



Hello! Welcome to the Biochemistry Undergraduate Society’s (BUGS’) Appointed Positions General Information document for the 2018-2019 year. Enclosed in the following pages are descriptions of all the appointed positions available for application.

As an appointed member of BUGS, you still hold the right to a vote and equal status on council. However, unlike elected positions, there is an application and interview process to help us best select our candidates.

What am I applying for?

Below are abbreviated descriptions of the appointed positions from Articles 6 and 7 of the constitution. To see a full list of duties, please consult the constitution or a current/past member of council.

IHI Representative	<ul style="list-style-type: none"> a) Be appointed upon recommendation by current IHI representative, the incoming BUGS president, and a third member of council, at the discretion of the incoming BUGS President b) represent the interests of IHI students c) represent the BUGS council and promote BUGS events within the IHI community d) organize additional social and academic events for IHI students such as the U2 information session to involve the IHI program coordinator e) maintain active communication with the program coordinator and IHI representatives from other student councils such as MISA and PULS
VP Finance	<ul style="list-style-type: none"> a) Be given the right to veto a decision should it be made for the betterment of the society and students b) be responsible for budget preparation c) be responsible for keeping records of all financial transactions d) act as BUGS co-signing officer with the President e) have the right to increase or limit the budget of any event carried out as he/she shall see fit;

	f) turnover all receipts, invoices, bank information and financial reports to the incoming VP Finance by the end of the term of office, as indicated in article 7.2
Director of Student Affairs (DOSA)	<ul style="list-style-type: none"> a) Be responsible for the administrative affairs of the office and the surrounding space in the McIntyre Medical Building b) ensure maintenance of office equipment, upkeep of the office, and maintenance of the BUGS bulletin boards c) prepare the agendas and book rooms as needed for such meetings d) run council meetings in a timely manner e) oversee the appointment of a Chief Returning Officer (CRO) who will organize the elections for executive positions f) organize elections for Executive positions during election periods g) fulfill the President's duties in case of absence for short periods of time but will not attain the Presidency position in case of Presidential dismissal h) not run for any departmentally elected position for the following fiscal year
Director of Charity Fundraising	<ul style="list-style-type: none"> a) Organize events during charity month to raise money for a specific charity chosen by SUS b) be responsible for the acquisition of sponsorship from external companies pertaining to charity month c) organize charitable or community-based endeavours throughout the year as decided upon by the rest of Council d) be responsible for coordinating fundraising efforts for the entire BUGS Council, such as fundraising for events like grad ball with the U3 Reps
Director of Academic Affairs (DAA)	<ul style="list-style-type: none"> a) Be responsible for the Biochemistry Undergraduate Mentorship Program (BUMP) and all events pertaining to the program b) act as liaison between SUS and BUGS for all academic affairs c) coordinate course evaluations for courses of the Biochemistry department d) coordinate internal and interdepartmental academic endeavours and event such as research information sessions

Am I qualified to apply for this position?

There are certain qualifications that must be met when applying for a position. Failure to meet these qualifications will result in a dismissal and reappointment. Please inform yourself by reviewing our constitution.

How do I get started?

If you find yourself interested in applying for any of the above positions on the BUGS council for the 2018-2019 year, please print and complete the '**04 Appointed Positions Application Form 2018-2019**', which can be found on our website under the 'Becoming a part of BUGS' tab. If you have any questions and/or concerns, please contact the Director of Student Affairs (DOSA – Leo Shen, bugs.dosa@gmail.com)

For more information, please visit:

Website: bugs.sus.mcgill.ca

Facebook: <https://www.facebook.com/groups/224143457641738/>