



## Duties and Responsibilities of Council Members

### **Executive President**

1. To be the official spokesperson of the Medical Students' Society of McGill University.
2. To serve as member ex-officio of all committees of the Society.
3. To serve as member ex-officio of the Faculty's curriculum and widening participation committees.
4. To represent members on all official and emergency occasions.
5. To maintain proper avenues of communication, in conjunction with the Vice President External, between the Society and organizations external to the University, and other University offices and organizations.

### **Executive Vice President & Corporate Relations**

1. To aid the President in fulfilling all presidential duties
2. To ensure that the MSS constitution is kept up to date
3. To coordinate and pursue the solicitation of large, or corporate sponsorship agreements for the Society
4. To facilitate the solicitation of large MSS sponsors for all MSS clubs, MSS events, organizations, publications and class councils.

### **Vice President of Medical Education**

1. To promote the improvement of the academic life of Society members.
2. To be an advocate for the improvement of the student academic experience, and to facilitate changes that will achieve that goal.

### **Vice President Finance**

1. To manage all Society funds as mandated by the General Council.
2. The Vice President Finance is required to oversee the audit of the budget that was used in the year of his elected term.

### **Vice President Information Technology**

1. To maintain an official Society site on the World Wide Web.
2. To support the Society's clubs in creating and maintaining club websites linked to the Society site.
3. To be responsible for overseeing the maintenance and upgrade of computing and technological facilities.

### **Vice President Internal Affairs**

1. To oversee the dissemination of information from the General Council to the all society members.



2. To keep the minutes and notify Society members of upcoming meetings of the General Council and General Assembly.
3. To oversee the production of all publications of the society
4. To oversee all affairs regarding Clubs of society members, as specified in the bylaws.

### **Vice President Social Affairs**

1. To organize and coordinate all social events organized by the MSS as specified in the by-laws.

### **Vice President External Affairs Canada**

1. To represent and further the objectives and best interests of the Society within the Canadian Federation of Medical Students (CFMS) and other organizations outside of Québec.
2. To act as liaison between the Society and other medical schools' student societies within Canada, outside of Québec.
3. To recruit members of the Society for the various CFMS positions available and encourage their involvement in this organization.

### **Vice President External Affairs Québec**

1. To represent and further the objectives and best interests of the MSS within the FMEQ and other organizations within Quebec.
2. To attend all meetings of, and actively participate in, these organizations so long as responsibilities to these external organizations do not conflict with guidelines specified in by-law V.
3. To act as liaison and facilitate communication between the Society and other medical schools' student societies within Québec.

### **Vice President Global Health Sr.**

1. To ensure the promotion of global health in the MSS and communicate relevant information to medical students about initiatives taking place at McGill or abroad.
2. The VP Global Health Sr. serve as the coordinators of McGill International Health Initiatives (MIHI).

### **Vice-President Student Space**

1. Oversee the use, management and development of the Lady Meredith Student Annex.
2. Act as liaison between the MSS and McGill University Building Services.

### **Vice President of Wellness Academics**

1. To promote and advocate for the improvement of wellness in the academic life of Society members.



2. To act as the official liaison between the MSW and the MSS in all wellness related fields.

### **SSMU Representatives**

1. To represent the best interests of the General Council and Society to the Student's Society of McGill University (SSMU).
2. To act as a liaison between the Student's Society of McGill University (SSMU), the General Council, and members of the Society.

### **Class President**

1. To manage all of his/her class's activities efficiently.
2. To represent his/her class on all official occasions.

### **Class Representatives**

1. To organize and promote all activities deemed necessary and appropriate by his/her Class Council.
2. To be responsible for organizing all social events for his/her class, as specified in the by-laws.

### **Class Treasurer**

1. To manage the finances of his/her class and conduct affairs of business on behalf of the class.

### **Medicine Senator**

1. To participate in motions and discussions of the McGill Senate meetings (monthly).
2. To participate in the SSMU Senate Caucus meetings (weekly).
3. To participate in various committees of McGill University and the SSMU.
4. To participate, on an ad hoc basis, in business of the MSS, in particular when matters are between Faculties or Schools, or involve senior university administration (Deans, Vice-Principals, the Provost, or the Principal).
5. To periodically report to the SSMU VP University Affairs and the MSS General Council.