

Elected positions

You can nominate yourself. All you need to do is send what you'd like to see on the sociology society website to socsoc@uwaterloo.ca. Also, only those majoring in sociology or legal studies are eligible to run for elected positions. Elections will be held online from March 15th-March 17th. Nomination period ends March 10th, please have your email to socsoc@uwaterloo.ca sent in by midnight.

President

As president you are responsible for running the society and maintaining relations with external groups, like the department of Sociology and Legal Studies, the ASU and any other external groups.

Responsibilities include:

1. To conduct the office in the best interest of the Sociology Society and be accessible to the members at regular and reasonable hours.
2. Be the chief representative of the Sociology Society in dealings with all University departments, organizations and governing bodies and then report back to all executive members and/or the Sociology Society.
3. To call and coordinate meetings both general and executive.
4. To respond to the inquiries of members relating to factual information bearing on business of the Sociology Society.
5. To authenticate by signature when necessary all acts including financials orders and proceedings of the Sociology Society.
6. To help guide executive members with events and society projects

Vice-President

As Vice-President you will act as direct support for the President. Like the role of president, this includes maintaining relations with the department, ASU and any other external groups. Direct responsibilities include, but are not limited to:

1. Assume the powers and duties of the president in their absence.
2. Conduct matters concerning upcoming or immediate elections with the president.
3. Maintain all files of the Sociology Society. A current list of recognized members shall be a part of these files.
4. Respond to the inquiries of members relating to factual information bearing on business of the Sociology Society.
5. Authenticate by signature when necessary all acts including financials orders and proceedings of the Sociology Society. All cheque writing procedures will be double endorsed with the treasurer.

Treasurer

As the Treasurer your sole responsibilities revolve around making sure the Sociology Society's bank account and ASU allotment is secure through keeping financial records of the society's transactions. In order to do so it is your responsibility to create and implement the society's budget, act as liaison between ASU and the society, and you have signing authority on all transactions related to the society. Your duties are summed up below:

1. Attended mandatory bi-weekly society meetings
2. Comfortable and trustworthy with managing money
3. Draft budget and send to other execs for approval
4. Send all necessary documents to ASU to receive allotment
5. Manage the bank account and oversee all transactions
6. Attend bi-weekly ASU meetings to receive allotment

Executive positions

These positions are filled via interviews with the current elected executive. Please email the executive directly with an explanation of why you think you'd be right for this position. Applications are due Thursday March 10th by midnight.

Secretary

As the Secretary, it is your responsible to record detailed bi-weekly meeting minutes notes and upload it onto the society's google doc drive as well as emailing all execs on the Sociology Society.

1. Attended mandatory bi-weekly society meetings
2. Take attendance at all general and emergency meetings
3. Responsible for all correspondence of the Society
4. Responsible for taking minutes at Sociology Society meetings and for making them available to any member before the next meeting
5. Schedule rooms, meeting times and coordinate all meetings.

Kathy Nguyen: kathy.nguyen.94@hotmail.com

Communication Executive

As the communications executive you will be responsible for internal and external communications for the society. Your responsibilities will include:

1. Produce and distribute promotional materials for the Sociology Society and related events, including emails to sociology students. Having prior experience with Illustrator or Photoshop is an asset.
2. Facilitate all Sociology Society social networks (i.e. Website, Facebook, Twitter). You will be promoting our events and notifying sociology students to any other important departmental information.
3. Responsible for public representation of the society at university social and promotional events.
4. Coordinate promotional events for the Sociology Society. For example, determining ways to promote sociology courses, sociology as a major, engage student interest in the society, and recruitment of new members (Facebook group and Executive).

Melissa Stocco: stocco.melissa@gmail.com

Academic Executive

As the Academic Executive for the University of Waterloo Sociology Society, you will be responsible for coordinating and implementing academic related initiatives. The responsibilities include, but are not limited to:

1. Planning at least one academic event per term
2. Communicating with society members of events and ideas with academic relevance
3. Coordinating with the Sociology department when planning for an event and/or utilizing their support if needed
4. Scheduling, organizing, and implementing the Sociology Society Library
 - a. Scheduling office hours
 - b. Collecting new books
 - c. Following up on missing books
 - d. Orchestrating an efficient system for student access
5. Bringing forward student comments, questions, and/or complaints regarding courses/academic plans related to the Sociology discipline to the President of the Sociology Society and the department chair(s)/advisors
6. Attend scheduled ASU meetings
7. Attend scheduled society meetings

Kelvin Tran: kctran@uwaterloo.ca

Social Executive

You will be responsible for organizing the Sociology Society's social events throughout the term. The goal is to create a relaxed environment for students in the Sociology department, as well as the faculty, where they are able to socialize outside of an academic settings. Your responsibilities will include:

1. Organizing the beginning of term event
2. Organizing the end of term event
3. Facilitate a social environment for the sociology students

Winnie Giang: w2giang@uwaterloo.ca