



## McMaster Social Sciences Society Executive Position Description

### 1. EXECUTIVE DUTIES

#### 1.1. The Executive consists of:

##### 1.1.1. President

- 1.1.1.1. Responsible for setting the direction and vision of the MSSS Executive and preparing the Society year plan to be produced by October 1<sup>st</sup>, annually.
- 1.1.1.2. Chairs meetings of the McMaster Social Sciences Society.
- 1.1.1.3. Responsible for the creation of directives for Executive members each term.
- 1.1.1.4. Acts as the Society's Chief Officer and principal spokesperson.
- 1.1.1.5. Is responsible for maintaining direct communication with the Social Sciences Faculty Dean.
- 1.1.1.6. Is dually responsible for maintaining direct communication with the Social Sciences Faculty Associate Dean, along with the Vice-President Academic .
- 1.1.1.7. Ensures compliance with the constitution, by-laws, operating policies and decisions of the Society
- 1.1.1.8. Acts to ensure that all undergraduate student functions of the MSSS and affiliated organizations are carried out in a cohesive and professional manner and shall settle all disputes that may arise within the MSSS providing that they are within the President's jurisdiction.
- 1.1.1.9. Responsible for the evaluation of Executive in collaboration with the Vice-President Administration.
- 1.1.1.10. Shares signing authority with the Vice-President Administration and Vice-President Finance.
- 1.1.1.11. Assists with the selection of Blu Cru Representatives.
- 1.1.1.12. Responsible for ensuring General Executive Meetings (weekly meetings of the Executive, which are open to the public) occur.
- 1.1.1.13. Responsible for assisting the Vice-President Administration with planning and implementing the Social Sciences State of the Society by October 31<sup>st</sup>, and the Social Sciences General Assembly by March 31<sup>st</sup>.
- 1.1.1.14. Responsible for selecting Executive Assistants and Year Representatives with the Vice-President Administration and one other appropriate Executive member.

##### 1.1.2. Vice-President Administration



- 1.1.2.1. Responsible for internal communication of the MSSS Executive Members.
- 1.1.2.2. Responsible for the evaluation of Executive members in collaboration with the President.
- 1.1.2.3. Responsible for the review of all Executive and Year Representatives Year Plans.
- 1.1.2.4. Responsible for facilitating applications, selecting and evaluating Executive Assistants and Year Representatives with the President, and one other appropriate Executive Member.
  - 1.1.2.4.1. In the event that the other appropriate Executive member is unable to attend, the Vice-President Administration may select another Executive member to assist in the process.
- 1.1.2.5. Assists with the selection of Blu Cru Representatives in lieu of the President.
- 1.1.2.6. Responsible for organizing Executive retreats, social events and training with the aid of the Administrative Assistant.
- 1.1.2.7. Acts in lieu of the President.
- 1.1.2.8. Shares signing authority with the President and Vice-President Finance.
- 1.1.2.9. Acts as the presidents primary advisor and oversees the implementation of Executive Year Plans.
- 1.1.2.10. Responsible for the supervision of the Chief Elections and Policy Officer, the Photography Coordinator, the Welcome Week Planners and the Shinerama Coordinator.
- 1.1.2.11. Responsible for managing the Year Representatives with the Vice-President Academic and assisting in their contributions to all events for the MSSS.
- 1.1.2.12. Responsible for mediating any disputes between Executive Members, Executive Assistants or Year Representatives and involving the President as appropriate.
- 1.1.3. Vice-President Academic
  - 1.1.3.1. Responsible for organizing and planning academic events for Social Sciences students.
  - 1.1.3.2. Acts as an advocate for Social Sciences students' academic concerns.
  - 1.1.3.3. Must sit on the Experiential Education Governing Committee (EEGC), as well as working with the office of Experiential Education.
  - 1.1.3.4. Responsible for assisting in the selection of the Clubs Administrator, along with the Vice-President Administration and President.
    - 1.1.3.4.1. In the event the Vice-President Academic is unable to attend, refer to section 8.1.2.4.1.
  - 1.1.3.5. Responsible for the planning and implementation of the



- annual Academic Showcase along with the Clubs Administrator.
- 1.1.3.6. Acts as the primary designate on the Academic Affairs Council (AAC) as run by the McMaster Student Union (MSU).
  - 1.1.3.7. Shall work with the Clubs Administrator to liaise with the Departmental Clubs on any concerns not affiliated with finance.
  - 1.1.3.8. Acts in lieu of both the President and the Vice-President Administration.
  - 1.1.3.9. Responsible for facilitating applications and selecting Year Representatives with the Vice-President Administration.
    - 1.1.3.9.1. In the event the Vice-President Academic is unable to attend, refer to section 8.1.2.4.1.
  - 1.1.3.10. Responsible for managing the Year Representatives with the Vice-President Administration and assisting in their contributions to all events for the MSSS.
- 1.1.4. Vice-President External Communications
- 1.1.4.1. Responsible for the positive external image of the MSSS, including the website, social media, general society email, print promotions and other medias.
  - 1.1.4.2. Shall liaise with both Senate Representatives and Student Representative Assembly (SRA) Representatives and convey important information back to the MSSS Executive and Social Sciences students.
  - 1.1.4.3. Responsible for assisting with the selection of the Outreach Coordinator.
    - 1.1.4.3.1. In the event that the Vice-President External Communications is unable to attend, refer to section 8.1.2.4.1.
  - 1.1.4.4. Responsible for the supervision of the Outreach Coordinator.
  - 1.1.4.5. Organizes and facilitates the McMaster Social Sciences Student Leadership Award with the Outreach Coordinator.
- 1.1.5. Vice-President Finance
- 1.1.5.1. Responsible for the finances of the MSSS, and keeping proper books of account for the MSSS.
  - 1.1.5.2. Responsible for transferring signing authority to the new Vice-President Finance, President and Vice-President Administration before April 1<sup>st</sup>, annually.
  - 1.1.5.3. Responsible for the creation of the annual budget and submission before Oct 1<sup>st</sup>, annually.
  - 1.1.5.4. Responsible for approval of Social Sciences Departmental Clubs budgets at the beginning of each term with the Vice-President Academic, and Clubs Administrator.
  - 1.1.5.5. Responsible for monthly updates to be presented to the MSSS Executive.



- 1.1.5.6. Shall present the financial records of the MSSS by March 31<sup>st</sup>, at the end of the Executive's term.
- 1.1.5.7. Shall oversee the finances of the Social Sciences Departmental Clubs as outlined in the MSSS Clubs Bylaw.
- 1.1.6. Vice-President Programming
  - 1.1.6.1. Responsible for the planning and implementation of social events for the MSSS.
  - 1.1.6.2. Responsible for assisting with the selection of the Media And Design Coordinator and Social Committee Coordinator.
    - 1.1.6.2.1. In the event the Vice-President Programming is unable to attend, refer to section 8.1.2.4.1.
  - 1.1.6.3. Responsible for the supervision of the Media And Design Coordinator and Social Committee Coordinator.
  - 1.1.6.4. Responsible for the planning and implementation of an annual formal.
  - 1.1.6.5. Responsible for promoting the MSSS and their events in partnership with the Media and Design Coordinator and the Vice-President External Communications.
- 1.1.7. Spirit Leader
  - 1.1.7.1. Responsible for creating and maintaining spirit and cohesion among Social Sciences students.
  - 1.1.7.2. Supervises all Blu Cru Representatives throughout the year.
  - 1.1.7.3. Responsible for the overall promotion and positive image of the MSSS and its events via the Blu Cru Representatives.
  - 1.1.7.4. Responsible for the selection of Blu Cru Representatives along with the President or Vice-President Administration, and the Welcome Week Planners.
  - 1.1.7.5. Responsible for the planning and implementation of an annual Society Anniversary event.
  - 1.1.7.6. Holds a minimum of one Blu Cru Representative appreciation event per term.
  - 1.1.7.7. Holds a minimum of one spirit event for Social Sciences students per school term.
- 1.1.8. Administrative Assistant
  - 1.1.8.1. Responsible for recording meeting minutes.
  - 1.1.8.2. Responsible for the creation of agendas for weekly Executive meetings.
  - 1.1.8.3. Responsible for organizing Executive retreats, social events and training with the Vice-President Administration.
  - 1.1.8.4. Responsible for maintaining the records of the Society both in hard-copy and digital formats.
  - 1.1.8.5. Acts as a direct aid to the Vice-President Administration.
  - 1.1.8.6. Works with the Executive to ensure that weekly meetings are run in a timely fashion.
  - 1.1.8.7. Responsible for organizing staff appreciation a minimum of once a year.



1.1.8.8. Responsible for the upkeep of office supplies.  
Responsible for facilitating the Executive Mentorship