



MACES Board Position Profiles

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 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; and to ensure that the By-laws of and policies of the Association are followed and enforced.

VP Finance

The VP Finance is responsible for developing the annual budget and supervising the financial administration of the association in conjunction with the President and COO; 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.

The ideal 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 to oversee and approve 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 Social Affairs

The VP Social Affairs is responsible for coordinating the Associations' annual social, cultural and professional events approved by the Board of Directors; overseeing the social, cultural and

other events; preparing the schedule of proposed events; presenting a proposed budget for Board approval; securing external sponsorship for events where possible.

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

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 (Senator1 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 coordination 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.