the Faculty Dean to bring student advocacy concerns to their attention

VP OF STUDENT LIFE (2 POSITIONS)

Role and Responsibilities

The duties of the Vice Presidents of Student Life include but are not limited to the following:

- To act as a third- or fourth-year Member of whom students may address regarding previous, current, or upcoming Society events
- To oversee the organization of all Health Science Society professional, and social activities and initiatives
- To initiate new professional and social events that are held by the Society • To promote all professional and social events held by the Society
- To assist in organizing the Society's displays during all events
- Be a signing officer

VICE PRESIDENT OF ACADEMICS

Role and Responsibilities

The duties of the Vice President of Academics include but are not limited to the following:

- To maintain an on-going collaboration with the Faculty of Health Sciences, staff, and students
- To collaborate and initiate academic-related events that cater to students (i.e., Workshops, Pre-Med initiatives)
- To be aware of and discuss accreditation and tuition issues, course, and program changes
- To act as a spokesperson for Health Science students to address their academically related issues (i.e., academic appeals); with the intent of communicating this with the President
- To plan and organize the annual Health Science Postgraduate Night
- To establish external connections with Health Care professionals that can be beneficial for Health Science students
- To work collaboratively with the Vice Presidents of Student Life
- Be a signing officer

VICE PRESIDENT OF MARKETING

Role and Responsibilities

The duties of the Vice President of Marketing include but are not limited to the following:

- To obtain a strong social media presence of the Society through Instagram and any other form of media by posting regularly
- To maintain the Society's social media by responding to messages and forwarding urgent ones to the President
- To prepare posters, information cards and other advertising material to publicize and advertise events and/or initiatives of the HealthSOC
- Adhere to all marketing and print communication standards outlined by the OTSU
- To check for posters that need to be removed or put up
- Be a signing officer

VICE PRESIDENT OF FINANCE

Role and Responsibilities

The duties of the Vice President of Finance include but are not limited to the following:

- To maintain accounts of all expenditures, revenue and other transactions incurred within the Society
- To be responsible for preparing and operating the budget for each event
- To coordinate the completion of any forms for financial transactions
- To ensure all financial documentation and forms are submitted to the Student Union in a timely fashion with approval from the President or their assigned designate
- To assist the President and Vice President to ensure the financial success of the Society while remaining fiscally responsible
- To share a joint responsibility with the VPs of Student Life in successfully planning and executing all fundraising initiatives

HEALTHSOC DIRECTORS

Directors of the Health Science Society will be members of the society who are not known as Executives but rather as a non-voting, non-signing Ordinary Member. Directors are not mandatory positions that must be filled but rather open positions if Ordinary Members are looking to get involved within the Society. The responsibilities of any HealthSOC Directors include but are not limited to the following:

- Maintaining contact with the Society Vice President General throughout their term in Office
- Represent the Health Science Society in a positive manner
- Assist with all Health Science Society social, professional, and academic events
- Foster an ongoing relationship with all students, Faculty and Staff in the Faculty of Health Sciences
- Uphold their title of Directors to assist any or all Executive Members throughout their Terms in Office

The roles and responsibilities for each position have been provided by the President of the Society.