

UBC Chemistry Graduate Student Society - Description of Council Positions

President — The President shall oversee the operations of the CGSS and act as the primary liaison between the CGSS, its membership, and external bodies, primarily the Department of Chemistry. The President shall chair the CGSS council and general CGSS meetings. The President shall co-host any virtual CGSS meetings. The president shall act as the primary administrator of all CGSS information technologies, except those managed by the Webmaster. The President has signing authority on the CGSS financial accounts. The President may delegate some of their responsibilities to the Vice-President. Upon the end of their term, the President will also serve as Advisor for up to a one (1) year term, as long as they remain a graduate student in the UBC department of chemistry.

Advisor — The Advisor shall attend council meetings and oversee the transition of information between current and past councils and provide guidance over the course of their term. The Advisor position is held by the person who served as the CGSS President in the previous council term.

Vice-President — The Vice-President shall assume a leadership role in all initiatives related to charitable efforts. The Vice-President shall assume the role of President if the President is unavailable, including chairing CGSS council, co-hosting virtual CGSS meetings, and chairing general meetings. The Vice-President shall attend monthly departmental meetings as the CGSS representative. The Vice-President shall maintain the Chemistry Grad Student Handbook as required, and organize grad fora as deemed necessary to discuss issues and initiatives within the department. The Vice-President shall collaborate in organization of the annual holiday skits. The Vice-President has signing authority on the CGSS financial accounts.

Treasurer — The Treasurer shall be responsible for the management of the financial affairs of the society including keeping an accurate and up-to-date record of income and expenditures. The Treasurer oversees the reimbursement of funds for CGSS activities and acts as the primary liaison with the Financial Management of the Department of Chemistry. The Treasurer shall prepare a financial report for presentation at every CGSS general meeting and shall prepare statements of income and expenditures upon request from the CGSS council. The Treasurer shall organize lab manual sales in collaboration with the Department of Chemistry. The Treasurer shall prepare the annual CGSS budget (see Article 9.1.4). The Treasurer has signing authority on the CGSS financial account.

Social Coordinators (3 positions) — The Social Coordinator shall organize and advertise all CGSS social events and activities. The Social Coordinators shall obtain liquor licenses for CGSS social events and manage the CGSS storage locker. The Social Coordinators shall collaborate on the organization of the annual holiday skits.

Secretary — The Secretary shall be responsible for scheduling and recording minutes during CGSS council meetings and general meetings (see Section 5). The Secretary shall co-host any virtual CGSS meetings. The Secretary shall distribute meeting agendas to the council (see Article 4.1.3). The Secretary shall be responsible for creating and distributing the schedule for the weekly departmental coffee time. The Secretary establishes and maintains a phone and email list of all CGSS councilors. The Secretary shall maintain a list of graduate student representatives on departmental committees and maintain contact with these representatives. If the Vice-President position is vacant, the Secretary shall have signing authority on the CGSS financial account.

Wellness Representative — The Wellness Representative shall assume a leadership role in all departmental initiatives related to health and wellbeing of CGSS members. The Wellness Representative shall be responsible for maintaining awareness of resources and other initiatives pertaining to the health and wellbeing of CGSS members. The Wellness Representative shall direct CGSS members with concerns to the appropriate resources and anonymously document the concerns of CGSS members.

Union Representative(s) — The Union Representative(s) shall act as a liaison between the Teaching Assistantship Union (CUPE 2278) and CGSS members. The Union Representative(s) shall attend Teaching Assistantship Union general meetings and inform CGSS members of all actions and decisions of the Teaching Assistantship Union. The number of Union Representatives is determined by the Teaching Assistantship Union.

First Year Representative — The First Year Representative shall act as a liaison between first year chemistry graduate students and the CGSS council. The First Year Representative shall take an active role in organizing activities and social events for first year graduate students and collaborate with organization of the annual holiday skits.

Sports Representative — The Sports Representative shall organize and promote sporting and athletic activities, including intramural sports, to CGSS members. The Sports Representative shall be responsible for obtaining and maintaining sporting equipment.

International Representative — The International Representative shall act as a liaison between the council and international CGSS members. The International Representative shall plan events focused towards international CGSS members and collaborate in the organization of the annual holiday skits.

GSS Representative(s) — The GSS Representative(s) shall act as a liaison between the GSS council and the CGSS council. The GSS Representative(s) shall attend all GSS council meetings and GSS general meetings and inform the CGSS council of all relevant actions and decisions of the GSS council. The GSS Representative(s) shall ensure the CGSS membership within the GSS is renewed at the beginning of each academic year. The number of GSS Representatives is determined by the GSS.

Webmaster — The Webmaster shall maintain and update the CGSS website and shall administrate all CGSS social media accounts. The Webmaster shall ensure CGSS council meeting minutes are posted on the CGSS website promptly after approval by council.

Members-at-Large (3+ positions) — Members-at-Large shall act as liaisons between council and the general membership. Members-at-Large shall volunteer at CGSS events and collaborate with the organization of the annual holiday skits.