

**APPOINTED POSITIONS**

**2020-2021**

Hello! Welcome to the Biochemistry Undergraduate Society’s (BUGS’) Appointed Positions General Information document for the 2020-2021 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. Please note that all members of the BUGS council are required to attend the equity training offered by the SUS Equity Committee in the fall semester.

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| IHI Representative | 1. 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
2. represent the interests of IHI students
3. represent the BUGS council and promote BUGS events within the IHI community
4. collaborate with the program coordinator to organize academic events for IHI students such as the U2 orientation session and the honours presentations;
5. address the IHI program coordinator to fulfill academic and administrative responsibilities, as needed;
6. maintain active communication with the IHI representatives from Microbiology and Immunology Student Association (MISA) and Physiology Undergraduate League of Students (PULS);
7. collaborate with the IHI representatives from MISA and PULS to organize events for IHI students each semester.
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| VP Finance | 1. be given the right to veto a decision should it be made for the betterment of the Society and students,
2. be responsible for budget preparation and submission of monthly audits to SUS,
3. be responsible for keeping records of all financial transactions
4. act as BUGS co-signing officer with the President,
5. have the right to increase or limit the budget of any event carried out as they
6. shall see fit;
7. 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 8.2 of the constitution
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| Director of Student Affairs (DOSA) | 1. be responsible for the administrative affairs of the office and the surrounding space in the McIntyre Medical Building;
2. ensure maintenance of office equipment, upkeep of the office, and maintenance of the BUGS bulletin boards;
3. prepare the agendas and book rooms as needed for such meetings,
4. run Council meetings in a timely manner;
5. oversee the appointment of a Chief Returning Officer (CRO) who will organize the elections for Executive positions as per the regulations outlined in Section II - Elections;
6. 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;
7. not run for any departmentally elected position for the following fiscal year;
8. organize office hours for BUGS Council;
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| Director of Charity Fundraising | 1. Organize events during charity month to raise money for a specific charity chosen by SUS
2. be responsible for the acquisition of sponsorship from external companies pertaining to charity month
3. organize charitable or community-based endeavours throughout the year as decided upon by the rest of Council
4. be responsible for coordinating fundraising efforts for the entire BUGS Council, including coordinating a minimum of two fundraising efforts for End-of-Year Formal with the U3 representatives per fiscal year
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| Director of Academic Affairs (DAA) | 1. Be responsible for the Biochemistry Undergraduate Mentorship Program (BUMP) and all events pertaining to the program
2. act as liaison between SUS and BUGS for all academic affairs
3. coordinate internal and interdepartmental academic endeavours and events such as research information sessions;d) i) act to assist the Vice President Internal in coordinating Research Awareness Day;
4. meet with the Biochemistry department staff regarding academic endeavours as necessary;
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| U3 Representative | 1. Represent the interests of U3 McGill Biochemistry and IHI students
2. be registered in the following required U3 McGill University courses for biochemistry students: BIOC 450 or BIOC 454
3. be responsible for the organization of NTCs for the McGill University courses BIOC 450 and BIOC 454
4. organize a minimum of one social or academic event for U3 students per semester including the End-of-Year Formal in the winter semester
5. i) coordinate creation of, and co-chair, a subcommittee responsible for organizing the End-of-Year Formal

 ii) the subcommittee responsible for End-of-Year formal will include the U3 co-chairs, President, VP Finance, and other members of council as determined by the U3 reps1. promote BUGS events in U3 classes
2. organize course evaluations for BIOC 450 and BIOC 454 with the Director of Academic Affairs
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| U2 Representatives (2x) | 1. Represent the interests of U2 McGill Biochemistry and IHI students
2. be registered in at least two of the following three required U2 McGill University courses for biochemistry students: BIOC 320, BIOC 311, and BIOC 312
3. be responsible for the organization of NTCs for the McGill University courses: BIOC 311 and BIOC 312
4. organize a minimum of one social or academic event for U2 students per semester
5. promote BUGS events in U2 classes
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**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 the BUGS executive council for the 2020-2021, you can begin by downloading our “Nomination Package”, which can be found on our website under the ‘Elections’ tab. Alternatively, all relevant forms can also be found on our Facebook page. [Website](http://bugs.sus.mcgill.ca) | [Facebook](https://www.facebook.com/biochemundergradmcgill/)

If you have any questions or comments, please contact the Director of Student Affairs (DOSA – Abed Baiad).

All the best!