

# 2021/2022 Executive Meeting

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**2nd Meeting: April 29th, 2021 / 10am**

## ATTENDEES

- President: Salsa Sarhan
- VP Admin: Sara Elmallah
- VP Programming: Rebecca Cecim
- VP External: Tuqa Al-Rammahi
- VP Academic: Almitra Phukan

## AGENDA

### Peripheral Executive Hiring

#### Times/dates

- Application Release: April 29/30
- Application Due: May 14
- Hired by end of May

#### Applications

- Need to be revised by supervisor and Admin and Pres
- Team will update the applications and revise interview questions
- In general, COVID-19 scenario questions need to be added to interview questions
- VP Admin needs to locate neutral third parties to volunteer to blind the applications - could email faculties

#### Photographer

- Will not need to hire this year due to the pandemic

#### Wellness Liaison

- Possibility of only having one position open instead of 2 like last year
- Reviewing of Interview questions

#### Society Admin

- Review interview questions
- Potential Interview question = specific scenario question

- Application question = rewording question #4 and #6

### **Sponsorship Coordinator**

- We won't release applications yet, but will wait and see how VP Finance is able to locate sponsors in May/June to determine if we want to hire them in September as planned or earlier

### **Diversity Officer Role**

Discuss introduction to this new position

- Heavy advertising and social media activity to increase awareness of position and gain audience to apply

### **VP Finance By-Election**

Dates and Time

### **Amendments**

Changes

Wellness Liaison

- Possibility of only having one position open instead of 2 like last year

Society Admin

- Removing question #4 "Do you prefer written or verbal communication and why?"

### **Budget**

- Sara revising and discussing budget with the team
- Possibility of paying for Canva Pro
- No money needs to spent on rebranding or website remake
- Budget will probably be zero for academic survival guide

### **Bonding**

Online only

Internal Assistant needs to be hired to plan events

### **Meetings**

Weekly - will be discussed further as schedules are determined

### **Newsletter/Academic Survival Guide/First Year Survival Guide**

- We can consider sending out an email blast
- We need to figure out how to email all SocSci students as well as particular demographics like transfer students, international students, etc.
  - Admissions might have information

- Almitra can inquire about this as well, and maybe all five VP's can schedule an appointment with Nicole to introduce ourselves and ask
- A con of asking students for their perspective toward how they would like the newsletter to be formatted or sent out is that not every student has an instagram account
- We need students to be aware that the survival guide is applicable to everyone

## **NEXT MEETING**

- Date to be determined
- Diversity Officer, contracts, and newsletter need to be discussed