Pause Executive Positions ( Elections 2015/16)

Vice President of Administration:

The VP Administration keeps in close contact with ASAC and UTMSU and aids the President in his/her duties. The VP Administration and the President arrange for recruitment, orientation and training of executive assistants and volunteers throughout the year. In addition, the VP Administration overlooks executive and volunteer activities and reports any discrepancies to the president. The VP Administration must assume the President’s positions if, for any reason, the President is not present or unable to fulfill his/her responsibilities. The VP Administration must hold a minimum of one office hour per week.

Vice President External

The VP External is responsible for external contact with other Student Clubs, Student Academic Societies, the Medium, organizations affiliated with UTM and other external organizations. The VP External also oversees the internal non-presidential team and must be in constant communication with the marketing and social directors to ensure a smooth performance of the society. The VP External must delegate and assign responsibilities to the team appropriately ensuring that deadlines are being met, and may act as a trouble-shooter for any issues that may arise. In addition, the VP External is also responsible for searching and applying for awards and/or scholarships on behalf of the Society. The VP external must hold a minimum of one office hour per week.

VP Finance Director:

The principal role of VP Finance is to oversee all of the society's assets, financial status, and to aid the President in his/her duties. The VP Finance is responsible for overseeing the society's overall budget as well as assigning a budget for each event. The VP Finance has principal signing rights to the society's bank account and is responsible for all account transactions. The VP Finance must assess the society's office transactions and skim the money box to $150 when there is an excess of money and to provide change when needed. The VP Finance is responsible for collecting and storing original receipts for purchases made towards the society's events, and reimbursing executive members for said purchases. It is the VP Finance's responsibility to provide ASAC and UTMSU an updated financial report and bank statement when requested. The VP Finance must hold a minimum of one office hour per week.

Executive Board:

Marketing Directors:

There are two marketing directors in the executive committee. Both oversee marketing strategies (such as classroom, chalkboard announcements, flyer handouts, booths) and decide on what strategy would work best for each event. For the most part marketing directors take into consideration the market segments and audience while advertising for events (eg: some events geared towards psychology students only such as psych grad school info session while other events like Pub night and variety night for all students). Marketing directors develop strategies to achieve the greatest number of audience. They also have marketing assistants (approximately 5-9) working under their supervision. Marketing directors hold monthly meetings with marketing assistants to discuss strengths, weaknesses, opportunities and threats involved in the event promotion strategies. Any suggestions and data collected in the marketing assistants meeting is reported to other executives during their weekly meeting. Marketing directors are also responsible for reminding marketing assistants of their responsibilities such as classroom verbal, chalkboard announcements and event flyer promotion shifts. Another responsibility of marketing director is to design event posters and flyers that need to be distributed throughout campus. Posters need to be approved from majority of the executives before being printed and posted around campus. Each marketing director also holds minimum of one office hour per week.

Social Directors:

There are two Social Directors in the executive committee. Both Social Directors are in charge of organizing materials needed for the events hosted by the society, liaising with other societies, UTMSU, and Professors (i.e. talking to other societies regarding possible shared events, talking to the respective UTMSU members for printing PSY100 packages and utilizing the various advertising opportunities on campus, communicating with Professors, requesting them to hold seminars/luncheons), and aiding the President in his/her duties. Specifically, they are responsible for booking rooms (suitable for the specific event) and placing orders for food through Conference Services. They also need to book audio-visual equipment through Information and Instructional Technology Services (following the budget and ensuring payments are made on time by checking with the VP Finance). Additionally, they are responsible for collecting feedback from attendees (via feedback forms) and presenting the critiques at meetings (to improve future events). Assist with general marketing and promotion of events via online advertising, class announcements (verbal and blackboard). The Social Directors must hold a minimum of one office hour per week per executive and must report to the VP External.

Web Communications Director:

The Web Communications Director’s principal role is to create, maintain, and update the society’s online presence (website, email, Blackboard, Facebook, Twitter), and plan accordingly in association with the marketing director, for online advertisements. They will address any technological concerns (e.g. society computer) to computing services or to ASAC and/or UTMSU, and report to the VP External about his/her duties. Also, the Web Communications Director is responsible for advertising any opportunities that may be of interest to Psychology students. The Web Communications Director must hold a minimum of one office hour per week and must report to the VP External.

Secretary:

The Secretary’s role includes taking down notes (meeting minutes) during the weekly meetings and sending them out via email to all PAUSE executives after. The Secretary is responsible for purchasing items that are required for various PAUSE events though out the year. The Secretary also has to maintain the orderliness of the PAUSE office (PUMP room) and restock office supplies as needed. The Secretary is in charge of the society's email and must respond to general inquiries received via email. In addition, the Secretary has to aid the President with his/her duties, address the members' general concerns, and report such concerns to the President, as required. The Secretary must hold a minimum of one office hour per week.