



# Society of Computing and Information Science

## Official Executive and Staff Policy

Official, 2024.

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## Part I: Executive Positions

### Article I-A: President

1. Lead the executive team and delegate administrative tasks.
2. Organize, plan, and chair staff and executive meetings and prepare an agenda.
3. Represent SOCIS at the SOCS council and other SOCS committee meetings.
4. Act as a signing member on all SOCIS bank accounts.
5. Act as an administrator on all SOCIS digital spaces.
6. Ensure SOCIS constitution and policies are current and updated.
7. Not hold an executive position for any other SOCSSO.
8. Ensure all SOCIS executive members are fulfilling their responsibilities.

### Article I-B: Vice-President of Internal Affairs

1. Assist the President on administrative tasks and other responsibilities.
2. Act as a signing member on all SOCIS bank accounts.
3. Assume any of the President's responsibilities in the event of unavailability.
4. Represent SOCIS in CEPSSC board meetings.
5. Be the primary point of contact between SOCIS and CEPSSC.
6. Represent SOCIS at the SOCS committee meetings.
7. Ensure SOCIS is compliant with the university's Student Organization policies.
8. Maintain all internal SOCIS documents and files.
9. Maintain a list of all current SOCIS staff and executive members, as well as their positions.



## Article I-C: Vice-President of External Affairs

1. Make an effort to connect SOCIS to external collegiate organizations such as Computing Councils of Canada, CSGames, et cetera.
2. Ensure SOCSSOs are compliant with the university's Student Organization policies.
3. Act as a liaison between other student organizations SOCSSOs and other clubs on campus.
4. Ensure all SOCSSOs are accredited and running under SOCIS.
5. Ensure clear and healthy communication between SOCIS and the SOCSSOs.

## Article I-D: Vice-President of Communications

1. Ensure the advertisement of all SOCIS and SOCSSO events, services, and initiatives.
2. Manage the marketing committee's creation and publication of promotional materials.
3. Provide SOCIS staff members with 24 hours notice of all upcoming meetings.
4. Take meeting minutes notes at all meetings and publish them to the SOCIS team.
5. Coordinate with the marketing committee to advertise events in person.
6. Develop a newsletter at minimum once a semester of all upcoming SOCIS events.
7. Have administrative access to all digital SOCIS social media platforms.
8. Ensure access to promote SOCIS community events on the BCOMP server.

## Article I-E: Vice-President of Technology

1. Have administrative access to all digital SOCIS platforms and files.
2. Ensure all SOCIS emails, the website, and other digital systems are functional.
3. Maintain and organize all digital SOCIS files.
4. Manage the technology committee.
5. Manage the Makerspace.



## Article I-F: Vice-President of Financial Affairs

1. Manage and plan SOCIS finances for the year.
2. Keep SOCIS financial records accurate and current.
3. Present printable versions of the SOCIS budget to any organization or body.
4. Attend the CEPSSC budget meeting each semester.
5. Act as a signing member on all SOCIS bank accounts.
6. Manage the finance committee.
7. Manage SOCIS merchandise ordering and sales.
8. Pursue sponsorship opportunities for SOCIS and SOCSSOs in need of sponsorship.

## Article I-G: Vice-President of Social Affairs

1. Ensure all SOCIS events are compliant with Student Events & Risk Management policies.
2. Ensure all events are planned thoroughly and run within their approved budget.
3. Manage the events committee and provide opportunities for students to partake in event planning.
4. Survey students on the events they wish to attend throughout the year.
5. Ensure all members of the events committee are Student Events & Risk Management certified.

## Article I-H: All Executives

1. Represent the rights and concerns of all SOCIS members.
2. Be available for SOCIS questions or concerns.
3. Be an active executive member.
4. Check all sources of SOCIS correspondence, as often as possible.
5. Delegate specific duties to any willing SOCIS member, where applicable.



6. Ensure all executive positions are filled.
7. Attend all meetings or otherwise inform the executive team of your absence.
8. Executive members shall begin their term on the first of May, collaborating with the previous executive team to ensure a smooth transition and conclude their term in the following May.
9. An executive must be served a notice of impeachment by either the President or another executive.
10. Ensure all committees have at minimum one SOCIS staff member.

## Part II: Staff

### Article II-A: Marketing Committee Member

1. Advertise all SOCIS and SOCSSO events, services, and initiatives.
2. Add all SOCIS events to the website, discord server, and other social media platforms.
3. Promote SOCIS community events on the BCOMP server, and in person.
4. Promote SOCIS to all computing undergraduate students of all years.
5. Design elegant SOCIS promotional materials.

### Article II-B: Events Committee Member

1. Complete Student Events & Risk Management certification, as soon as possible, to submit and run university-approved events.
2. Plan and run events within their approved budget and provide all event financial information to the finance committee.
3. Plan all events thoroughly, ensuring completion of the event information.
4. Follow the event planning document.
5. Organize and run orientation week events for incoming first years.



6. Organize internal and external off-campus events.
7. Be responsible for arranging transportation to/from events for interested students, if applicable.
8. Be responsible for training and preparing students for events as required.

### Article II-C: Technology Committee Member

1. Ensure the Makerspace policy is followed.
2. Update and improve the website each year.
3. Maintain a current inventory of all items in the Makerspace room.
4. Oversee the usage and maintenance of the Makerspace equipment.
5. Facilitate student access to the Makerspace room.

### Article II-D: Finance Committee Member

1. Manage the development of the SOCIS merchandise design.
2. Manage the facilitation of sales of all SOCIS merchandise
3. Maintain budgets and inventory related to merchandise.
4. Maintain a current inventory of all SOCIS gift cards, merchandise, and other prizes.

### Article II-E: All Staff Members

1. Staff members can join a specific committee that they are interested in at any time with the approval of an executive.
2. Staff roles and any staff filling them can be removed by a motion to vote at any SOCIS meeting.
3. Attend all staff and relevant meetings.
4. Represent the rights and concerns of all SOCIS members.
5. Be available for SOCIS questions or concerns.



6. Be an active executive member.
7. Check all sources of SOCIS correspondence, as often as possible.
8. Attend all meetings or otherwise inform the executive team of your absence.