

UCS Spring Elections 2020

The UCS Spring Elections will take place on **Monday, April 5th, from 7:00 to 8:00PM** via Zoom. In an effort to minimize misunderstandings regarding exec roles and time commitments, detailed descriptions of each position are listed below.

Recruitment of additional execs (external elections) will be decided by the newly elected President and/or Vice President of 2021/22. Executives will not officially take on their new roles until May.

If you have any questions about any of the positions or would like to talk about your involvement for the 2020/21 year, please feel free to email ucspresident@gmail.com or schedule a time to meet.

If you are interested in being involved with the UCS next year, please fill out [this form](#) by **Wednesday, March 30th at 11:59 pm**. (Current executives: If you do not fill out the form before this deadline, I will assume you are not interested in being a part of the UCS 2020/21 team and you will not be listed as a candidate.) The ballot will not be changed after this date/time and will be released to the team on the evening of **Sunday, March 15th**.

We will vote on the positions of president, vice president and treasurer first. The remaining order will depend on the number of candidates for each position and everyone's list of preferred positions. Due to the logistics of our elections, we will try our best to pick a voting order so that most, if not all, execs run for their most preferred positions first. However, this will not be possible for everyone and that is why you are asked to indicate your top three positions.

Best of luck to everyone!

Executive Positions Available for 2021/22 (click to go to position description)

The number in brackets beside each position title indicates the number of positions available.

1. [President](#) (1)
2. [Vice President](#) (2)
3. [Treasurer](#) (1)
4. [Academic Coordinator](#) (3)
5. [Athletics Coordinator](#) (1)
6. [CURC Coordinator](#) (1)
7. [Forum Coordinator](#) (2)
8. [Grad Coordinator](#) (2)
9. [Graphic Designer](#) (1)
10. [Outreach Coordinator](#) (2)
11. [Secretary](#) (1)
12. [Social Coordinator](#) (2)
13. [Social Media and Website Coordinator](#) (1)
14. [SUS Representative Candidate](#) (1)

Responsibilities of EVERY Exec:

- Attending UCS meetings
- Signing up for shifts as indicated by event coordinators (even if it is not your own event)
 - Execs are expected to do a similar number/amount of shifts as everyone else
- Actively attending UCS events (even if it is not your own event)
- Promoting UCS events as necessary (you may be asked to do classroom announcements or help put up posters even if it is not your own event)
- Ensuring events are adequately promoted/ advertised
 - Example: arranging for posters and Facebook event pages to be made
 - Event coordinators are free to ask other execs for assistance with promotion
- Becoming familiar with the responsibilities and expectations of both your own position and other positions within the team

*Exceptions to the above include course/exam conflicts, medical reasons, co-op, and similar unavoidable circumstances. School is your first priority, and the team will make accommodations based on your study needs.

Note About COVID-19:

With the continuing impacts of the pandemic your role/tasks may need to be adjusted to accommodate the current health restrictions in British Columbia.

Notes About Involvement:

- The UCS hosts over 30 events throughout the year and requires a certain level of commitment from everyone on the team.
 - If UCS is not high on your priority list and/or you anticipate a busy schedule for next year, an exec position may not be the right level of involvement for you at this point in time.
- Please note that either the president and vice president MUST be available locally during the summer at least 2-3 months prior before the start of September to take care of any department-related events/requests and financial matters.
 - Ideally, either the president or vice-president will be available locally starting in May.
 - The president or vice-president may be asked to attend a few meetings with the department during the summer.
- It is up to the incoming president and vice-president to divide some of the responsibilities between the two. The president is expected to handle most, if not all, administrative and department-related matters (see “Roles and Responsibilities” for the president below)
 - For example, the president can oversee academic events while the vice president oversees social events.
- If you are in or plan to be in the co-op program, please carefully read the points under “Eligibility” for each position.
 - Please note that you can be enrolled in the co-op program, but for certain positions, you are ineligible if you are on a work term during term 1 and/or term 2.

President	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> ● 1 year experience in UCS (preferably 2 years) <ul style="list-style-type: none"> ○ This position is not available for students with no experience in the UCS ● On campus (both terms) and during the summer (preferred) <ul style="list-style-type: none"> ○ Either the president or vice president <u>must</u> available locally during the summer ● Cannot be away on co-op from September 2020 to April 2021
Roles and Responsibilities *This is just a brief overview of the president's role. If you are interested in learning about the role in detail, please get in touch with Amanda (ucspresident@gmail.com)	<ul style="list-style-type: none"> ● Liaising between Chemistry Department and UCS ● Liaising between Chemistry Department and AMS ● Liaising between Chemistry Department and SUS ● Attending meetings with the department to discuss various matters including the curriculum, finances, lab sales involvement, etc. ● Attending necessary orientations, 1-on-1 meetings with AMS/SUS through summer and the academic year. ● Communicating and attending meetings with SUS to maintain UCS' good standing as a departmental club ● Overseeing and supervising every UCS event and initiative, ensuring deadlines are met and action items are completed ● Providing guidance and assistance to other execs, ensuring executives are comfortable with and feel well-equipped for their roles ● Partaking in decisions relating to UCS operations and finances ● Covering emergency shifts and completing tasks/errands on behalf of other execs (the president and vice president are the ultimate general executives) ● Attending and helping out at events as necessary ● Recruiting 1st and 2nd year students into UCS (i.e. elections) ● Onboarding new executives and proofreading turnover reports ● Updating/assembling the tutor list ● Ordering and picking up glassware, through Stores, for events ● Scheduling and moderating weekly UCS meetings ● Organizing "Exec 1 on 1's with president" (Term 1 and Term 2) ● Checking multiple email and social media accounts on a daily basis ● Sending emails to chemistry students to advertise events ● Printing posters for each event
Estimated Time Commitment	<ul style="list-style-type: none"> ● 6-9 hrs per week in general ● Workload can increase up to 20 hrs during event weeks
Soft Skills	<ul style="list-style-type: none"> ● Excellent organizational and time management skills ● Comfortable with public speaking

	<ul style="list-style-type: none"> • Ability to make decisions with the best interests of the club and execs in mind. Sometimes the “right” answer isn’t what’s best for the club. • Works well with students and faculty • Able to separate “business” and “personal” relationships • Address concerns of execs and faculty in a timely and professional manner, including settling any UCS-related conflicts that arise
Additional Comments	<ul style="list-style-type: none"> • Duties such as Imagine Day, Chemistry Apparel, departmental involvement, award/ grant applications, and locker/lab/apparel sales may be split with the Vice President and Treasurer • Preferably, the incoming president will have a clear schedule for the 2020/21 year (e.g. 2-3 classes on top of working in a lab)

Vice President	
Positions Available	2
Eligibility	<ul style="list-style-type: none"> • 1 year experience in UCS (preferably 2 years) <ul style="list-style-type: none"> ◦ This position is not available for students with no experience in the UCS • On campus (both terms) and during the summer (preferred) <ul style="list-style-type: none"> ◦ Either the president or vice president <u>must</u> available locally during the summer • Cannot be away on co-op from September 2020 to April 2021
Roles and Responsibilities *This is just a brief overview of the vice president’s role. If you are interested in learning about the role in detail, please get in touch with Isla (ucs.vicepresident@gmail.com)	<ul style="list-style-type: none"> • Working with Artona to finalize the department’s composites and organizing the annual UCS exec portrait • Coordinating Imagine Day, Professional Communications Workshop, Science Week, Chemistry Apparel and UCS socials • Liaising between Chemistry Department and UCS • Assisting the president to oversee and supervise every UCS event and initiative, ensuring deadlines are met and action items are completed • Providing guidance and assistance to other execs, ensuring executives are comfortable with and feel well-equipped for their roles • Partaking in decisions relating to UCS operations • Covering emergency shifts and completing tasks/errands on behalf of other execs (the president and vice president are the ultimate general executives) • Organizing the “Get to know you” spreadsheet to send out in August • Attend and help out at events as necessary • Checking multiple email and social media accounts on a daily basis
Estimated Time Commitment	<ul style="list-style-type: none"> • 5+ hrs per week, depending on how work is split between the president and vice president • Workload can increase up to 15 hrs during event weeks
Soft Skills	<ul style="list-style-type: none"> • Excellent organizational and time management skills • Comfortable with public speaking • Ability to make decisions with the best interests of the club and execs in mind. Sometimes the “right” answer isn’t what’s best for the club. • Works well with students and faculty • Able to separate “business” and “personal” relationships

	<ul style="list-style-type: none"> ● Address concerns of execs and faculty in a timely and professional manner, including settling any UCS-related conflicts that arise
Additional Comments	<ul style="list-style-type: none"> ● Duties such as Imagine Day, Chemistry Apparel, departmental involvement, award/ grant applications, and locker/lab/apparel sales may be split with the Vice President and Treasurer ● Preferably, the incoming vice president will have a clear schedule for the 2020/21 year (e.g. 2-3 classes on top of working in a lab)

Treasurer	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> ● 1 year experience in UCS <ul style="list-style-type: none"> ○ This position is not available for students with no experience in the UCS ● Available locally (both terms) and during the summer (preferred) <ul style="list-style-type: none"> ○ You can NOT be on co-op at the same time ● Familiarity with Excel and Google Drive Spreadsheets ● Having a laptop to bring to campus is preferred ● Preferably, able to stay on campus late (~11 pm or later after 2BaB to count cash)
Roles and Responsibilities	<ul style="list-style-type: none"> ● Complete treasurer training with AMS to learn their system and required responsibilities for the treasurer ● Working closely with the president and vice-president to set and constantly revise the budget ● Overseeing financial planning and forecast expenditures ● Maintaining accurate financial records through detailed documentation ● Managing expenditures, reimbursements, cash boxes (especially after each sale), and bank account ● Prepare an Income Statement and a Balance Sheet at the end of the year, detailing the year's expenditures and revenues ● Communicating with the department's financial manager ● Corresponding with companies that want to sponsor the UCS ● Act as the sole signing authority for the UCS bank account with AMS ● Be the liaison for UCS to AMS for all inquiries and roles required from AMS ● Keep UCS executives up to date with AMS announcements ● Partaking in decisions relating to UCS operations and finances
Estimated Time Commitment	<ul style="list-style-type: none"> ● 2-3 hrs per week ● Additional time commitment as necessary during event weeks
Soft Skills	<ul style="list-style-type: none"> ● Excellent attention to detail ● Communication and organization ● Responsible

Additional Comments	<ul style="list-style-type: none"> Duties may include award/grant applications, locker/lab/apparel sales (split with President and Vice President)
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Academic Coordinator	
Positions Available	3
Eligibility	<ul style="list-style-type: none"> On campus both terms (preferred) Per term, one of the two coordinators can be away on co-op. At least one coordinator must be available on campus per term.
Roles and Responsibilities	<ul style="list-style-type: none"> Organizing Graduate Information Sessions (GIS) in term 1: <ul style="list-style-type: none"> Contacting numerous graduate schools across Canada during early summer/early in the term and inviting professors speak at our GIS <ul style="list-style-type: none"> Coordinators should know (or be able to quickly learn) how to professionally communicate through email On the day of the GIS, at least one of the coordinators is responsible for hosting the visiting professor during the event Purchasing food/drinks for students attending GIS Working with the department's faculty relations to select appropriate GIS dates and finding faculty members to meet with/host the visiting professors Coordinating Final Exam Package Sales: <ul style="list-style-type: none"> Assembling, editing, and printing exam packages for several courses (3-4 per term) Contacting Graduate students / Professors to edit exam packs before they go on sale (~2 weeks before sales) Ensuring final exam packages are relevant to the current curriculum (see above point) Monitoring sales, making note of when more packages need to be printed/ordered Working with the president and vice-president to organize some smaller lunch time events such as Professional Communications Workshops (PCW), Co-op Information Sessions and FEEDback Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)
Estimated Time Commitment	<ul style="list-style-type: none"> 2-3 hours per week (term 1); 1-2 hours per week (term 2) This may increase during exam pack sales when revising/ editing of the exam packs are necessary.
Soft Skills	<ul style="list-style-type: none"> Good organization, event planning and time management Excellent professional communication (written and verbal) Interpersonal skills (representing UBC when interacting with professors)

Athletics Coordinator	
Positions Available	1

Eligibility	<ul style="list-style-type: none"> • On campus (both terms) • Cannot be away on co-op from September 2020 to April 2021
Roles and Responsibilities	<ul style="list-style-type: none"> • Planning and coordinating one REC sporting event per term (eg. Day of Longboat, Storm the Wall, etc.) • Being team captain or otherwise assigning a responsible team captain to lead to the team. • Paying team fees on time and provide competitors with event schedule • Working with the treasurer to provide students with sports rebates • Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)
Estimated Time Commitment	<ul style="list-style-type: none"> • Term 1 (Day of Longboat- early October) <ul style="list-style-type: none"> ○ Preparation (about 1-2 hrs a week until the event takes place) ○ Clinic (2 hrs) ○ Race day (approx. 2-4 hours) • Term 2 (Storm the Wall - late March) <ul style="list-style-type: none"> ○ Preparation (2-4 hours a week for two weeks before last day to register - early to mid-March) ○ Clinic (2 hrs) ○ Race day (dependant on type of race and number of teams) • If budget permits, may seek other activities (e.g. Water Wars)
Soft Skills	<ul style="list-style-type: none"> • Good time management and communication skills • Outgoing is an asset

CURC Coordinator	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> • On campus (term 2) - cannot be away on co-op in term 2 • Must be available on the day of the event from 10-3 pm (on a Tuesday or Thursday in March)
Roles and Responsibilities	<ul style="list-style-type: none"> • Organizing Chemistry Undergraduate Research Conference (CURC) • Contacting students in the first and second term to be presenters • Emailing the professors coordinating CHEM 449 and CHEM 445 RLE to send emails to students • Booking a venue and equipment for the event (e.g. Abdul Ladha) • Obtaining catering and other rental services (e.g. chairs) for the event • Proofreading (roughly) abstracts and presentations • Contacting graduate students to be on the panel of judges • Emceeing on the day of the event • Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)
Estimated Time Commitment	<ul style="list-style-type: none"> • 1-2 hours per week (term 1); 3-4 hours per week (term 2)

Soft Skills	<ul style="list-style-type: none"> • Good organization, event planning and time management • Good professional communication
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Forum Coordinator	
Positions Available	2
Eligibility	<ul style="list-style-type: none"> • On campus (term 2) - cannot be going away on co-op in term 2 • At least one coordinator must be available from ~7:30 - 3 pm on the day of the event (either on a Tuesday or Thursday some time in March)
Roles and Responsibilities	<ul style="list-style-type: none"> • Organizing the Chemistry Forum, one of UCS' most well-known events • Finding and reaching out to various professionals to assemble a list of guest speakers <ul style="list-style-type: none"> ◦ Coordinators should know (or be able to quickly learn) how to professionally communicate through email • Conducting research on various companies that regularly employ chemists, aiming to obtain speakers from a variety of backgrounds • Booking a venue and equipment for the event (e.g. Abdul Ladha) • Contracts (ie, booking Ladha) must be submitted to the Treasurer/ AMS 3 weeks in advance for reviewing before signage. • Obtaining catering and other rental services (e.g. chairs) for the event • One of the two coordinators will emcee the event • Checking the forum coordinator email daily and responding to any emails in a timely manner (e.g. within 48 hours) • Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)
Estimated Time Commitment	<ul style="list-style-type: none"> • ~2 hours (term 1) and \geq 5hr/week (term 2) • 8-9 hours on the day of the event (i.e. whole day)
Soft Skills	<ul style="list-style-type: none"> • Good organization, event planning and time management • Excellent professional communication (written and verbal) • Interpersonal skills (representing UBC when interacting with professionals)

Grad Coordinator	
Positions Available	2
Eligibility	<ul style="list-style-type: none"> • On campus (term 2) - cannot be away on co-op in term 2 • Have little to no classes on Friday afternoons in term 2 (preferred) • Willing to stay until ~1 AM on the night of the event (a Friday in term 2) • Access to vehicle preferred
Roles and Responsibilities	<ul style="list-style-type: none"> • Booking venue and catering year end Chemistry senior/graduation (Chemiformal) event (Point Grey Golf and Country Golf venue does

	<ul style="list-style-type: none"> catering, other venues may or may not have catering) All contracts must be submitted to the treasurer/ AMS 3 weeks in advance for review before signage. Hiring/booking DJ, photobooth, photographer and any other services as required Advertising the event, ensuring event capacity is reached Organize ticket sales-- done through Showpass Purchasing and assembly of event decorations, prizes and day of transportation/setup as required Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)
Estimated Time Commitment	<ul style="list-style-type: none"> 2-4 hrs per week <ul style="list-style-type: none"> These hours would be split between the two coordinators. If a change in venue from the previous year is preferred, then hours are split between the 2 coordinators to scout out venues and meet with venue managers. (increase in hours may be necessary for a change in venue) Day of the event 10+ hours, must stay for entire event, until ~ 1am
Soft Skills	<ul style="list-style-type: none"> Excellent organization, event planning and time management Good communication and presentation skills Enjoying creative/artistic tasks would be an asset (e.g. event decorations, prize beaker design, poster design etc.)

Graphic Designer	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> Can be away on co-op for both or one term as long as constant communication with the team is maintained Familiarity with using Adobe Photoshop and/or Illustrator Able to attend weekly UCS meetings (preferred)
Roles and Responsibilities	<ul style="list-style-type: none"> Designing posters, cover photos for Facebook and the UCS website, booklets and place cards in a timely manner <ul style="list-style-type: none"> The graphic designer's work will focus mostly on designing posters The UCS hosts 20-25 events throughout the year and each event will require a poster. Effectively communicating with the team to make adjustments to promotional material as necessary (e.g. changing the date/time/location of events)
Estimated Time Commitment	<ul style="list-style-type: none"> 1 hr per week UCS meeting 2-3 hrs per week for other responsibilities
Soft Skills	<ul style="list-style-type: none"> Organizational and time management skills Attention to detail

Outreach Coordinator	
Positions Available	2
Eligibility	<ul style="list-style-type: none"> • On campus both terms and during the summer (preferable) • Does not have class from 12:30-2:00 pm on Tuesdays and Thursdays (preferred). These are the dates/times for lab tours and field trips. • Cannot be away on co-op from September 2020 to April 2021
Roles and Responsibilities	<ul style="list-style-type: none"> • Organizing Lab Tours (once per term) <ul style="list-style-type: none"> ○ Contacting professors to ask if they (or their grad students) are available to host lab tours ○ Coordinating with the president to book rooms and equipment ○ Organizing and monitoring RSVP forms for lab tours ○ Ordering catering ○ Coordinators should know (or be able to quickly learn) how to professionally communicate through email • Organizing mini beaker candygrams (once per term) <ul style="list-style-type: none"> ○ Coordinating with the president to order beakers ○ Assembling and decorating mini beaker candygrams ○ Managing sales • If time and the budget permits, organizing a tie dye lab coat event • Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material) <p>Note: Organizing field trips and relevant outreach events is another possible responsibility. The 2018/19 team organized 1 field trip with McRoberts High Secondary in Term 1.</p>
Estimated Time Commitment	<ul style="list-style-type: none"> • 1-2 hrs per week on average
Soft Skills	<ul style="list-style-type: none"> • Good organization, event planning and time management • Good professional communication • Enjoying sharing chemistry with others and having experience working with children an asset for field trips

Secretary	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> • On campus (both terms) is preferred • Can be away on co-op but must be able to commute to campus for weekly UCS meetings
Roles and Responsibilities	<ul style="list-style-type: none"> • Attending weekly UCS meetings and take minutes (preferably able to make it to all, if not most, meetings) • Distribute meeting minutes to execs in a timely manner (e.g. within one day of meeting) • Managing one to two UCS email accounts

	<ul style="list-style-type: none"> ○ undergraduatechemistrysociety@gmail.com ○ ucs@chem.ubc.ca (the president can opt to monitor this alone) ● Answering general questions sent to either of the emails listed above and/or forwarding relevant emails to the president in a timely manner ● Having your own laptop is preferred ● Maintaining record of UCS lounge inventory
Estimated Time Commitment	<ul style="list-style-type: none"> ● 1 hr per week UCS meeting ● 2-3 hrs per week for other responsibilities
Soft Skills	<ul style="list-style-type: none"> ● Organizational and time management skills ● Attention to detail (especially with meeting minutes) ● Quick note-taker

Social Coordinator	
Positions Available	2
Eligibility	<ul style="list-style-type: none"> ● One out of two coordinators must be 19 by July 1, 2020 to apply for the first 2-Bucks-a-Beaker's Special Occasion Licence <ul style="list-style-type: none"> ○ The other coordinator must be 19 by September 2020 ● At least one of the two coordinators must be the following: <ul style="list-style-type: none"> ○ The owner of a valid credit card (Visa, MasterCard, American Express, Visa Debit) to pay for the SOL ○ Available for the <u>entire</u> duration of 2BaBs (5:30-11pm) and Faculty Meet and Greet (6-10pm), including during clean up ○ Available on campus for both terms starting July 2020 (preferred)* ● Have SIR or willing to obtain one ● Accept taking on full legal responsibility of event and attendees ● Have access to vehicle preferred ● Per term, one of the two coordinators can be away on co-op only if s/he can commute to campus <u>well before</u> (i.e. 1 hour) the start of each event ● If the event is held at Abdul Ladha, the contract must be submitted to the treasurer/ AMS for reviewing before signage. <p>*If neither coordinators are available starting July 2020, the president/vice president will hold the first SOL. Moving forward, at least one coordinator must be on campus each term.</p>
Roles and Responsibilities	<ul style="list-style-type: none"> ● Organizing 3 events per term (2-Bucks-a-Beaker (x2) and Faculty Meet and Greet (x1)) ● Applying for a SOL for each event. SOLs take ~1.5 months to assemble. <ul style="list-style-type: none"> ○ Involves filling out an application package, bringing the application to various signing authorities on located on campus, and filling out an online application ○ The coordinator holding the SOL for an event <u>cannot</u> drink before and at the event ● Booking a venue and hiring security for each event

	<ul style="list-style-type: none"> ● If Abdul Ladha is chosen as a venue, the contract must be submitted to the Treasurer/AMS for reviewing before signage. ● Ensuring execs serving/pumping at events have their SIRs ● Purchasing kegs, chips, food, ciders and other items for 2BaBs <ul style="list-style-type: none"> ○ Purchases for 2BaB and Meet & Greet can be quite large (e.g. \$900+ for 2BaB's kegs). At least one coordinator must be able to make these purchases. ● Purchasing wine, cheese, meat and other items for Faculty Meet & Greet ● Assembling music playlists for 2BaBs ● Working the president to pick appropriate dates for social events to avoid potential conflicts with departmental events, statutory holidays, etc. ● Working with the president (emailing chemistry students about upcoming social events), social media coordinator (advertising online), and graphic designer (to create advertising material) to plan events
Estimated Time Commitment	<ul style="list-style-type: none"> ● 1-2 hrs per week when there are no events ● ~10 hrs on the week of the event (the coordinator holding the SOL for an event <u>must</u> be present for the duration of the event)
Soft Skills	<ul style="list-style-type: none"> ● Good organization, time management, and communication skills ● Comfortable with being assertive to deal with any intoxicated guests ● Outgoing is an asset

Social Media and Website Coordinator	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> ● Can be away on co-op for both or one term as long as constant communication with the team is maintained ● Able to attend weekly UCS meetings (preferred)
Roles and Responsibilities	<ul style="list-style-type: none"> ● Maintaining UCS website (ucs.chem.ubc.ca) by adding/editing pages, making posts for each event, changing posts that appear on the front page slider, monitoring forms, etc. ● Posting frequently on Twitter, Facebook, and Instagram about upcoming UCS events ● Checking Twitter, Facebook, and Instagram (both the page and Michael Acceptor account) every day to interact with students (e.g. responding to comments, liking/sharing posts, etc.) ● Sharing interesting chemistry-related news (e.g. Nobel Prize winners) on Twitter, Facebook, and Instagram ● Working with the president (obtaining correct information to post) and graphic designer (to create advertising material)
Estimated Time Commitment	<ul style="list-style-type: none"> ● 1-3 hours per week
Soft Skills	<ul style="list-style-type: none"> ● Good time management and communication skills ● Familiarity with using Facebook, Twitter, basic HTML, and Wordpress is an asset

SUS Representative Candidate

*Please note that the UCS cannot guarantee you will be successfully elected. However, we will actively promote you and support you throughout your campaign. In the case you are not elected, please discuss with the incoming president your future involvement with the UCS.

Positions Available	1
Eligibility	<ul style="list-style-type: none">● On campus (both terms)● Cannot be away on co-op from September 2020 to April 2021● Must be able to attend SUS meetings (T/TH 12:30 - 2:00 PM - meeting days/times subject to change)● Must also get elected in September by general Science population/SUS● Cannot be away on co-op from September 2020 to April 2021
Roles and Responsibilities	<ul style="list-style-type: none">● Liaising between UCS and SUS (especially regarding event scheduling/potential conflicts)● Attending weekly SUS meetings and any mandatory SUS events● Volunteering at least 3 hours during Science Week (January)● Hold at least one office hour a week with SUS● Be a member of two SUS committees● Executing any tasks requested by SUS
Estimated Time Commitment	<ul style="list-style-type: none">● UCS: 1 hr per week to relay updates● SUS: varies (this is up to SUS)
Soft Skills	<ul style="list-style-type: none">● Good time management and communication skills