



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, 2025 to April 30, 2026.

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

- 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 Member Engagement Coordinator in the OTSU
- 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. Board Director monthly

VICE PRESIDENT GENERAL

Role and Responsibilities

- 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

- To act as a 3rd or 4th 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

- 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)

- 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

- 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 Ontario Tech Health Science Society
- To adhere to all marketing and print communication standards outlined by the Student Union
- To check for posters that need to be taken down or put up
- Be a signing officer

VICE PRESIDENT OF FINANCE

Role and Responsibilities

- 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