

CGSS Election Role Descriptions

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President

Positions available: 1

Role Overview:

The President shall oversee CGSS operations and provide overall leadership for Council. The President serves as the primary liaison between the society, its members, and external bodies, particularly the Department of Chemistry, while coordinating with both Vice-Presidents.

Eligibility Requirement:

Candidates must have completed at least one prior year on CGSS Council before running.

Key Responsibilities:

- **Council leadership:** Oversee society operations, coordinate Council priorities, and support members in carrying out their responsibilities.
- **Meeting leadership:** Chair Council and general meetings and co-host virtual CGSS meetings.
- **Society representation:** Represent the CGSS and its membership in departmental and external discussions, working with the Vice-President External on departmental liaison matters.
- **Shared leadership:** Delegate responsibilities to the Vice-Presidents where appropriate and coordinate coverage when unavailable.
- **Information systems:** Act as the primary administrator of CGSS information technologies, except the website and social media managed by the Social Media Manager.
- **Financial signing authority:** Hold signing authority on CGSS financial accounts.
- **Council transition:** At the end of the term, serve as Advisor for up to one year while remaining a graduate student in the UBC Department of Chemistry.

Time Commitment:

- **Role-specific responsibilities:** Approximately 3–6 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–6 hours per month, including event support and committee participation as needed.

Useful Skills:

Leadership, delegation, meeting facilitation, diplomacy, organization, sound judgment, conflict resolution, and clear communication.

Vice-President Internal

Positions available: 1

Role Overview:

The Vice-President Internal shall serve as the primary student-facing advocacy representative of the CGSS. This role focuses on student concerns, programming feedback, internal governance, handbook maintenance, and society development.

Key Responsibilities:

- **Student advocacy:** Serve as a direct point of contact for graduate students raising concerns, feedback, or suggestions about student life, programming, advocacy, or their departmental experience.
- **Annual programming survey:** Lead the survey, analyze responses, and summarize key themes, priorities, and recommendations for Council.
- **Grad forum:** Host a grad forum to discuss student concerns, departmental issues, society initiatives, and broader topics affecting graduate students.
- **Handbook maintenance:** Lead updates to the Chemistry Graduate Student Handbook so it remains accurate, useful, and accessible.
- **Programming & Constitution Committee:** Lead or co-lead discussions on programming, constitutional updates, internal procedures, and Council structure.
- **Inclusive programming:** Work with Council to ensure student feedback informs events and programming reflects the diverse interests of the graduate student body.
- **Shared leadership:** Support the President and Vice-President External when advocacy issues overlap with departmental policy, administration, or external committee work.
- **Presidential coverage:** Assume the President's responsibilities when the President is unavailable, including chairing Council and general meetings and co-hosting virtual meetings, in coordination with the Vice-President External.
- **Financial signing authority:** Hold signing authority on CGSS financial accounts.

Time Commitment:

- **Role-specific responsibilities:** Approximately 3–6 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–4 hours per month, including event support and committee participation as needed.

Useful Skills:

Leadership, active listening, diplomacy, proactive, effective communication, student advocacy, discretion, analysis, policy writing, and problem-solving.

Vice-President External

Positions available: 1

Role Overview:

The Vice-President External shall serve as the primary external and administrative liaison representative of the CGSS. This role focuses on external representation, committee work, department-facing events, merchandise initiatives, and communication with administration.

Key Responsibilities:

- **Departmental meetings:** Attend monthly departmental meetings as a CGSS representative and report relevant discussions, decisions, and initiatives to Council.
- **External liaison:** Represent graduate student interests in departmental and administrative settings, raising student concerns when appropriate.
- **Chemistry career events:** Lead Chemistry Career Events (CCIE) in collaboration with CGSS members and departmental stakeholders.
- **Charitable initiatives:** Lead CGSS charitable efforts in collaboration with Council members and event organizers.
- **Holiday skits:** Lead the annual holiday skits committee in collaboration with CGSS members and departmental stakeholders.
- **Merchandise:** Lead CGSS merchandise initiatives, including design contests and coordination with the UCS on production, ordering, and distribution.
- **Community events:** Organize community engagement outings, such as Bard on the Beach and the PNE.
- **Presidential coverage:** Assume the President's responsibilities when the President is unavailable, including chairing Council and general meetings and co-hosting virtual meetings, in coordination with the Vice-President Internal.
- **Financial signing authority:** Hold signing authority on CGSS financial accounts.

Time Commitment:

- **Role-specific responsibilities:** Approximately 3–6 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–4 hours per month, including event support and committee participation as needed.

Useful Skills:

Diplomacy, public speaking, relationship-building, event planning, project coordination, negotiation, and clear communication.

Treasurer

Positions available: 1

Role Overview:

The Treasurer shall manage the financial affairs of the CGSS and help ensure that events and initiatives operate within the approved budget. The role combines budget planning, financial recordkeeping, reimbursements, cash management, and coordination with departmental finance staff.

Eligibility Requirement:

Candidates must have previously held a CGSS Council position for at least one year.

Key Responsibilities:

- **Annual budget:** Prepare the annual CGSS budget, communicate allocations to Council, and monitor event spending against the planned budget.
- **Financial records:** Maintain accurate, current records of income and expenditures and update the budget spreadsheet.
- **Reimbursements:** Prepare and process reimbursement forms for purchases made on behalf of the CGSS.
- **Cashbox and safe:** Track cashbox contents, count cash after events, and arrange transfer to the department Finance Manager. Maintain authorized safe access and attend events where cash handling is required, including charity coffee times and Stressbusters.
- **Departmental finance liaison:** Serve as the primary contact with the Department of Chemistry's financial management staff.
- **Financial reporting:** Prepare a financial report for each CGSS general meeting and provide income and expenditure statements when requested by Council.
- **Lab-manual sales:** Organize lab-manual sales in collaboration with the Department of Chemistry.
- **Financial signing authority:** Hold signing authority on CGSS financial accounts.

Time Commitment:

- **Role-specific responsibilities:** Approximately 3-4 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2-4 hours per month, including event support and committee participation as needed.

Useful Skills:

Budgeting, financial recordkeeping, spreadsheet proficiency, attention to detail, organization, and timely communication.

Secretary

Positions available: 1

Role Overview:

The Secretary shall coordinate CGSS meetings, maintain Council records, and organize the department's weekly coffee time. The role supports clear communication, reliable scheduling, and continuity of Council information.

Key Responsibilities:

- **Meeting coordination:** Schedule Council and general meetings, coordinate availability, book rooms, distribute agendas, and co-host virtual CGSS meetings.
- **Minutes:** Take detailed meeting minutes and provide approved minutes to the Social Media Manager for prompt posting.
- **Coffee time:** Prepare and distribute the annual schedule for weekly departmental coffee time, send reminders to participating groups, and assist with charity coffee time logistics.
- **Council contacts:** Maintain a current phone and email contact list for CGSS councillors.
- **Departmental representatives:** Maintain a list of graduate student representatives on departmental committees and remain in contact with those representatives.
- **Backup financial signing authority:** Provide backup signing authority on CGSS financial accounts in the event of a Vice-President vacancy.

Time Commitment:

- **Role-specific responsibilities:** Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–4 hours per month, including event support and committee participation as needed.

Useful Skills:

Minute-taking, clear writing, scheduling, recordkeeping, attention to detail, and advance planning.

Social Coordinator

Positions available: 3

Role Overview:

The Social Coordinators shall organize and promote social events that build community within the Department of Chemistry. The three coordinators share event planning, logistics, publicity, volunteer coordination, and event administration.

Key Responsibilities:

- **Social programming:** Plan events such as Stressbusters, Mole Day activities, Valentine's Candygrams, pancake breakfasts, and seasonal gatherings. Support holiday skits in coordination with the Vice-President External.
- **Stressbusters:** Coordinate event spaces, logistics, inventory, receipts, and the required applications and deadlines.
- **Certification and permits:** Obtain the required Special Event Server certification, liquor licences, and UBC Special Event Permits for applicable events.
- **Event logistics:** Organize volunteers, track attendance, and coordinate event preparation and delivery.
- **Budget and records:** Work within allocated event budgets, retain receipts, and coordinate reimbursements with the Treasurer.
- **Storage and inventory:** Maintain access to the CGSS storage locker and manage event supplies and inventory.
- **Promotion and collaboration:** Advertise events to graduate students and the broader department and assist other representatives with their events and initiatives.

Time Commitment:

- **Role-specific responsibilities:** Approximately 4-6 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2-4 hours per month, including event support and committee participation as needed.

Useful Skills:

Event planning, creativity, logistical coordination, delegation, teamwork, promotion, and adaptability.

GSS Representative

Positions available: 1

Role Overview:

The GSS Representative shall serve as the liaison between the CGSS and the UBC Graduate Student Society (GSS). The role keeps Council informed of GSS decisions and maintains the society's ratification and membership.

Key Responsibilities:

- **GSS liaison:** Represent CGSS interests in communications with the GSS Council.
- **Meeting attendance:** Attend monthly GSS Council meetings and GSS general meetings.
- **Council updates:** Communicate relevant GSS actions, decisions, opportunities, and updates to CGSS Council.
- **Annual renewal:** Ensure CGSS ratification and membership within the GSS are renewed at the beginning of each academic year.
- **CGSS participation:** Support Council initiatives, volunteer at events, and serve on committees as required.

Time Commitment:

- **Role-specific responsibilities:** : Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–3 hours per month, including event support and committee participation as needed.

Useful Skills:

Clear communication, student advocacy, active listening, meeting participation, and summarizing relevant information.

TA Union Representative

Positions available: 2

Role Overview:

The Union Representatives shall serve as liaisons between CGSS members and the Teaching Assistantship Union, CUPE 2278. The two representatives help keep members informed about union actions and decisions affecting teaching assistants.

Key Responsibilities:

- **Union liaison:** Maintain communication between the Teaching Assistantship Union and CGSS members.
- **Meeting attendance:** Attend Teaching Assistantship Union general meetings.
- **Member updates:** Inform CGSS members of union actions and decisions relevant to teaching assistants.
- **Shared representation:** Coordinate with the other Union Representative to maintain meeting coverage and consistent communication.
- **CGSS participation:** Support Council initiatives, volunteer at events, and serve on committees as required.

Time Commitment:

- **Role-specific responsibilities:** : Approximately 2 hours per month
- **Additional volunteering and CGSS support:** Approximately 2–3 hours per month, including event support and committee participation as needed.

Useful Skills:

Student advocacy, discretion, active listening, clear communication, and interpreting and explaining union information.

Wellness Representative

Positions available: 1

Role Overview:

The Wellness Representative shall promote the health and wellbeing of CGSS members through wellness programming, awareness of available resources, and support in directing students to appropriate services.

Key Responsibilities:

- **Wellness leadership:** Lead departmental initiatives related to the health and wellbeing of CGSS members.
- **Events and activities:** Organize wellness and social activities such as craft nights, spin classes, game or movie nights, and the annual Sock Wars competition.
- **Resource awareness:** Maintain awareness of relevant departmental and university wellness resources and initiatives.
- **CGSS participation:** Support Council initiatives, volunteer at events, and serve on committees as required.

Time Commitment:

- **Role-specific responsibilities:** : Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–3 hours per month, including event support and committee participation as needed.

Useful Skills:

Inclusive event planning, resource awareness, planning, logistical coordination, and teamwork

First-Year Representative

Positions available: 1

Role Overview:

The First-Year Representative shall act as a liaison between first-year chemistry graduate students and CGSS Council. The role represents incoming students' interests and helps create a welcoming community within the first-year cohort.

Key Responsibilities:

- **First-year representation:** Bring incoming students' interests, concerns, and perspectives to Council and maintain communication with the cohort.
- **Community building:** Organize informal social events and activities throughout the year, such as group outings, beach days, and movie nights.
- **Holiday skits:** Assist with planning and coordinating the annual first-year skit and contribute to the wider holiday skits program.
- **CGSS participation:** Support Council initiatives, volunteer at events, and serve on committees as required.

Time Commitment:

- **Role-specific responsibilities:** : Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–3 hours per month, including event support and committee participation as needed.

Useful Skills:

Approachability, community building, initiative, clear communication, event planning, and representing peer concerns.

International Student & EDI Representative

Positions available: 1

Role Overview:

The International Student & EDI Representative shall represent international graduate students and serve as a point of contact for equity, diversity, and inclusion concerns. The role supports inclusive programming and collaboration with Chemists for Diversity and Inclusion (CDI).

Key Responsibilities:

- **Student liaison:** Maintain communication between Council and international CGSS members and represent their interests and concerns.
- **International student programming:** Plan events focused on international students in the chemistry department.
- **CDI collaboration:** Coordinate with CDI leadership on shared budgets and events, including the international potluck.
- **EDI concerns:** Act as a point of contact for EDI-related student concerns. At the beginning of the term, email students explaining how to contact the representative or use the CGSS website concern box.
- **Holiday skits and initiatives:** Assist with holiday skits and collaborate on other CGSS events and initiatives.
- **CGSS participation:** Volunteer at events and serve on committees as required.

Time Commitment:

- **Role-specific responsibilities:** Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–3 hours per month, including event support and committee participation as needed.

Useful Skills:

Cross-cultural communication, cultural sensitivity, inclusive event planning, advocacy, discretion, and collaborative problem-solving.

Sports Representative

Positions available: 1

Role Overview:

The Sports Representative shall organize and promote sports and recreational activities for CGSS members within the allotted budget. The role supports participation in team events and recreational outings and manages CGSS sporting equipment.

Key Responsibilities:

- **Sports participation:** Coordinate teams for activities such as the Sun Run, Storm the Wall, and intramural sports.
- **Recreational outings:** Organize activities such as baseball games, rock climbing, and other recreational outings throughout the year.
- **Promotion:** Advertise opportunities and encourage CGSS members to participate.
- **Budget management:** Plan activities within the allocated sports budget and coordinate expenses with the Treasurer.
- **Sporting equipment:** Obtain, maintain, and manage CGSS sporting equipment.
- **CGSS participation:** Support Council initiatives, volunteer at events, and serve on committees as required.

Time Commitment:

- **Role-specific responsibilities:** Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–3 hours per month, including event support and committee participation as needed.

Useful Skills:

Activity planning, sports knowledge, team coordination, enthusiasm, inclusive planning, budget awareness, and equipment management

Social Media Manager

Positions available: 1

Role Overview:

The Social Media Manager shall maintain the CGSS website and social media presence and help members stay informed about Council activities, events, and volunteer opportunities. This role incorporates the communications and website responsibilities previously assigned to the Webmaster.

Key Responsibilities:

- **Council introductions:** Update the website and Instagram at the beginning of each Council term to introduce current members and their positions.
- **Website maintenance:** Keep website information, photos, and other content accurate and current.
- **Approved minutes:** Post Council meeting minutes promptly after approval, using the minutes supplied by the Secretary.
- **Social media:** Manage CGSS social media accounts, promote upcoming events and volunteer opportunities, and share event photos and highlights in a timely manner.
- **Promotional materials:** Assist with creating flyers, QR codes, and other materials for CGSS events.
- **CGSS participation:** Support other Council initiatives and events.

Time Commitment:

- **Role-specific responsibilities:** : Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 2–3 hours per month, including event support and committee participation as needed.

Useful Skills:

Clear writing, graphic design, social media management, website editing, content planning, ability to coordinate advertising with council needs, and attention to detail.

Member-at-Large

Positions available: 3

Role Overview:

Members-at-Large shall support CGSS programming and act as liaisons between Council and the general membership. The role offers flexibility, with fewer recurring administrative responsibilities and a focus on helping with events, committees, and society initiatives.

Key Responsibilities:

- **Member liaison:** Maintain connections with the general membership and bring student feedback and interests to Council.
- **Event support:** Volunteer at CGSS events and assist with preparation and delivery.
- **Committee participation:** Support committees and initiatives as they arise throughout the term.
- **Holiday skits:** Assist with organizing the annual holiday skits.
- **Flexible assistance:** Collaborate with other Council members where additional support is needed.

Time Commitment:

- **Role-specific responsibilities:** : Approximately 2 hours per month.
- **Additional volunteering and CGSS support:** Approximately 3-4 hours per month, including event support and committee participation as needed.

Useful Skills:

Teamwork, reliability, flexibility, initiative, approachability, and willingness to help.

Advisor

Positions available: 1 — non-elected; held by the previous President.

Role Overview:

The Advisor shall support continuity between successive CGSS Councils and provide guidance to the current Council. This is a non-elected role held by the President from the previous Council term.

Eligibility Requirement:

Held by the previous CGSS President for up to one year, provided they remain a graduate student in the UBC Department of Chemistry.

Key Responsibilities:

- **Council continuity:** Oversee the transfer of information between the outgoing and incoming Councils.
- **Meeting participation:** Attend Council meetings and provide context on past decisions and society operations.
- **Guidance:** Advise Council throughout the term and support the transition of responsibilities.

Time Commitment:

- **Role-specific responsibilities:** : Approximately 2 hours per month.