

THE MSS EXECUTIVE DUTIES AND OPERATIONS POLICY

1. PURPOSE

- 1.1. To define and outline the structure of the MSS Executive;
- 1.2. To outline the roles and responsibilities of positions which fall under the MSS Core Executive;
- 1.3. To outline the roles and responsibilities of positions which fall under the MSS Peripheral Executive;
- 1.4. To detail the general roles and responsibilities of all MSS Executive members;
- 1.5. To outline the transition protocol for all incoming and outgoing MSS Executive members;
- 1.6. To outline the vacancy protocol within the MSS Core and Peripheral Executive;
- 1.7. To hold MSS Executive members accountable for their responsibilities over the course of their term.

2. DEFINITIONS

- 2.1. MSS Executive: a member of the MSS General membership who has been granted and actively holds, either through election or appointment, one of the positions outlined in the MSS Executive Duties and Operations policy;
- 2.2. Core Executive: a member of the MSS Executive who is elected into office. Individuals filling these positions are granted voting rights for all MSS decisions;
- 2.3. Peripheral Executive: a member of the MSS Executive who is hired by the MSS Vice-president whose jurisdiction they fall into.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1. All MSS Executive Members are required to:

- 3.1.1. Have read, understood, and abide by the duties and responsibilities as outlined by this policy,
- 3.1.2. Hold office hours, which may include office maintenance, ticket sales, and other services run through the MSS office where:
 - 3.1.2.1. The MSS President, Vice-President Finance, and Vice President Internal are required to hold two, hour long office hour sessions per week:
 - 3.1.2.2. The remaining MSS Vice-Presidents, MSS Year Representatives, and Periphery Executive members are required to hold one, hour long office hour session per week. This may be a combined office hour for positions with co-directors;
- 3.1.3. Attend meetings as mandated by the VP Internal,
- 3.1.4. Work in the best interests of the MSS and appropriately represent the MSS within the McMaster community,
- 3.1.5. Promote any and all MSS events through whatever platforms are most convenient for the respective member,
- 3.1.6. Attend at least 50% of all MSS events throughout the year,
- 3.1.7. Attend MSS Executive Training, which shall consist of:
 - 3.1.7.1. Portfolio-specific training,
 - 3.1.7.2. Team building sessions,
 - 3.1.7.3. Anti-Oppressive Practices and EDI training;
- 3.1.8. Engage with science students to promote awareness of MSS events, services and affairs,
- 3.1.9. Ensure all proper documentation, such as the Environmental and Occupational Health Support Services (EOHSS), bus forms and expense forms for all events have been approved by the appropriate authorities prior to the event;
- 3.2. All MSS Executives shall serve a term of office from May 1st following the date of being elected/hired, to April 30th of the following year:
 - 3.2.1. In the event of the resignation or removal of an MSS Executive following "Article 5 - Vacancies", the incoming executive's term shall begin immediately upon accepting the position.

4. TRANSITION

- 4.1. The transition period is defined as the time of election or hiring until April 30th of that year;
- 4.2. The incumbent executives have full privilege as the current executives, except in the case of Core Executive voting rights. Voting rights are only granted on:
 - 4.2.1. Any changes to policies that will affect the incumbent executive structure and function, such as, but not limited to, executive function and duties and MSS Clubs. These policies are passed at this time by a majority vote of the new MSS Core Executive;
- 4.3. The previous executives must introduce the new MSS Executives to the basic operations of the MSS as well as the roles and responsibilities of their position;
- 4.4. The new MSS Executives must review the policies, rules, duties and bylaws of the MSS;
- 4.5. Outgoing MSS Executive members must provide a transition report to the incoming executive before their term begins.

5. VACANCIES

- 5.1. MSS Periphery Executive Members may vacate their positions through written notice to their supervisory Vice President, the President, and the Vice President Internal;
- 5.2. If a Periphery Executive Member is breaching MSS Constitution, Bylaw, or Policy, as per 8.1 of the MSS Constitution, they may be removed from their position at the discretion of the VP Internal, President, and involved Core Executive Members:
 - 5.2.1. A warning email of potential removal must be issued to the Periphery Executive Member outlining the breach of Constitution, Bylaw, or Policy, as well as corrective action they may take,
 - 5.2.2. If no corrective action from the Periphery Executive Member is taken within one (1) week after the email has been issued, then their position may be vacated through a majority vote of the Core Executive:
 - 5.2.2.1. The warning email and one (1) week period must occur during an academic term, and may not fall within an exam period or holiday;
- 5.3. Should a vacancy occur, it is up to the discretion of the supervisory Vice President and President to fill the vacancy through a hiring cycle in accordance with the MSS Hiring Policy;

- 5.4. Should the vacated position have an executive team/committee associated with it, one of the members may be appointed to the position at the discretion of the Vice Presidents and President;
- 5.5. Hiring should only be done should the responsibilities of the vacated position not be able to be absorbed by current executive members or the executive team/committee;
- 5.6. A vacancy from an MSS Core Executive Member will prompt action as outlined in Article 8 of the MSS Constitution: Recall and Vacancies;
- 5.7. Upon vacating a position, the remainder of the MSS Executive and any members of an executive team/committee must be notified. However, it is up to the discretion of the 'vacator' in how they would like to inform the rest of the members within their portfolio and on the executive team.

6. THE CORE EXECUTIVE

- 6.1. The Core Executive of the MSS shall consist of the following positions:
 - 6.1.1. President,
 - 6.1.2. Vice-President Internal,
 - 6.1.3. Vice-President External,
 - 6.1.4. Vice-President Finance,
 - 6.1.5. Vice-President Academic,
 - 6.1.6. Vice-President Student Affairs,
 - 6.1.7. Vice-President Communications,
 - 6.1.8. Year Representatives (5);
- 6.2. The President Shall:
 - 6.2.1. Be the Chief Executive Officer and principal MSS spokesperson,
 - 6.2.2. Oversee all operations within the MSS,
 - 6.2.3. Be an Ex-Officio member of all Standing Committees and Ad Hoc Committees,
 - 6.2.4. Supervise all expenditures of funds, audit the Vice-President Finance's quarterly statements and be responsible for validating petty cash,

- 6.2.5. Settle all internal disputes provided they're within the President's jurisdiction,
 - 6.2.6. Review and/or prepare policy for the year regarding, but not limited to MSS Exec member duties, elections, MSS Clubs, and Financial matters,
 - 6.2.7. Produce a Goals-for-the-year report,
 - 6.2.8. Review all Year Plans prepared by each MSS Executive member,
 - 6.2.9. Attend the Presidents' Council meetings as called by the MSU President,
 - 6.2.10. Together, with the VP Internal, ensure that the MSS Executive are fulfilling their duties,
 - 6.2.11. Chair MSS meetings should the VP Internal not be present,
 - 6.2.12. Chair and organize MSS General Assemblies,
 - 6.2.13. Chair and organize monthly meetings of MSS Program Society Presidents,
 - 6.2.14. Chair and organize weekly meetings of the MSS Vice-Presidents,
 - 6.2.15. Maintain relationships with external parties including, but not limited to, the Office of the Dean of Science, Office of the Associate Dean of Science, the Science Career and Cooperative Education Office, the Alumni Department, the McMaster Students Union, and the Student Representative Assembly (SRA);
- 6.3. The Vice-President Internal shall:
- 6.3.1. Organize and chair the MSS Elections Committee and MSS Executive Meetings,
 - 6.3.2. Organize and supervise MSS Executive office hours, election poll hours and ticket sale hours. Enforce that all MSS Executive are required to hold office hours throughout the course of their term,
 - 6.3.3. Document detailed minutes during all MSS Executive Meetings in the absence of the Internal Operations Officer,
 - 6.3.4. Ensure that all mail is delivered to the correct MSS Executive member.
 - 6.3.5. Work alongside the president to ensure all MSS Core and Peripheral Executive members are progressing,
 - 6.3.6. Engage and invest in MSS recognized sub-societies and clubs activity by:
 - 6.3.6.1. Maintaining positive relations between program societies and the MSS,

- 6.3.6.2. Stimulating positive relations between program societies,
- 6.3.6.3. Providing necessary venues and opportunities to encourage learning, collaboration, and the sharing of knowledge between societies,
- 6.3.6.4. Keeping societies informed of MSS-related updates, and keep MSS informed of program society-related updates;
- 6.3.7. Host monthly meetings with the presidents and/or other representatives of the program societies to promote collaboration and positive relations,
- 6.3.8. Run all MSS elections in accordance to the MSS Elections Policy in collaboration with the Internal Operations Officer,
- 6.3.9. Oversee the usage of all MSS spaces, including the MSS Office, MSS storage room, and Science Lounge,
- 6.3.10. Organize and participate in the hiring of coordinators under the VP Internal portfolio. This includes, while subject to changes in the by-laws, the Internal Operations Officer and the Policy and Bylaws Officer;
- 6.4. The Vice-President External shall:
 - 6.4.1. Act as a community liaison between the MSS and the McMaster/Hamilton community by:
 - 6.4.1.1. Working with the Sponsorship & Fundraising Coordinator to promote unique advertising methods in favour of sponsorship,
 - 6.4.1.2. Acting as a point of contact for potential collaborations between other Faculty Societies, MSU Services, MSU Clubs, and other groups,
 - 6.4.1.3. In collaboration with VP Communications, draft and send out monthly editions of the McMaster Science Society Newsletter, using a monthly form to collect information regarding McMaster Science Society events for the current and coming month;
 - 6.4.2. Be responsible for connecting science students to opportunities (volunteer, job, conferences, events, internships) both inside and outside of the McMaster campus by:
 - 6.4.2.1. Organizing the McMaster Science Team for the Ontario Science games (OSG) by:
 - 6.4.2.1.1. Hiring the McMaster Science Team which is to consist of the number of members that the OSG team mandates,

- 6.4.2.1.2. Choosing a team captain who is to be responsible for organizing transportation to OSG out of the group of members as described in 1.3.2.1.1;
- 6.4.3. Maintaining a positive relationship between the MSS and external parties, by assisting in promoting their materials in appropriate methods,
- 6.4.4. Collaborate with Year Representatives to run and maintain the McMaster Science Opportunity Board,
- 6.4.5. Act as a representative of the MSS and McMaster Science Students to the Ontario Science Student Association (OSSA) by coordinating a delegation of MSS members to the OSSA Conference, which is to be held in the summer,
- 6.4.6. Work closely with the Vice President Finance, Sponsorship & Fundraising Coordinator, and any relevant MSS members to secure sponsorship from external parties,
- 6.4.7. Organize and participate in the hiring of coordinators under the VP External portfolio: the Sponsorship & Fundraising Coordinator, Volunteering and Research Coordinator, and Quantum Leap Coordinator;
- 6.5. The Vice-President Finance shall:
 - 6.5.1. Organize and participate in the hiring of coordinators under the VP Finance portfolio. This includes, while subject to changes in the by-laws, the Internal Financial Officer, and the SIF Co-Directors,
 - 6.5.2. Organize a yearly budget report with the outgoing VP Finance. The yearly budget report must be approved by the MSS Core Executive by the first meeting of the Fall term, and create quarterly budget reports, at the discretion of the Core Executive Team,
 - 6.5.3. Ensure the MSS account is not below zero dollars at any time,
 - 6.5.4. Act as a verification for, and approve or deny, any expenses over two hundred dollars,
 - 6.5.5. Monitor reimbursement for expenses where:
 - 6.5.5.1. The reimbursement can only be distributed if a copy of the receipt and all required forms are submitted to the VP Finance,
 - 6.5.5.2. The reimbursement must be distributed within 6 months of the purchase;
 - 6.5.6. Determine allocation and approve funding for all Program Societies.

- 6.5.7. Manage and review all money within the safe. This money must:
 - 6.5.7.1. Be recorded,
 - 6.5.7.2. Be emptied every week and deposited,
 - 6.5.7.3. Not have a balance over 500 dollars;
- 6.5.8. Work closely with the Vice President External and Welcome Week Planners to secure sponsorship from external parties;
- 6.6. The Vice-President Academic shall:
 - 6.6.1. Attend the Academic Affairs Committee (AAC) Meetings as called by the MSU VP Education,
 - 6.6.2. Run one open forum or closed forum per year for students in the Faculty of Science,
 - 6.6.3. Be a member of the Academic Planning and Policy Committee (APPC),
 - 6.6.4. Be a member of the Undergraduate Council (UC),
 - 6.6.5. Inform students about the academic resources available such as the Associate Dean's Office, SCCE, etc.,
 - 6.6.6. Address and advocate for academic student issues to the faculty, including the Dean of Science and the Associate Dean of Science,
 - 6.6.7. Assist in the organization of all academic events which may be in conjunction with the SCCE and working with the academic portfolio to organize academic campaigns,
 - 6.6.8. Chair the VP Academic meeting with all VP Academics from each program society in the Faculty of Science,
 - 6.6.9. Meet with the year representatives on a regular basis to discuss advocacy plans and updates that will then be further relayed to other Vice Presidents as well as university administration,
 - 6.6.10. Coordinate a transition event (ex. Sciclopedia Night) with the Welcome Week Planners, President, Academic Advocacy Coordinator, and VP Communications as part of a larger summer transition process for first year students,
 - 6.6.11. Organize and participate in the hiring of coordinators under the VP Academic portfolio. While subject to changes in the by-laws, this includes the Tutoring Coordinator, Mentorship Coordinator, and Academic Advocacy Coordinator;

6.7. The Vice-President Communications shall:

- 6.7.1. Be responsible for the design & maintenance of email accounts and Google Drive. Aid the Social Media Director in the maintenance of social forums including, but not limited to, Facebook, Instagram, Snapchat, Twitter, Youtube, and LinkedIn,
- 6.7.2. Be responsible for coordinating advertising relating to MSS events and initiatives,
- 6.7.3. Inform science students of various job postings and information sessions,
- 6.7.4. Assist the Science Career & Cooperative Education (SCCE) Office with promoting and advertising of their events,
- 6.7.5. Oversee the Communications portfolio to aid them in producing comprehensive promotional material for all MSS events and initiatives,
- 6.7.6. Be responsible for overseeing the design, ordering, and sale of MSS-branded clothing if clothing is to be ordered,
- 6.7.7. Assist with the promotion of events hosted by sub-societies using MSS social forums, given appropriate notice and their event being open to science students in more than one science program,
- 6.7.8. Act as or find a sufficient substitute photographer in the situation where both of the Directors of Photography and the Director of Cinematography are unavailable or additional photographers are required for a particular event,
- 6.7.9. Act as or find a sufficient substitute Graphic Designer in the situation where the Graphic Designer is unable to complete a graphic,
- 6.7.10. Organize and participate in the hiring of coordinators under the VP Communications portfolio. This includes, while subject to changes in the by-laws, the Graphic Designer(s), MacSci Minutes Coordinator(s), Directors of Photography, Director(s) of Cinematography, Webmaster, and Social Media Director,
- 6.7.11. Collaborate with periphery in the Communications Portfolio to update and enforce the MSS Brand Manual;

6.8. The Vice-President Student Affairs shall:

- 6.8.1. Oversee the organization of the Science Formal (Formaldehyde), Science Musical, Athletics & Wellness Events, and special events planned by their respective coordinators/organizers,

- 6.8.2. Actively assist sub-societies with events as applicable. This will be done by holding meetings with the social planners of the various program societies on a by-need basis (minimum one per term),
 - 6.8.3. Act as a representative of all science social events in meetings with the McMaster Students Union or other Faculty Societies,
 - 6.8.4. Ensure that the needs of students from a social involvement platform are being met and represented through the Musical, Sports, Formal, Special Events, Year-specific events, and any committees that are created under the VP Student Affairs Portfolio,
 - 6.8.5. Organize and participate in the hiring of coordinators and any committees under the Student Affairs portfolio. This includes, while subject to changes in the by-laws, the Formaldehyde Coordinator, Athletics and Wellness Director, Arts Director, Musical Director, Special Events Planner, and their respective committees,
- 6.9. The Year Representatives shall:
- 6.9.1. Advocate on the behalf of the needs of the students in their respective year and serve as the primary point of connection and communication between the MSS and McMaster Science students.
 - 6.9.2. Collaborate with the Academic Advocacy Coordinator to identify concerns and document student interests,
 - 6.9.3. Monitor accessibility and quality of services provided by the MSS and voice the student concerns to the faculty and MSS executives,
 - 6.9.4. Supervise year specific social media groups and use these platforms to promote relevant MSS programming and any science related opportunities to enhance the student experience,
 - 6.9.5. Manage the McMaster Science Course Advice Forum (MSCAF),
 - 6.9.6. Lead at least one (1) initiative or event during the course of their respective term,
 - 6.9.7. Work alongside other portfolios or peripheral committees on projects that pertain to the corresponding year as a whole,
 - 6.9.8. Act as both authors and consultants on the academic proposals used for advocacy to the faculty,
 - 6.9.9. Maintain direct communication with classes corresponding to their representative level and start new initiatives that address their needs in the most efficient and effective way,

- 6.9.10. Collaborate with Vice-President External to run & maintain the McMaster Science Opportunity Board (MSOB).

7. THE PERIPHERAL EXECUTIVE

7.1. The Peripheral Executive shall consist of:

- 7.1.1. Welcome Week Planners,
- 7.1.2. Webmaster,
- 7.1.3. Directors of Cinematography,
- 7.1.4. Directors of Photography,
- 7.1.5. MacSci Minutes Coordinators,
- 7.1.6. Social Media Director,
- 7.1.7. Graphic Designers,
- 7.1.8. Grants and Funds Directors,
- 7.1.9. Internal Financial Officer,
- 7.1.10. Athletics and Wellness Director,
- 7.1.11. Musical Director,
- 7.1.12. Formaldehyde Coordinator,
- 7.1.13. Special Events Planner,
- 7.1.14. Arts Director,
- 7.1.15. Tutoring Coordinator,
- 7.1.16. Mentorship Coordinator,
- 7.1.17. Academic Advocacy Coordinator,
- 7.1.18. Internal Operations Officer,
- 7.1.19. Policy and Bylaws Officer,
- 7.1.20. Sustainability Officer,
- 7.1.21. Equity and Inclusion Officer,
- 7.1.22. Chief Returning Officer,
- 7.1.23. Volunteer and Research Coordinator,

- 7.1.24. Quantum Leap Coordinator,
- 7.1.25. Sponsorship and Fundraising Coordinator;
- 7.2. The Welcome Week Planners shall:
 - 7.2.1. Be hired by the current Welcome Week Planners and, if requested, the MSS President,
 - 7.2.2. The hiring process shall consist of:
 - 7.2.2.1. The new planners will be hired internally from the members of the current year's team, based on strong leadership abilities, proper communication, effective time management, collaboration, creativity, and a passion for helping first years and McMaster students,
 - 7.2.2.2. The application will consist of a written application and a preliminary individual interview. A secondary collaborative interview will be held if needed. If needed, candidates will be narrowed down after the preliminary interview and the top four applicants will be invited to the secondary interview. After the interview(s), the final two or three Planners will be selected,
 - 7.2.2.3. Regarding the decision of the number of planners hired, it will be at the discretion of the current hiring committee, and it will be decided based on the applicants,
 - 7.2.2.4. Planners will be hired as a team, not individuals. Acceptance offers will be conditional on all new planners accepting their offer. If one new planner declines their position, a new combination of two or three individuals selected from the position's applicants will be hired;
 - 7.2.3. Prepare a Welcome Week budget for approval by the Vice-President Finance by May 31st prior to their respective Welcome Week,
 - 7.2.4. Be responsible for the selection of Welcome Week Representatives for the Faculty of Science (Executive Team and General Representatives) for their respective Welcome Week. The Executive Team is chosen internally through an application process and will be hired by the current Welcome Week Planners,
 - 7.2.5. Maintain communication between Welcome Week Representatives and the MSS throughout the academic year,

- 7.2.6. Ensure the office, the Nucleus, Science Lounge, and other spaces used by Sciclones are returned to its original state promptly after the events of Welcome Week have ended,
- 7.2.7. Work with Webmaster to promptly update information on MSS web pages (i.e. MSS Sciclone page, social media, etc.) and VP Communication to create Sciclone-specific graphics for advertising,
- 7.2.8. Hold office hours if needed, up to the discretion of the Vice President Internal,
- 7.2.9. Be responsible for working with the VP Finance and VP External to secure sponsorship from external parties throughout the year.
- 7.2.10. Will be working alongside and collaborating with external parties involved with the Welcome Week planning process at McMaster University. These parties include, but are not limited to, the Student Success Centre, other Faculty Planning Teams, Residence Planning Teams, the Welcome Week Faculty Coordinator, the MSU Board of Directors, MSU Campus Events, and the Off Campus Resource Centre,
- 7.2.11. Hold their respective MSS position from January 1st to December 31st of the year their Welcome Week resides in,
- 7.2.12. Host their respective Welcome Week;
- 7.3. The Webmaster(s) shall:
 - 7.3.1. Update and maintain the official MSS website on a consistent basis and complete projects assigned by the VP Communications in a timely manner,
 - 7.3.2. Work with the VP Communications and VP External to produce newsletters and email blasts when necessary,
 - 7.3.3. Cooperatively work with the Vice President Communications to ensure that all media is being presented in a professional, consistent and timely fashion through the website,
 - 7.3.4. Work with the other members of the MSS Executive to create and maintain their respective pages,
 - 7.3.5. Monitor website analytics for reports to the VP Communications and work with the VP Communications to improve the promotional efforts of the MSS,

- 7.3.6. Collaborate with, with the approval of VP Communications, VP External and Research and Volunteer Coordinator to expand and solidify volunteer and research database,
 - 7.3.7. Ensure approval by the VP Communications is made before publishing any content,
 - 7.3.8. Perform any other duties assigned by the VP Communications,
 - 7.3.9. The VP Communications can choose to hire more than one person for this position based on available skill sets of the remaining executive;
- 7.4. The Directors of Cinematography shall:
- 7.4.1. Work with the VP Communications to produce quality promotional and other videos for events hosted and services provided by the MSS. This may include meeting with MSS Executive members to plan out and create their envisioned video for their respective projects,
 - 7.4.2. Organize, film and edit all videos and upload them to the Google Drive to be shared across all social media platforms,
 - 7.4.3. Act as a substitute photographer in the situation where both of the Directors of Photography are unavailable or additional photographers are required for a particular event,
 - 7.4.4. Pitch original ideas and content that can improve event/opportunity engagement,
 - 7.4.5. Work closely with the MacSci Minutes Coordinators to produce videos for the MacSci Minutes show,
 - 7.4.6. Ensure approval by the VP Communications is made before publishing any content,
 - 7.4.7. Perform any other duties assigned by the VP Communications,
 - 7.4.8. The VP Communications can choose to hire more than one person for this position based on available skill sets of the remaining executive;
- 7.5. The Director of Photography shall:
- 7.5.1. Be present at MSS events to help take photos as mandated by the VP Communications,
 - 7.5.2. Work with event coordinators to ensure appropriate understanding of the logistics of such events,

- 7.5.3. Edit all photographs to make sure they are visually consistent, and have the MSS and other relevant logos attached. This should be completed in a timely manner,
 - 7.5.4. Work on relevant relevant photography projects, including, but not limited to, Scientists of McMaster and Sci-Careers,
 - 7.5.5. Ensure approval by the VP Communications is made before publishing any content,
 - 7.5.6. Perform any other duties assigned by the VP Communications,
 - 7.5.7. The VP Communications can choose to hire more than one person for this position based on available skill sets of the remaining executive;
- 7.6. The MacSci Minutes Coordinators shall:
- 7.6.1. Host videos that work to engage science students in many ways and promote MSS events and initiatives. This may include, but is not limited to: interviewing the MSS executives and peripheries about their roles, goals, and responsibilities, promotion/recap videos for I Love Science Day, Formaldehyde, and the MacSci Musical, or promotional/interview videos for the MSS elections,
 - 7.6.2. Outline and prepare the topics of discussion in the form of a transcript and/or storyboard for discussion with the cinematographers,
 - 7.6.3. Find new and creative ways to encourage student engagement with the show. This may include contests, giveaways, and other ideas with prior approval from the VP Communications,
 - 7.6.4. Ensure approval by the VP Communications is made before publishing any content,
 - 7.6.5. Perform any other duties assigned by the VP Communications,
 - 7.6.6. The VP Communications can choose to hire more than one person for this position based on available skill sets of the remaining executive,
 - 7.6.7. Collaborate with the Social Media Director to ensure appropriate coverage of MSS events, including, but not limited to, social media takeovers;
- 7.7. The Graphic Designer(s) shall:
- 7.7.1. Work closely with the VP Communications and other Executive members needing promotional graphics as so to produce content that best represents the event/service being shared. This promotional material must:

- 7.7.1.1. Be creative and engaging as it will represent the “face” of the MSS. This material is also to be consistent with the MSS brand and other published material,
- 7.7.1.2. Include, but not limited to posters, cover photos, online images, clothing sale designs, and buttons,
- 7.7.1.3. Only be guaranteed if a promotional request form is filled out two weeks in advance of the date needed,
- 7.7.1.4. Ensure approval by the VP Communications is made before publishing any content,
- 7.7.2. Perform any other duties assigned by the VP Communications,
- 7.7.3. The VP Communications can choose to hire more than one person for this position based on available skill sets of the remaining executive;
- 7.8. The Social Media Director shall:
 - 7.8.1. Be responsible for overseeing the promotion of MSS events, services, and resources on MSS social media streams. This includes, but is not limited to, Facebook, Instagram, Snapchat, Twitter, and LinkedIn,
 - 7.8.2. Analyze metrics provided by social media platforms and apply analytical information to improve promotions of the MSS,
 - 7.8.3. Gather information about the success of various events, services, and resources to track trends in promotions,
 - 7.8.4. Work with various groups, including MSS executive members, to grow our presence on our social media platforms,
 - 7.8.5. Create and maintain a promotional schedule and work with other MSS executives as well as the communications portfolio to ensure promotions run smoothly,
 - 7.8.6. Ensure approval by the VP Communications is made before publishing any content,
 - 7.8.7. Perform any other duties assigned by the VP Communications,
 - 7.8.8. The VP Communications can choose to hire more than one person for this position based on available skill sets of the remaining executive;
- 7.9. The Grants and Funds Directors shall:
 - 7.9.1. Oversee the selection of faculty and student representatives to make up the SIF Board of Directors,

- 7.9.2. Call and preside over all meetings of the SIF Board of Directors,
 - 7.9.3. Call for SIF, SEG, and SOG proposals, receive all application forms and prepare documents for review,
 - 7.9.4. Evaluate and propose changes to the SIF, SEG, and SOG Bylaws and Fund Procedures,
 - 7.9.5. Monitor finances and previously funded projects while ensuring the accounting of all proper documentation,
 - 7.9.6. Maintain effective communication between Grants and Funds applicants and recipients,
 - 7.9.7. Ensure that the inquiries of students regarding SIF, SEG, and SOG are addressed, and the community is actively informed of the allocation process;
- 7.10. The Internal Financial Officer shall:
- 7.10.1. Assist with tracking and organizing reimbursement forms,
 - 7.10.2. Assist with filling out and maintaining financial paperwork through appropriate software,
 - 7.10.3. Assist the Vice President Finance with quarterly reports,
 - 7.10.4. Gather necessary documentation and write the yearly financial review with assistance by the Vice President Finance,
 - 7.10.5. Assist the Vice President Finance with chairing the SOG Committee;
- 7.11. The Athletics and Wellness Director shall:
- 7.11.1. Plan, prepare and oversee a minimum of two sporting events per academic year for all McMaster Science students. These events are to contain accessible options and be engaging, creative, and stress-relieving,
 - 7.11.2. Meet with the VP Student Affairs when necessary to discuss and confirm event scheduling and logistics,
 - 7.11.3. Act as a representative of all science sporting events in meetings with the McMaster Students Union (MSU) or other Faculty Societies,
 - 7.11.4. Organize and assist in the formation of science intramural teams to participate in various intramural sports each semester by working with the Athletics & Recreation department at McMaster and the MSU Maroons,

- 7.11.5. Address health and wellness through a minimum of two wellness initiatives per academic year (ex. Mobili-Tea) with the help of their committee. These events are to be accessible to students seeking a healthier university lifestyle,
 - 7.11.6. Be responsible for relaying information between health and wellness resources on campus and science students. This can be done through the MSS website and/or other forums of communication,
 - 7.11.7. Hire and coordinate the Athletics and Wellness committee in order to ensure the success of their events;
- 7.12. The Musical Director shall:
- 7.12.1. Hire an Assistant Musical Director and collaboratively hire a musical executive team,
 - 7.12.2. Meet with the entire musical executive team in planning out time range, musical dates, plot, and event ideas for the upcoming year by August 31st,
 - 7.12.3. Write in collaboration, or individually, the musical script while integrating many musical numbers. Include ideas for set pieces, costumes and props while writing the script and collect these pieces,
 - 7.12.4. Be a large component, alongside the musical executive, in the hiring of the creative team: orchestra, cast and backstage crew. Hiring should be transparent and one to two executives should be present at each audition alongside the director,
 - 7.12.5. Oversee other musical executive roles, and mediate constant conversation and collaboration between the executives, cast, orchestra, backstage crew and external collaborators,
 - 7.12.6. Along with the Assistant Musical Director and Producer, contact any external collaborators including but not limited to: theatre company, not-for-profit organization of choice, bus company, technical equipment rentals, ticket company and T-shirt provider. The theatre space for the performance should be booked at least six months before the musical date,
 - 7.12.7. Direct the blocking of the cast while incorporating props, costumes, set and any other stage pieces necessary for the success of the show,
 - 7.12.8. Manage weekly vocal, choreography, acting and orchestral rehearsals, and reminders for the cast and creative team, and organize additional smaller rehearsals when necessary,
 - 7.12.9. Host the science musical for a minimum of two shows;

7.13. The Formaldehyde Coordinator shall:

- 7.13.1. Book the venue of the event in May alongside the VP Student Affairs,
- 7.13.2. Manage online ticket sales and ticket pickup. Manage promotion and design in collaboration with the VP Communications, Social Media Director, and Graphic Designer(s),
- 7.13.3. Ensure that items, entertainment, and sponsors are ready prior to the event,
- 7.13.4. Organize and run logistics on the night of the event. This includes bus and limo transport for all attendees,
- 7.13.5. Hire, coordinate, and support a Formaldehyde Planning Team in order to ensure the success of the team and the event,
- 7.13.6. Work closely with the VP Student Affairs to ensure the planning of Formaldehyde is going smoothly,
- 7.13.7. Work closely with the VP Finance and VP Student Affairs to ensure that all transactions and costs are paid for, and that the event stays within the agreed upon budget;

7.14. The Special Events Planner shall:

- 7.14.1. Coordinate the success of special events including but not limited to I Love Science Day, MacSci Volunteer and Student Recognition events, and the MSS Light Up the Night booth,
- 7.14.2. Hire a Special Events Committee to aid in planning large-scale science events throughout the year,
- 7.14.3. Lead the Special Events Committee in planning and running events, including frequent check-ins throughout the summer and the academic year,
- 7.14.4. Work in collaboration with the rest of the Student Affairs team to plan and execute events throughout the year,
- 7.14.5. Work closely with the VP Student Affairs to ensure the social needs of students are met and address those needs through social events, possibly in collaboration with program societies;

7.15. The Arts Director shall:

- 7.15.1. Hire and lead an Arts Committee,
- 7.15.2. Collaborate with the Musical Director and the Formaldehyde Coordinator to act as a support with the set and decor,

- 7.15.3. Work closely with the VP Student Affairs to ensure the artistic needs of students are met by having art-specific projects and events and collaborating with the year reps,
 - 7.15.4. Create art for and act as support for various other events/initiatives such as MSS Office Hours, I Love Science Day, the MSS Office door, Science Lounge, etc.,
 - 7.15.5. Plan, prepare and oversee the success of The Ultimate Arts Show,
 - 7.15.6. Work to bridge the gap between art and science through hosting the Bob Ross Paint Party and other artistic destressor events;
- 7.16. The Tutoring Coordinator shall:
- 7.16.1. Maintain and further the development of the MSS Tutoring Service,
 - 7.16.2. Oversee the hiring and training of MSS Tutors,
 - 7.16.3. Administer, with the assistance of the VP Academic, at least 1 tutor training session per year and track mandatory attendance of all MSS tutors, providing equivalent training substitutes should MSS Tutors be absent from training,
 - 7.16.4. Maintain the Online Tutoring Database and other online components of the service in collaboration with the Webmaster,
 - 7.16.5. Track the feedback and performance of MSS Tutors,
 - 7.16.6. Monitor an MSS Tutor token initiative to subsidize the cost of tutoring for students in the Faculty of Science. As well, ensure the remuneration of MSS Tutors is non-fraudulent and accurate,
 - 7.16.7. Plan and implement tutoring review sessions for large midterms, in collaboration with program societies if applicable, upon approval of course instructors;
- 7.17. The Mentorship Coordinator shall:
- 7.17.1. Create and administer First Year Mentorship Program, including:
 - 7.17.1.1. Managing resource sheets, assigning mentees/mentors, recruiting mentors from Sciclone team, MSS Executives, and other interested applicants,
 - 7.17.1.2. Work collaboratively with the communications portfolio to create monthly mentorship resource sheet graphics,
 - 7.17.1.3. Organize mentorship event(s) each semester that are tailored towards first year mentees and mentors,

- 7.17.1.4. Make sign-up available in the Fall, and Winter terms,
- 7.17.1.5. Hire and oversee a Mentorship Support Committee, where the committee:
 - 7.17.1.5.1. Is responsible for organizing mentee resources and planning event logistics,
 - 7.17.1.5.2. Seek tips from mentors on a bi-monthly basis to create resource sheets;
- 7.17.2. Administer, with assistance from the VP Academic, at least 1 training session for mentors, and track mandatory attendance of mentors;
- 7.18. The Academic Advocacy Coordinator shall:
 - 7.18.1. Assist VP Academic, MSS Year Representatives, and MSS President in campaigns and advocacy efforts for Science students by:
 - 7.18.1.1. Collecting survey data and compiling relevant materials for presentation to academic councils and all other relevant stakeholders,
 - 7.18.1.2. Meeting regularly with VP Academic and MSS President, as well as acting as a stand-in for meetings if necessary,
 - 7.18.1.3. Continually identify other academic issues throughout the Faculty of Science by implementing student feedback surveys throughout the year,
 - 7.18.1.4. Create an end of academic year report outlining all collected data and proposed set of academic policies under the MSS, as well as a report after each MSS academic survey, for release to students and faculty members;
 - 7.18.2. Assist the VP Academic, VP Communications, and other relevant parties with advocacy campaigns throughout the year;
- 7.19. The Internal Operations Officer shall:
 - 7.19.1. Maintain smooth operation of the MSS office. This includes, but is not limited to:
 - 7.19.1.1. Implementing regular cleanings of the office and storage space,
 - 7.19.1.2. Keeping track of and maintaining inventory,
 - 7.19.1.3. Purchasing office supplies for the MSS Office. These items include, but are not limited to pens, paper, staples, masking tape, etc.;

- 7.19.2. Act as a secretary at meetings,
- 7.19.3. Work with the VP Internal to keep the MSS Executive accountable for their promises and actions through:
 - 7.19.3.1. Assisting with the collection and revision of Year Plans and Progress Reports from the MSS Executive,
 - 7.19.3.2. Overseeing the attendance of Office Hours by the MSS Executive,
 - 7.19.3.3. Keeping track and enforcing executive meeting attendance;
- 7.19.4. Maintain smooth operation of the Science Lounge. This includes, but is not limited to:
 - 7.19.4.1. Implementing regular cleanings of the Lounge,
 - 7.19.4.2. Maintaining a functional work space for students in the Faculty of Science, including maintaining inventory of items in the Lounge,
 - 7.19.4.3. Purchasing supplies and equipment for the MSS Lounge. These items include, but are not limited to desks, chairs, tables, etc.;
- 7.19.5. Report to the VP Internal as a member of the MSS Elections Committee,
- 7.19.6. Assist the VP Internal in overseeing MSS Executive office hours, election poll hours, and ticket sales. Enforce that all MSS Executive are required to hold office hours throughout the course of their term,
- 7.19.7. Assist the VP Internal in any additional responsibilities that fall under the Internal Portfolio. These include, but aren't limited to: MSS Elections, Program Society activities, and the MSS Office;
- 7.20. The Policy & Bylaws Officer shall:
 - 7.20.1. Track changes to the MSS Constitution,
 - 7.20.2. Be the main point of contact for all policies drafted by the MSS,
 - 7.20.3. Work with the VP Internal to further strengthen MSS bylaws and policies,
 - 7.20.4. Ensure that all MSS policies are updated and facilitate any changes as necessary,
 - 7.20.5. Work with the VP Internal to organize the ratification and renewal of status for all Program Societies under the MSS,
 - 7.20.6. Ensure that all Program Societies are following the rules and regulations outlined in the Program Society Policy,

- 7.20.7. Assist the VP Internal in any additional responsibilities that fall under the Internal Portfolio. These include, but aren't limited to: MSS Elections, Program Society activities, and the MSS Office;
- 7.21. The Sustainability Director shall:
 - 7.21.1. Act as the liaison between the MSS and sustainability groups at McMaster and off-campus,
 - 7.21.2. Develop and execute sustainability-centred initiatives for the Faculty of Science,
 - 7.21.3. Perform and present quarterly internal audits of MSS events and services to highlight where the MSS can implement more sustainable practices,
 - 7.21.4. Work with the appropriate portfolio(s) to reduce waste produced at MSS events,
 - 7.21.5. Track the division of internal resources and work to develop better internal practices, with the goal to improve the financial and environmental sustainability of the MSS;
- 7.22. The Equity and Inclusion Officer shall:
 - 7.22.1. Gather resources on equity, diversity, and inclusion for the MSS. This includes but is not limited to:
 - 7.22.1.1. Communicating with appropriate student associations and individuals at McMaster, such as cultural clubs,
 - 7.22.1.2. Contacting professionals regarding information or strategies for inclusive hiring practices, and subsequently presenting this information to MSS executives;
 - 7.22.2. Work with the VP Internal, President, and MSS executives to ensure the accessibility of MSS initiatives. This includes but is not limited to:
 - 7.22.2.1. Working with professionals or specialized groups, such as the McMaster Equity and Inclusion Office, to develop inclusive practices, in which updates will be reported to the VP Internal and President,
 - 7.22.2.2. Evaluating barriers to improve the accessibility of events and services,
 - 7.22.2.3. Developing the Equity and Inclusion Officer role to better serve students within the Faculty of Science;
 - 7.22.3. Collaborate with the VP Internal, President, the Equity and Inclusions Office, and MSU-approved external groups to direct the MSS response plan

in terms of approaching socio-political events and other worldly issues beyond the direct scope and jurisdiction of the MSS,

- 7.22.4. Overall support the MSS in terms of equitable, diverse, and inclusive practices. However, they are not meant to replace professionals in the field and will direct students to appropriate groups where necessary;
- 7.23. The Chief Returning Officer shall:
 - 7.23.1. Work with the Internal Operations Officer and the VP Internal to monitor MSS elections,
 - 7.23.2. Manage activities related to the SimplyVoting platform, within a timeframe of 2-3 weeks prior to the election, including but not limited to:
 - 7.23.2.1. Setting up MSS elections on the Simply Voting platform,
 - 7.23.2.2. Assisting program societies in running their elections, which includes facilitating the use of the Simply Voting platform and/or another MSS approved and viable voting system,
 - 7.23.2.3. Communicating with the Chief Returning Officer of the McMaster Students Union and the VP Internal of the McMaster Science Society to maintain the Simply Voting system;
 - 7.23.3. Manage candidate-related election activities as part of the MSS Elections Committee, including but not limited to:
 - 7.23.3.1. Communicating election rules, policies, and formalities to candidates during the MSS election process,
 - 7.23.3.2. Approving promotional material for candidate campaigns,
 - 7.23.3.3. Upholding the integrity of the election process and the spirit of the elections policy,
 - 7.23.3.4. Overseeing the nomination checks of the candidates,
 - 7.23.3.5. Coordinating with the VP Internal to ensure that election results are released in a timely manner to candidates;
 - 7.23.4. Resolve election conflicts by setting up meetings with the respective candidate and the VP Internal and/or President,
 - 7.23.5. Work with the Policy and Bylaws Officer to oversee and revise the Elections Policy as required, such as to address any loopholes or controversial situations,
 - 7.23.6. Work with Program Societies to remove voting barriers and ensure that all eligible voters are able to fairly access elections polls,

- 7.23.7. Monitor campaigns and election-related activities for fairness, transparency, and accessibility,
- 7.23.8. Not be eligible to seek office through MSS Executive elections;
- 7.24. The Research and Volunteering Coordinator shall:
 - 7.24.1. Collect and promote all science-related volunteer opportunities in the Hamilton/McMaster community and ensure they are updated in a timely manner,
 - 7.24.2. Connect with relevant groups, including but not limited to, professors and the SCCE, to collect and promote research opportunities at McMaster University,
 - 7.24.3. Work closely with Webmaster to renovate and maintain database of volunteering, research, and job opportunities;
- 7.25. The Quantum Leap Coordinator shall:
 - 7.25.1. Plan the annual Careers in Science conference alongside the Quantum Leap Committee and the VP External with the goal of exploring careers beyond medicine and professorship,
 - 7.25.2. Collaborate with VP External and Volunteer and Research Coordinator to plan and execute the Science Career Calendar initiative,
 - 7.25.3. Collaborate with SCCE & SSC to create and promote career-related events. Collaborate with Employment Hamilton and The Forge,
 - 7.25.4. Collaborate with Sponsorship Coordinator to obtain sponsorship for events,
 - 7.25.5. Hire and lead the Quantum Leap committee alongside the VP External;
- 7.26. The Sponsorship and Fundraising Coordinator shall:
 - 7.26.1. Work closely with the Vice President Finance, Vice President External and other members of the MSS to secure sponsorship for MSS events from external parties,
 - 7.26.2. Assist the Vice President External and Internal Operations Officer with the refinement of a sponsorship policy in keeping with the goals and needs of the McMaster Science Society,
 - 7.26.3. Track and record the type of sponsorship received (ex. monetary donation, purchase discount, material donation, etc.),
 - 7.26.4. Assist the Vice President Finance and Vice President External to set up the MSS card. This includes, but is not limited to maintaining contact with

external parties, and recording the amount and kind of sponsorship received,

7.26.5. Collaborate with relevant parties to create a sponsorship package for large-scale events, including but not limited to, Formaldehyde and Quantum Leap. This includes, but is not limited to:

7.26.5.1. Working with the Vice President Communications, Director(s) of Photography, and Graphic Designer(s) and their team to design the package,

7.26.5.2. Ensure the package is in accordance with the sponsorship policy.

Date last reviewed: April 15th, 2022