

SOCIOLOGY STUDENTS' ASSOCIATION



2016-2017 Sociology Students' Association Job Descriptions

POSITION: Co-President

RESPONSIBILITIES:

- Maintaining the cohesion of the team
- Event organizing, including delegating tasks to the committee and making sure tasks are being kept on track
- Resource to answer questions and provide advice
- Visioning, leadership, and overall organization of the SSA
- Coordination of meetings, including leading and sending out agenda
- Liaising between the faculty and students (i.e. attending monthly department meetings)
- Networking and collaborating with other clubs: will be the first point of contact, and can delegate to other roles (i.e. AUS Rep, VP Social) to follow-up

JOB-SPECIFIC TIMELINE:

- **March-April:** AMS Logistics to prepare transition for next year (i.e. having Nest Office, Nest Locker, Bank Account, etc. in order)
- **Summer:** Committee bonding and visioning
- **September:** Coordination of Clubs Day
- **October:** Coordination of AGM Term 1
- **January:** Coordination of AGM Term 2
- **February-March:** Coordinate election of the next years' SSA
- **April:** Organize End of the Year BBQ
- **September-April:** Plan SSA's events throughout the year with executives
- **September-April:** Organize bi-weekly committee meetings
- **September-April:** Attend Sociology Department Meetings