



COLLEGE OF  
BIOLOGICAL SCIENCE  
STUDENT COUNCIL

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# ***GETTING INVOLVED***

## ***2018 – 2019***

***Introduction (page 2)***

***CBSSC Board Job Descriptions (page 3)***

***CBSSC Executive Job Descriptions (page 4-9)***

***Nomination Forms (page 10-11)***

***Elections Timeline (page 12)***

# ***Introduction: What Opportunities Exist?***

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The **CBSSC Board** is the governing body of the College of Biological Science Student Council (CBSSC). They set the political direction of the organization as well as manage all of the financial operations. These positions are of high power and responsibility, but are not necessarily a large time commitment.

*Student Governors will be elected by department/major, according to the following categories:*

- *Department of Human Health & Nutritional Sciences (min. 1 seat)*
- *Department of Integrative Biology (min. 1 seat)*
- *Department of Molecular and Cellular Biology (min. 1 seat)*
- *Biological Sciences Major (min. 1 seat)*

\* The Chair of the Board of Governors is to be hired through an interview process external to this election period. If you intend to be considered for this position you cannot also run for a student governor position.

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The **CBSSC Executive** is the operational body of the CBSSC. They carry out the vision and directives of the CBSSC Board. These positions are the most heavily involved and time consuming positions in the CBSSC, but they can also be the most rewarding as they provide networking and opportunities to initiate change.

*The positions available on the CBSSC Executive are:*

- *President*
- *Vice President – Finance*
- *Vice President –External Affairs*
- *Vice President –Internal Affairs*
- *Vice President – Communications*
- *Vice President – Events*

# CBSSC BOARD

## Student Governor Job Description

<b>Currently Occupied by</b>	Multiple Individuals Contact Preet Shah for Information cbssc@uoguelph.ca
<b>Remuneration</b>	None
<b>Time Commitment</b>	2 hr/week
<b>Term Of Office</b>	May 1 <sup>st</sup> – April 30 <sup>th</sup>
<b>Job Description</b>	Shall be responsible for assisting in setting the direction and operations of the CBSSC in both a political and financial setting. Shall act as the link between the students of their department or program (in the case of the Biological Science major) and the CBSSC. Shall be responsible for attending all CBSSC Board Meetings and participating on at least one committee of the CBSSC Board (Policy, Programming or Finance), as well as attending events organized by the CBSSC Executive and Programming Committee.
<b>Office Hours</b>	N/A
<b>Committees</b>	CBSSC Board Meeting [At least 6 meetings/semester, meetings are typically 1.5-2 hours each] CBSSC Board Committee Meeting [At least 3 meetings/semester, meetings are 30 min – 1 hour each]

# CBSSC EXECUTIVE

## President Job Description

<b>Currently Occupied By</b>	Hesham Farag <a href="mailto:cbssc@uoguelph.ca">cbssc@uoguelph.ca</a>
<b>Remuneration</b>	\$500/semester
<b>Time Commitment</b>	10-15 hrs/week
<b>Term Of Office</b>	May 1 <sup>st</sup> – April 30 <sup>th</sup>
<b>Job Description</b>	<p><b><i>***To run for President you must have previously held office as an executive member. Should no nominees come forward satisfying this criterion during the first week of nomination period, nominations will be extended to current board members. Should no such candidates declare nomination, candidacy will open to all other members of the college who wish to apply***</i></b></p> <p>The President is the main representative of the CBSSC to CBS administration. The President ultimately responsible for the operations of the CBSSC. The President has signing authority and takes on the role of maintaining all regular operations of the CBSSC. It is the responsibility of the President to ensure that the Board and the Executive are operating effectively together. The President works via the Board and the Executive to set the political direction and the operations for the year. Externally, the President is the CBSSC representative at many different events and committees of the university. The President is responsible to work and liaise with other primary student organizations, the Dean and Dean's Office, University Administration, and is the main liaison for the general public. This position has a great deal of responsibility, but also a lot of flexibility and freedom to operate in a way that is most conducive to an efficient and effective year for CBS students.</p>
<b>Office Hours</b>	2 hrs/week
<b>Committees</b>	<p>CBSSC Board Meeting [At least 6 meetings/semester]            Student Executive Council [5 meetings/semester]            Student Leaders &amp; Senior Administration Meetings [4 meetings/semester]            CBSSC Executive Meeting [once per week]</p>

# CBSSC EXECUTIVE

## Vice President – Finance Job Description

<b>Currently Occupied By</b>	<b>Pablo Balbiani</b> <a href="mailto:cbsscvpf@uoguelph.ca">cbsscvpf@uoguelph.ca</a>
<b>Remuneration</b>	\$300/semester
<b>Time Commitment</b>	5-10 hrs/week
<b>Term Of Office</b>	May 1 <sup>st</sup> – April 30 <sup>th</sup>
<b>Job Description</b>	The Vice President – Finance’s main responsibility is the maintenance and organization of all financial matters involving the CBSSC. As the main contact for Petitions, Delegations & Requests, the VP – Finance is required to organize, approve, and prepare the distribution of such requests for funding at CBSSC Board Meetings. The VP – Finance has signing authority and takes on the role of primary cheque issuer in maintaining all regular operations of the CBSSC including but not limited to phone, fax, and photocopier charges; event and merchandise payments; executive honorariums; club funding; and PDRs. As the main financial advisor for the CBSSC, the Vice President is expected to be available for consultation with clubs and associated student organizations accredited by the CBSSC, as well as with all executive and board members. All financial transactions are to be reconciled in an appropriate organizational system that is to be maintained such that the CBSSC be prepared for auditing at any time. The VP-Finance is also responsible for maintaining the CBSSC office and administrative supplies.
<b>Office Hours</b>	2 hrs/week
<b>Committees</b>	CBSSC Executive Meeting [once per week] CBSSC Board Meeting [At least 6 meetings/semester] Chair of CBSSC Finance Committee [At least 4 meetings/semester]

# CBSSC EXECUTIVE

## Vice President –External Affairs Job Description

<b>Currently Occupied By</b>	Olivia Nwaokocha <a href="mailto:cbsscvp@uoguelph.ca">cbsscvp@uoguelph.ca</a>
<b>Remuneration</b>	\$300/semester
<b>Time Commitment</b>	5 - 10 hrs/week
<b>Term Of Office</b>	May 1 <sup>st</sup> – April 30 <sup>th</sup>
<b>Job Description</b>	The VP –External Affairs is responsible for overseeing and maintaining all operations of academic interest to students in the CBSSC. They are responsible for facilitating communication to all committees external to the CBSSC, including delegation of CBSSC representation on these committees. The VP- External Affairs acts as the liaison to any community external to the University of Guelph such as the greater Guelph community or other universities and colleges. They are the academic ombudsperson for CBS Students. They are responsible for coordinating resource development as well as facilitating academic programming, in collaboration with the VP – Events, that meets the needs and requests of CBS students. The VP –External Affairs shall be responsible for coordinating with CBS Alumni Affairs on matters of importance to CBS students. The VP –External Affairs is responsible for acting as a central academic resource for CBS students. The VP – External Affairs shall also work with and oversee the work of the Programming Committee, alongside the VP – Events, which shall meet at least 4 times per semester.
<b>Office Hours</b>	2 hrs/week
<b>Committees</b>	B.Sc. Program Committee [~ 6 meetings/semester] CBS Alumni Committee [~3 meeting/semester] CBSSC Executive Meeting [once per week] CBSSC Board Meeting [At least 6 meetings/semester] Co-Chair of Programming Committee [4 meetings/semester]

# CBSSC EXECUTIVE

## Vice President –Internal Affairs

### Job Description

<b>Currently Occupied By</b>	<b>Jeneka Navaranjan</b> <a href="mailto:cbssccsa@uoguelph.ca">cbssccsa@uoguelph.ca</a>
<b>Remuneration</b>	\$300/semester
<b>Time Commitment</b>	5 - 10 hrs/week
<b>Term Of Office</b>	May 1 <sup>st</sup> – April 30 <sup>th</sup>
<b>Job Description</b>	<p>The VP – Internal Affairs shall be the main liaison and resource for all CBSSC Accredited Student Organizations (ASOs) and shall act as a liaison for CBS students on committees across campus. They will work directly with the ASOs to ensure effective, efficient and collaborative operations. They shall maintain and organize all necessary accreditation information for the ASOs. They shall coordinate the ASO Council (ASOC), ensuring that this body has full representation and engagement by all ASOs. The VP – Internal Affairs will also undergo Student Risk Management training. As well, they will monitor the CBSSC clubs lounge and ensure it is accessible to all clubs and remains tidy. They shall coordinate and maintain the CBS Peer Mentorship program with assistance from the ASO peer mentorship program representatives. In the absence of the president, the VP- Internal Affairs is responsible for taking over their duties.</p> <p>The VP- Internal Affairs will also coordinate and run the Golden Apple Games (GAG) event throughout the fiscal year, involving all ASOs. Points will be recorded and tallied at the end of the fiscal year, awarding the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place scores with \$500, \$300, and \$200 for the upcoming year, respectively.</p>
<b>Office Hours</b>	2 hrs/week
<b>Committees</b>	<p>CBSSC ASO Council Meeting [At least 3 meetings/semester]            CBSSC Executive Meeting [once per week]            CBSSC Board Meeting [At least 6 meetings/semester]</p>

# CBSSC EXECUTIVE

## Vice President – Communications Job Description

<b>Currently Occupied By</b>	Jennifer Lew <a href="mailto:cbsscvcpc@uoguelph.ca">cbsscvcpc@uoguelph.ca</a>
<b>Remuneration</b>	\$300/semester
<b>Time Commitment</b>	5 – 10 hrs/week
<b>Term Of Office</b>	May 1 <sup>st</sup> – April 30 <sup>th</sup>
<b>Job Description</b>	<p>The VP-Communications shall be primarily responsible for all internal communications between the Executive, the Board, the Accredited Student Organizations, as well as all external communications of the CBSSC. The VP – Communications shall be responsible for maintaining contact lists and managing the mass email listserv for all CBS students. In collaboration with the VP – Events, the person will promote and advertise activities and events. In doing so, they will be in charge of the maintenance of the CBSSC website. The VP – Communications is also responsible for photography for the CBSSC, as well as editing all promotional material for the CBSSC. They shall also be responsible for all merchandise and sales of the CBSSC, as well the taking and editing of minutes from the Executive and Board meetings, as well as their distribution.</p> <p><i>Note: The following skills are an asset to this position, though not required: creating posters, basic website maintenance/html, use of social media (Facebook/Twitter/Instagram).</i></p>
<b>Office Hours</b>	2 hrs/week
<b>Committees</b>	<p>CBSSC Executive Meeting [once per week]  IT Student Advisory Council Meeting [~4 meetings/semester]  CBSSC Board Meeting [At least 6 meetings/semester]</p>



# CBSSC EXECUTIVE

## Vice President – Events Job Description

<b>Currently Occupied By</b>	<b>Claudia Idzik</b> <a href="mailto:cbsscvcpe@uoguelph.ca">cbsscvcpe@uoguelph.ca</a>
<b>Remuneration</b>	\$300/semester
<b>Time Commitment</b>	5 - 10 hrs/week
<b>Term Of Office</b>	May 1 <sup>st</sup> – April 30 <sup>th</sup>
<b>Job Description</b>	<p>The VP-Events is the coordinator for all CBSSC events, including orientation week events for new students. The VP – Events shall also work with and oversee the work of the Programming Committee, alongside the VP –External Affairs, which shall meet at least 4 times per semester. The VP – Events will also represent the CBSSC and its Accredited Student Organizations (ASOs) on the Student Risk Management (SRM) Committee. The Student Risk Management Committee is responsible for the student organization insurance policy on campus and as such the VP – Events reviews and approves all events being planned.</p>
<b>Office Hours</b>	2 hrs/week
<b>Committees</b>	<p>Student Risk Management Committee [Weekly 1.5 hour meetings]            CBSSC Programming Committee [At least 4 meetings/semester]            CBSSC Executive Meeting [once per week]            CBSSC Board Meeting [At least 6 meetings/semester]</p>



# Nomination Form 2018-2019

**Nominee Name:**

**Student ID:**

***Position of Intent (please highlight/check one):***

**EXECUTIVE**

- President
- Vice President - Finance
- VP - External Affairs
- VP - Internal Affairs
- VP - Communications
- VP - Events

**BOARD (select one role)**

- Student Governor (HHNS Dept.)
- Student Governor (IB Dept.)
- Student Governor (MCB Dept.)
- Student Governor (Bio Sci Major)

Note: A nominator can be any CBS student.

**Nominator #1 Name:**

**Nominator #1 Signature:**

**Nominator #2 Name:**

**Nominator #2 Signature:**

***NOMINEE STATEMENT OF INTENT (maximum 100 words)***

*\*This statement must also be sent electronically to Claudia Idzik (VP-Events) at [cbsscvcpe@uoguelph.ca](mailto:cbsscvcpe@uoguelph.ca)*

**Nominee Signature:**

**Date:**



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# Nomination Form 2018-2019

Please **ONLY** fill out this page of questions if you are submitting a nomination for an Executive position.

*The contents of this page will not be utilized on the CBSSC website or made public through any outlet without permission of the nominee.*

**NOMINEE LIST OF COMMITMENTS:** below please order your time commitments according to personal priority (i.e. work, intramural teams, peer helping etc.) with which you will be involved during the term of elected positions. Please include academics/school work as one of your commitments.

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**WHAT METHODS DO YOU HOPE TO EMPLOY TO CONVEY YOUR COMMITMENT TO CBSSC?** Please consider that our Executive positions and internally elected positions require not only a time commitment but invested and active participation in the organization's development itself. (maximum 100 words)

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Nominee Signature:

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Date:

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# ***Election Period Timeline***

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## **Thursday February 1<sup>st</sup>**

- Nomination Period Begins - Open for All Positions
  - CBSSC Mass Email with Elections/Involvement Package & Forms

## **Wednesday, February 7<sup>th</sup>, 5:00 p.m.**

- Nomination Period Closes for All Positions
- Late forms will only be accepted for uncontested seats

## **Thursday February 8<sup>th</sup>**

- Campaign Period Begins
  - Posters, Facebook Groups, Emails, etc.
  - All Campaign Posters, Groups and emails must contain:
    - Candidate's Name & Position Nominated For
    - CBSSC Logo
    - The AGM date, time, and location (Thursday March 2<sup>nd</sup>, 6:00 p.m.; location TBD)
    - The Voting Period (March 2<sup>nd</sup> – March 3<sup>rd</sup>)
    - How to Vote (Online ballots via GryphLife)
- Candidate Names & Statements of Intent will be posted online on the CBSSC Website

## **Monday, February 12<sup>th</sup> 6:00 p.m.**

- Annual General Meeting from 6:00pm (location TBD)
  - Speeches (3 minutes/candidate) & Question Period

## **Wednesday February 14<sup>th</sup>, 5:00 p.m.**

- Campaign Period Ends– No Additional Campaigning is Permitted

## **Thursday February 15<sup>th</sup> – Friday February 16<sup>th</sup>, 11:59 p.m.**

- Voting Period

## **February 17<sup>th</sup> – March 3<sup>rd</sup>**

- Elections Appeal Period