# Execs

# President

The president is responsible for overseeing the organization of BGSA events and issues. He/she is the contact person between PGSS, the department, and members of the BGSA. He/she makes sure that academic and social events get organized, and can delegate the tasks to BGSA Execs/Councillors or BGSA volunteers. The president will often call upon the other Execs for short meetings before bringing things to the council or the BGSA. The president also presides over the General Assemblies, which he/she organizes three times a year.

# Vice-President

The Vice-President aids the President in all tasks where needed. He/she can take over for the President if the president cannot be there. Furthermore, the VP has cheque signing authority.

## Finance Officer

The Finance Officer takes on all of the finance responsibilities, including receiving cheques from PGSS, obtaining money from the department, and has cheque signing authority.

## Secretary

The Secretary’s main responsibility is to take minutes at the General Assemblies. The secretary also is expected to attend any Exec meeting called by the President, and take notes if necessary.

# Councillors

There are 16 councillors that make up the BGSA Council. A councillor’s main responsibility is to attend the General Assemblies. Furthermore, they are expected to volunteer to help with at least one event throughout the year.

# Representatives

# PGSS Representatives(need one rep)

2 year – 2 Reps

The PGSS rep is the BGSA's representative to the larger group that represents all graduate students at McGill, the Post-Graduate Student's Society (PGSS). It's the rep's responsibility to represent the BGSA by attending monthly PGSS meetings, as well as keep track of the different issue that will be discussed. The job requires you to attend 1 council meeting per month.  The meetings usually take place at 6:30pm at Thomson House and last 2-3h.  A huge perk is that you get a free (usually high-quality) dinner.  Plus, you get to be involved in decision-making related to important issues in student life, from determining how your student fees are spent, to taking stances on important social issues around campus! There are two PGSS representatives who get voting power in PGSS meetings.

# AGSEM Representatives

2 year – 2 reps

The BGSA AGSEM rep position goes hand in hand with being a Biology Delegate for AGSEM, both of which involves going to the monthly delegates council meetings. The rep relays any messages to the BGSA from the AGSEM meetings and inform them of upcoming General Assemblies.

# Curriculum Committee

2 year

The curriculum committee is responsible for approving and recommending changes to new courses and new programs.  It focuses almost exclusively on the undergraduate curriculum, so it would make sense for BGSA reps to this committee to have done their undergraduate at McGill in biology, though a fresh outside view could also be beneficial.  It is potentially one of the more active committees as it meets at least once a semester.

It does not appear to deal with graduate curriculum or courses, which is said to be the purview of the graduate training committee.

# Green Committee

2 year

The Green Committee representative discusses initiatives and projects to help reduce energy and resource consumption in Stewart Biology and other Biology buildings around campus. It meets approximately once a year.

# Safety Committee

2 year

The BGSA representative on the Biology Department Safety Committee is meant to be voice of graduate students to the department on issues of safety. He/she is instrumental in ensuring that the safety needs and concerns of students are heard and that they have a healthy, safe work environment.

# GTC

2 year

The Graduate Training Committee (GTC) is responsible for all the different aspects involving graduate students. These include the annual budget for the various awards and TA-ships, the selection of awardees, and the reform and maintenance of the different documents and requirements encountered during your graduate studies like the QE. As a student rep, you will have to meet once every 3 months and contribute to the discussion to make sure that the voice of the students is well represented in terms of budget priorities and new ideas to improve graduate studies for example.

# Intramural Administrator

The intramurals admin is in charge of coordinating students who want to register for intramural activities. His or her role is mainly to connect students interested in the same sports, so that they can create teams (soccer, volleyball, etc.) or ladders (badminton, squash, tennis, etc.). The intramural administrator coordinates which team(s) get the BGSA Intramural grant, which is given out once a semester to the team with the biggest number BGSA members.

# Media Representative

The media representative manages the Facebook and Twitter accounts for the BGSA. Through these social platforms the media representative informs BGSA members about upcoming social events, workshops and distributes information on behalf of other BGSA members. It is the responsibility of the media representative to frequently update both accounts to maintain followers interested and informed about the BGSA.

# Organismal Committee (proposing to make 2 positions)

Tasks related to the Organismal student representative:

Organismal seminars

* Promote seminars among students (McGill + other Montreal universities)
* Coordinate seminars logistics with profs and speakers (getting title and abstract, get consent for filming, etc.)
* Book someone to film seminar each week (luckily the same person will do it each week as it was the case in the last two years).
* Manage and coordinate events linked to seminars (e.g. wine & cheese):
  + Buy food
  + Coordinate with Museum to put aside wine each week
  + Seek for volunteers to help out (call for volunteers each week or ask the hosting lab)
  + Set up for the event (preparing cheese plates, setting up a table, etc.)
  + Clean up
* Call for nomination for student invited speaker, determine winner, and take care of logistics of the winner’s visit (schedule meetings, coordination with department admin for accommodation, etc.)
* Call for nomination for McGill biology grad student speaker and determine winner.
* Encourage students to attend seminars!

List of task is extensive but don’t take more than 4-5 hours a week, including 3 hours on Thursdays (set up for wine & cheese + organismal seminar + wine & cheese event).

This position is to last year 2015-2016 but could be split in two (one rep per semester).

# Molecular Seminar Committee

The BGSA representative at the molecular seminar committee coordinates efforts with the two faculty members of the committee to organise and run the molecular seminar series. These weekly seminars bring distinguished scientists from around the world to our department to share knowledge and ideas. One speaker every year is chosen by the BGSA members, and it is the responsibility of the student representative at the molecular seminar committee to collect nominations from the BGSA student body, organize an election, invite the chosen speaker and organize their visit.

## EEL Representative

* Manage EEL schedule
* Coordinate EEL logistic with student speakers
* Promote EELs among profs and students
* Encourage students to sign up to give a talk
* Encourage students to attend seminars!

# WIPS Representative

2 reps

The Work in Progress Seminars is the molecular/cellular biology weekly seminar series where every molecular student represents on a yearly basis. In September, the reps create a schedule running every Thursday from October to April/May with one or two speakers presenting. The reps usually send out the schedule to all students to determine who would like to schedule a PhD seminar, and each student can pick 2 preferred dates in Fall and 2 preferred dates in Winter. The reps compile this list and send it out to all molecular labs. Reps send out weekly reminder emails, as well as introduce the speakers at the seminar (except PhD seminars).

# Neurobiology and Behaviour Representative

The Neuro Rep is the liaison between the BGSA and the neurobiology group. They will help organize the Neuro retreat.

# Website Administrator

Keep the BGSA website up to date and manage the online calendar.

# ListServ Administrator

At the beginning of each semester, add the new students/postdocs to the ListServ. Also manage if anyone needs to be added to the ListServ or wants to be removed.

# Proposed new positions

## International Student Representative

The International Student Rep will be responsible for helping out fellow international students and communicating their needs to the BGSA council.

## Post-doctoral Representative

The Post-Doc Representative will be the liaison between the post-doctoral community in the Biology Department and the BGSA council.