



## Board Position Profiles:

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### **PRESIDENT**

The President is responsible for overseeing the activities of the Board of Directors and Committees. The President has the following functions:

- To preside and preserve order at all General and Special General Assemblies of members and Board of Directors' meetings;
- To call meetings for and set the agenda for the Board of Directors meetings; to coordinate relations between the Association and the administration of McGill University;
- To represent the members of the Society and to ensure the long terms integrity of the Association;
- To ensure that the By-laws of and policies of the Association are followed and enforced.

Candidates must possess at least a business level proficiency in English in order to carry out his/her responsibilities on the Board.

### **VP SOCIAL AFFAIRS**

The VP Social Affairs is responsible for coordinating the Associations' annual social, cultural and professional events approved by the Board of Directors. The VP Social Affairs has the following functions:

- To oversee the social, cultural and other events;
- To prepare the schedule of proposed events;
- To present a proposed budget for Board approval;
- To secure external sponsorship for events where possible.

Excellent inter-personal skills, communications skills and experience in event planning and management are an asset.

Candidates must possess at least a business level proficiency in English in order to carry out his/her responsibilities on the Board.

## **VP Finance/Treasurer**

The VP Finance is responsible for the annual budget and financial administration of the association; to coordinate the Association's annual reporting by ensuring that certified, audited financial statements are produced and submitted to the Board of Directors, Association's members and the relevant departments of McGill University; to provide the Board of Directors with regular reports on the financial status of the Society; to develop the annual budget of the Society consistent with the Policy and priorities set out by the Financial Review Committee and the Board of Directors; to form and chair a Financial review Committee.

Candidates must have experience in preparing budgets, demonstrate a strong background and experience in finance /or accounting.

## **VP Communications/External Affairs**

The VP Communications promotes MACES to its members. She or he must elaborate, propose and implement MACES' communication plan. She or he is responsible for any communication material published by MACES including: brochures, the website, a calendar of events, advertising materials, posters, mailing materials and social media. Further responsibilities may include attending meetings involving communication, maintaining contact between MACES and organizations outside of McGill. In particular, the VP Communications will co-ordinate relations between MACES and external student organizations, governments, the media and the business community.

## **VP Academic Affairs/Senator 1**

The VP Academic Affairs/Senator 1 assists Continuing Studies Students with academic matters. Her or his responsibilities include monitoring the quality of courses provided by the School of Continuing Studies and communicating academic concerns to the McGill School of Continuing Studies. She or he must attend: the educational information week given every semester to students; the School of Continuing Studies' information sessions; and any meeting involving academic affairs within the university.

As Senator-1, she or he will have the title of Fellow of McGill University. She or he will be the Senator in chief and coordinate the action of the two MACES Senators (Senator-1 and Senator-2/Governor) in the Senate. In the Senate, she or he will represent the interests of the students registered in the School of Continuing Studies on the University's highest academic decision-making body. The position requires regular attendance to Senate meetings that are usually daytime meetings.

## **Senator 2 /Governor**

The Senator 2/Governor works closely with the VP Academic Affairs and with the VP Academic Affairs represents the interests of the students of the School of Continuing Studies on the Senate and Governors meetings; assists in the supervision of the Association's student representatives in ad hoc committees of the Board of Governors and Senate of McGill University; reports developments from the Senate and Board of Governors meetings to the

Board of Directors; coordinates with VP Academic Affairs regarding academic developments at the University