



Board Position Profiles

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, and mailing materials. Further responsibilities 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 Internal Affairs

The VP Internal Affairs is responsible for working with other student or administrative organizations at McGill when necessary. He or she must attend any meeting involving MACES relations with University affairs or the School of Continuing Studies of McGill. He or she is responsible for handling official complaints between an association member and the School of Continuing Studies.

The VP Internal Affairs also acts as Secretary of MACES. In this role, he or she must summon all Annual and Special General Assemblies of members and Board of Directors' meetings. He or she is also responsible for preparing meeting agendas, taking meeting minutes, and keeping custody of MACES documents and files. Finally, the VP Internal Affairs acts in the President's place if the President is unable to perform her functions.

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.

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 to represent the interests of the students of the School of Continuing Studies at Senate meetings; assists in the co-ordination of the Association's student representatives in ad hoc Senate committees of McGill University; reports developments from the Senate to the Board of Directors; coordinates with VP Academic Affairs regarding academic developments at the University and the School. The position requires regular attendance to Senate meetings that are usually daytime meetings.