

## **MCSS Position Descriptions 2014-2015**

### Speaker

The Speaker is the chair of the MCSS, runs all meetings and announces the agenda items. They submit for discussion and vote all motions made by the members. It is their role to communicate any messages or information to Council and certify all acts, orders and proceedings of the meeting. Overall, the speaker of the MCSS gains practical experience in leadership, verbal communication and facilitation.

### President

The President calls all meetings, oversees and coordinates the functions of the MCSS. The president is the link between the administration of McGill and MCSS. Another responsibility is their role as Chair of the MCSS Executive Committee and to present for ratification to the MCSS the affairs of the MCSS Executive Committee. As required by the office, they sit on committees and bring the student body's concerns to the administration. Overall, the President of the MCSS gains practical experience in leadership, coordination and problem solving.

### Vice-President Internal Affairs

The Vice-President Internal Affairs is the principle representative of the MCSS to the student body and to other student groups on the Macdonald Campus and as such, to coordinate with the Members-at-Large. It is their responsibility to organize and run fall and winter Orientation Week activities (frosh), Winter Carnival and the Leadership Conferences. As required by the office, they sit on committees. Overall, the Vice-President Internal Affairs of the MCSS gains practical experience in leadership, volunteer management and event planning.

### Vice-President Academic

The Vice-President Academic represents the MCSS in between university affairs, academic affairs and other matters. They are responsible for the Mid-Term Course evaluations. Acting as an advocate for the rights of the students of the Macdonald community they are also responsible for assisting the MCSS members deal with academic grievances. It is their role to ensure communication between (1) the MCSS, (2) the Vice-President Inter-Campus Affairs and Senate Representative, (3) the External Affairs and Board of Governors' representative, and (4) all student members of University committees. They sit on committees such as the Academic Standing Committee and the Academic Policy Committee. Overall, the Vice-President Academic of the MCSS gains practical experience in leadership, advocacy and critical thinking.

### Vice-President Communication and Student Life

The Vice-President Communication and Student Life coordinates with the Council and the executive of clubs and organizations, all campus social activities and events. They inform

recognised organizations of the policies and practices of the MCSS regarding such activities. Periodically, a meeting of all recognized organizations under the MCSS is held to discuss collaborations and issues arising. They are responsible to the MCSS for overseeing publicity for off-campus events, to manage the MCSS website and social media. As required by the office, they sit on committees. Overall, the Vice-President Communication and Student Life of the MCSS gains practical experience in leadership, marketing and public speaking.

#### Vice-President Finance

The Vice-President Finance takes charge of all funds belonging to the MCSS and disburses funding to recognized organizations under the MCSS. Working with the accountant/bookkeeper employed by the MCSS they prepare budgets and financial statements to present to Council. Periodically, they keep Council informed of its financial situation and also to manage the MCSS's monies by the most secure and profitable means possible. As required by the office, they sit on committees. Overall, the Vice-President Finance of the MCSS gains practical experience in leadership, fiscal management and problem solving.

#### Vice-President Business Operations

The Vice-President Business Operations is responsible for the legal, efficient and profitable commercial operations of the MCSS. They actively seek to increase the revenues of the MCSS Robber's Roost Bookstore and Ceilidh Bar by diversifying its activities and by promoting its existing ones. In this role as chair of the Business Operations Committee, they present for ratification to the MCSS the affairs of the Business Operations Committee. As required by the office, they sit on committees. Overall, the Vice-President Business Operations of the MCSS gains practical experience in leadership, operations management, volunteer management and event planning.

#### Vice-President University Affairs

The Vice-President University Affairs is responsible for representing the MCSS in University Affairs. As the MCSS representative to the McGill Board of Governors, the highest governing institution of McGill University, they inform the MCSS of all relevant business arising from it. Another role is to be the MCSS representative to the McGill Senate. They also act as the official MCSS representative to the Students' Society of McGill University (SSMU), and sit on the SSMU Student Senate Caucus. As required by the office, they are members of additional committees. Overall, the Vice-President University Affairs of the MCSS gains practical experience in leadership, critical thinking and public speaking.

#### Vice-President External Affairs

The Vice-President External Affairs is responsible for establishing relations with other student communities and federations, government and the general public and as such is proficient in communication in English and in French. They are the principal representatives to associations

outside the University of which the MCSS is a member and attend the Sainte-Anne-de-Bellevue municipal council meetings. Other duties include organizing and overseeing community/charity events. They also work with the equity commissioner and Social Equity and Diversity Education office on projects. Overall, the Vice-President External Affairs of the MCSS gains practical experience in leadership, critical thinking and public speaking.

Councillors from Agricultural and Environmental Sciences Undergraduate Society (AESUS), Dietetics and Human Nutrition Undergraduate Society (DHNUS), Macdonald Campus Graduate Students' Society (MCGSS), Farm Management and Technology (FMT) and Laird Hall Housing Committee (LHHC).

The Representative informs the MCSS of all relevant business of the societies or constituencies they represent. They report at the meetings of their respective groups or societies, the policies and actions of the MCSS. Overall, the Representative gains practical experience in leadership, decision making and critical thinking.

#### Members-at-Large (2)

The Members-at-Large are responsible for representing the student body as a whole to the MCSS. They assist the coordinators of Orientation Week, Winter Carnival, and other social events in the performance of their duties. Other responsibilities include assisting with the Executive in the performance of the business of the MCSS. In addition, they assist (1) the Vice-President Communications and Student Life and (2) External Affairs and Board of Governors' Representative for the MCSS communications and public relations, as directed toward the student body or student groups. Overall, the Member-at-Large of the MCSS gains practical experience in leadership, managing tasks and event promotion.

#### Business Operations Committee Member (2)

The Business Operations Committee Members assist with the efficient operation of the MCSS business operations for the benefit of the Macdonald Campus student community. They also assist the Vice-President Business Operations with any related affairs. Duties include organizing activities for the Ceilidh Pub and advising on the business operations committee. Overall, the Business Operations Committee Member of the MCSS gains practical experience in leadership, managing tasks and event promotion.

#### Environmental Advisor

The Environmental Advisor is responsible for actively investigating environmentally responsible options for purchases of the MCSS. They assist the organizers of Orientation Week activities, the Winter Carnival activities and the Leadership Conferences by acting in an advisory capacity to promote environmental responsibility. Their role is to act as a liaison between environmental or environmentally-themed groups, the MCSS and the McGill administrative bodies. Other responsibilities include being a provider of information for students about environmental,

sustainable or like-wise information, within their means, to the students of the MCSS. As required by the office, they sit on committees. Overall, the Environmental Advisor of the MCSS gains practical experience in leadership, consulting and decision making.

### Equity Commissioner

The Equity Commissioner is responsible for upholding the mandate of the MCSS Equity Policy and deal with equity complaints. They organize anti-oppression and safer space training for Council at the beginning of the academic year. In addition, they assist the organizers of Orientation Week activities, the Winter Carnival activities, and the Leadership Conferences by acting in an advisory capacity to promote inclusive and safer spaces. Other responsibilities include coordinating equity committee meetings, equity-related projects, workshops, events, and initiatives on campus. This role is a liaison between social and equity-related groups, Student Council, and the McGill administrative bodies, especially the Social Equity & Diversity Education (SEDE) Office and Student Services. Overall, the Equity Commissioner of the MCSS gains practice experience in leadership, advocacy and decision making.