

# SOCIOLOGY STUDENTS' ASSOCIATION

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## 2016-2017 Sociology Students' Association Job Descriptions

**POSITION:** Secretary

**RESPONSIBILITIES:**

- Take meeting minutes and send to team after each meeting
- Familiarize and refer to constitution as needed
- Coordinate memberships, including greeting and checking memberships at events
- Report on SSA progress at both term's Annual General Meeting (AGM) events

**JOB-SPECIFIC TIMELINE:**

- **September-April:** Assist with SSA's events throughout the year
- **September-April:** Attend bi-weekly committee meetings, take minutes at each meeting and promptly send out the minutes afterwards
- **September:** Clubs Day, coordinate membership forms and make sure files/supplies are in order
- **October:** First Annual General Meeting
- **January:** Second Annual General Meeting
- **January:** Second Clubs Day (same responsibilities as September Clubs Day)