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# MISSION STATEMENT

The Arts Undergraduate Society aims to improve the social, academic, personal, and professional lives of arts students at UBC Vancouver. The society is committed to diversity and inclusivity through transparent governance and advocacy. The AUS strives to provide programming, services, and events for arts students, and a physical space to promote community within the faculty.



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# AUS HANDBOOK

**AUS Mission Statement ➤**

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## Our Mission Statement

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## Faculty of Arts

UBC houses over 14,000 arts undergraduate students and over 25 different departments. From sociology to computer science, and Asian studies to cognitive systems, the variety of Arts programs makes this faculty a diverse and all-encompassing faculty.

The Faculty of Arts makes up the largest undergraduate society – not only at UBC, but in all of Western Canada. In their strategic 5 year plan released in 2015, the faculty notes that it wants to continue to collaborate with the Arts Undergraduate Society to implement and evaluate programs and improve the overall physical health and mental wellness of all their students.



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## AUS Council

AUS Council is responsible for the management, administration, code changes, and the overall control of affairs in the undergraduate society. Council meetings are held bi-weekly during the winter session, typically in the Michael Kingsmill forum in the Nest. The Speaker of Council is the presiding officer of all meetings and follows the general Roberts Rules of Order.

**The voting members of council include:**

The AUS Executive Team

AMS Representatives

Year Representatives

The Arts Student Senator

**& the elected departmental club reps from the following programs:**

Sociology, Anthropology, Psychology, Cognitive Systems, Speech & Linguistics, Central, Near Eastern, & Religious Studies, Gender, Race, and Social Justice, Computer Science, Media Studies, History, Art History, English, Political Science, International Relations, Geography, Film, and Visual Arts



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## The Executive

The executive of the society consists of the President, (7) Vice Presidents, and the Chief AMS Rep. The executive team oversees all the day-to-day governance and affairs of the undergraduate society.

Each Vice President (VP) chairs their portfolio and carries their own individual duties dependent on their position.

Each VP is expected to facilitate weekly portfolio meetings, attend Executive meetings, AUS Council, and hold regular office hours.

### **The Executive Team consists of the following:**

- The President
- The Vice President Finance
- The Vice President Administration
- The Vice President Internal
- The Vice President External
- The Vice President Academic
- The Vice President Student Life
- The Vice President Engagement
- The Chief AMS Rep



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**Position Descriptions** ➤

## Position Descriptions

These program descriptions are in line with the 2019 Code of Procedures and the specific responsibilities, duties, and positions are subject to change at the will of the AUS council. Click the positions below for further information.

**President** ▾

**The Vice President Student Life** ▾

**The Vice President Academic** ▾

**The Vice President Administration** ▾

**The Vice President Engagement** ▾

**The Vice President External** ▾

**The Vice President Finance** ▾

**The Vice President Internal** ▾

**The Chief AMS Rep** ▾

**The AMS Representatives (5)** ▾



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## Position Descriptions

President

The Vice President Student Life

The Vice President Academic

The Vice President Administration

The Vice President Engagement

The Vice President External

The Vice President Finance

The Vice President Internal

The Chief AMS Rep

The AMS Representatives

## Position Descriptions

These program descriptions are in line with the 2019 Code of Procedures and the specific responsibilities, duties, and positions are subject to change at the will of the AUS council.

### President

#### Committees & Projects:

The Executive Committee

Strategic planning

Governance Committee

Executive Management

Arts Student Centre Planning & Execution Committee

#### Duties & Responsibilities:

Be the voice and spokesperson for the AUS

Chair all the general meetings of the AUS in the absence of the Speaker of Council

Responsible for calling and drafting all Council agenda items

Supervise and coordinate the Executive of the AUS

Sit on all committees as a non-voting member

Attend the AMS All Presidents' Meetings

### The Vice President Student Life

#### Committees & Projects:

The Student Life Committee

Outreach & Spirit

stARTup

Arts Week

The Great Arts Sendoff

#### Duties & Responsibilities:

Planning and executing the (3) main AUS events throughout the year: stARTup, Arts Week, and the Great Arts Sendoff

The planning and execution of supplemental AUS events throughout the year

Development of new initiatives to improve student life for Arts Students

Assisting departmental clubs in organizing and planning events

### The Vice President Academic

#### Committees & Projects:

The Academic Committee

The Health & Wellness Committee

Mental Health Advocacy Committee

Academic Conference

Academic Support & Advocacy

UBC Career Services

#### Duties & Responsibilities:

Work with the Faculty of Arts on academic initiatives

Plan and organize events promoting the well-being of Arts students

Act as the liaisons between the AUS and UBC career services

Plan and host events surrounding academic conferences, academic support, mental health advocacy, and tutoring within the Arts Undergraduate Society

### The Vice President Administration

#### Committees & Projects:

The Administrative Portfolio

Building Operations & Management

Governance Committee

Arts Student Centre Planning & Execution Committee

Archives

Sustainability Committee

#### Duties & Responsibilities:

Responsible for recording minutes and submitting minutes to the Communications department for website release in the absence of a Clerk of Council

Hire a building manager and oversee the maintenance and bookings of MASS and/or the Arts Student Centre

Oversee locker rentals and collect revenue

Uphold authority to revise and restructure the AUS Code of Procedures and present all changes to Council

Oversee all executive transition reports

Notify clubs of their duties and responsibilities to remain in good-standing within the society

### The Vice President Engagement

#### Committees & Projects:

The Engagement Portfolio

Content Creation

Advertising & Marketing

Brand Management

Merchandise Committee

Social Media & Website Management

Student Engagement & Research

#### Duties & Responsibilities:

Create a unique and recognizable AUS and Arts brand

Facilitate student consultations through the use of various research methods (online and on-campus surveys)

Increase student awareness of the AUS

Expand AUS presence on campus with new and creative initiatives

Oversee all forms of content creation and marketing

Creation, distribution, and sale of all AUS merchandise

### The Vice President External

#### Committees & Projects:

The External Committee

Alumni Relations

Limitless & International Food Fair

Philanthropy

Sponsorships

Professional Development

#### Duties & Responsibilities:

Act as a liaison between the AUS and all outside parties, including other faculties and their respective Undergraduate Societies

Plan and execute annual networking events, more commonly known as Limitless

Obtain sponsorship from related external parties for AUS events

Maintain relationship and outreach between the AUS and UBC Arts Alumni

### The Vice President Finance

#### Committees & Projects:

The Finance Portfolio

Budget Committee

Grants Committee

#### Duties & Responsibilities:

Responsible for the finances and overall fiscal health of the AUS

Act as the sole signing officer of the AUS' main finance account with the Alma Mater Society (AMS)

Create and submit the annual budget on schedule and as required by the AMS Finance Commission

Sign off on approve expenditures, contracts, and reimbursements

Act as a liaison between the AUS and the AMS' office on all financial matters of the society

Oversee the grant application process

### The Vice President Internal

#### Committees & Projects:

The Internal Portfolio

Human Resources

Elections

Executive & Council Orientation

Sustainability Committee

Internal Team Building

#### Duties & Responsibilities:

Create an enjoyable and welcoming internal AUS culture

Organize team-building events and socials for all internal AUS members throughout the year

Oversee the Spring Elections & Fall By-Elections

Organize an end-of-year internal social and member recognition ceremony

Facilitate sustainability events and initiatives throughout the year

Work alongside the VP Administration to ensure proper transition and member turnover

### The Chief AMS Rep

#### Duties & Responsibilities:

Highlight topics that are particularly important for Arts students

Liaise between the AMS and the AUS Executives

Facilitate the AUS' AMS Representatives meetings

### The AMS Representatives (5)

#### Committees & Projects:

Varying AMS Committees

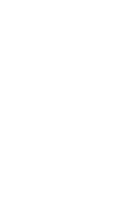
•The Arts AMS Caucus

#### Duties & Responsibilities:

Represent the interests of Arts students in UBC community

Chair or become members of their chosen AMS committee

Attend bi-weekly Alma Mater Society Council





# THE TEAM

## President ➔

Vice President Student Life  
Vice President Academic  
Vice President Administration  
Vice President Engagement  
Vice President External  
Vice President Finance  
Vice President Internal  
Chief AMS Rep

## President: Kat Aquino



### Job Description:

The AUS President acts as the voice and spokesperson for the AUS. The President chairs all the general meetings and council in the absence of the Speaker of Council. They also oversee and support all of the AUS Vice Presidents with their various projects. The President also acts as a liaison for both the Faculty of Arts and Alma Mater Society as a voting member for the Faculty of Arts Council and AMS President Caucus. Through their job, the AUS President represents the larger Arts community.

### About Me:

Hi everyone! I'm Katherine Ann Aquino but most people just call me Kat. I'm a 5th-year Cognitive Systems Major and Creative Writing Minor. I found my home at the AUS in my second year at UBC and have decided to stay with the organization ever since. This is my second year as the President and I am so grateful for the opportunity to serve the society and work to improve student life as an Arts student. I have weekly office hours if you ever want to chat (feel free to bring me bubble tea!).





# THE TEAM

President

**Vice President Student Life** ➔

Vice President Academic

Vice President Administration

Vice President Engagement

Vice President External

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Vice President Internal

Chief AMS Rep

## Vice President Student Life: Casandra Shayne Avanzado



### Job Description:

The VP Student Life improves and enhances Arts students' social lives through the planning and execution of several events including KickstART (formerly known as StARTup), Arts Week, CoffeehAUS, Lilac Gala, and The Great Arts Sendoff. This portfolio aims to develop new initiatives to improve student life including supplemental AUS events throughout the year and assist departmental clubs in organizing and planning events. The VP Student Life oversees the Social, Outreach, and Sports Committees and works with other AUS portfolios to ensure financial and marketing materials are delivered.

### About Me:

Hi! I'm Casandra Shayne Avanzado, or call me Cas! I'm ecstatic to be serving as your 2019/2020 VP Student Life for the Arts Undergraduate Society. I am a fifth-year Cognitive Systems major in Brain and Cognition. A bit about me: I'm a coffee addict with a knack for psychological/crime shows and movies, self-help books, Game of Thrones, Brooklyn Nine-Nine, travel, and most importantly - student life initiatives. My favourite spots at UBC are Wreck Beach and IKB because I'm always there. Fun fact: I have a wide range in music taste so if you love The 1975, 6LACK, blackbear, Drake, Beyoncé, Flume, NGHTMRE, ODESZA, SZA, or pre-disbanded SNSD or SISTAR hit me up! You'll probably see me around campus with a coffee in hand 90% of the time, or walking up a slight slope or stairs heavily out of breath - but don't be intimidated by my short stature, I'm easygoing and won't bite. Or come to my office hours!





# THE TEAM

President

Vice President Student Life

**Vice President Academic** ➔

Vice President Administration

Vice President Engagement

Vice President External

Vice President Finance

Vice President Internal

Chief AMS Rep

## Vice President Academic: Kana Saarni



### Job Description:

The VP Academic focuses on the academic and wellness aspects of arts student life. I oversee the Academic Support Team, the Humanities and Social Science Conference Team, and the Health and Wellness Team. My role aims to expand academic opportunities and tutoring resources for Arts students. As well, the VP Academic works on the expansion of substantive mental health policy, wellness workshops, and wellbeing resources across the faculty of arts.

### About Me:

Hi, my name is Kana Saarni and I'm excited to be serving as your VP Academic of the Arts Undergraduate Society for the 2019-2020 school year. I am a Fourth Year Political Science major and currently on a Co-op term with UBC. I have a passion for reading cheesy YA books, photography, and buying plants. You'll see me around campus either volunteering with REC on their media team, working at Brock Hall with Student Communications Services or in Buchanan either working on AUS projects or cramming for my next political science exam. Feel free to say hi on campus if you have any questions about life at UBC or just need a friend to talk to!



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# THE TEAM

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- Vice President Administration** ➔
- Vice President Engagement
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## Vice President Administration: Peter Fang



### Job Description:

The VP Administration directs the Society's daily administrative tasks and strategizes long-term organizational goals. I oversee the Society's sustainability committee, office administration team, and equity and inclusion team. This year, I seek to expand the Society's sustainability guidelines, develop organizational equity practices, as well as re-structuring MASS Booking System and locker rental requests to better streamline services offered by the AUS.

### About Me:

Hello, fellow Arts student, I'm Peter Fang and I'm honoured to serve you as the VP Administration for the 2019/2020 school year. I am a Third-Year Sociology major and minoring in Commerce. In my spare time, I like to meditate, explore different hiking routes, and check out new bubble tea shops around Vancouver. You'll probably find me either in IKBae trying to figure out my next paper topic, watching the sunset at Wreck Beach, or working on the next exciting project with my AUS fam in Buchanan D. Feel free to say Hi or come visit me during my office hours!





# THE TEAM

President

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Vice President Administration

**Vice President Engagement** ►

Vice President External

Vice President Finance

Vice President Internal

Chief AMS Rep

## Vice President Engagement: Michelle Choi



### Job Description:

The VP Engagement overlooks marketing and content creation for the Arts Undergraduate Society. With the goal of creating a unique Arts brand and expanding AUS presence on campus, the VP pushes for new and creative initiatives on various social media channels. The VP is also in charge of the creation and distribution of UBC Arts merchandise, with the vision of increasing AUS awareness on campus.

### About Me:

Hello, beautiful people of Arts! I'm Michelle Choi and I am privileged to serve you as the VP Engagement. I am a second-year student (hopefully) majoring in International Relations and minoring in Commerce. You will probably recognize me around campus as the tall Asian girl—I like to think being tall is a personality trait when it really isn't, haha. I also like to think that my wide range of music taste is a personality trait. We will probably get along well if you like the following: Tyler, the Creator, A\$AP Rocky, Kanye West, Billie Eilish, NAV, Rich Brian, Frank Ocean, Jay Park, DPR Live (to name a few). Thank you for letting me serve you and make sure to support the AUS by following us on EVERYTHING! (Follow me too, while you're at it ;-))



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President

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Vice President Engagement

**Vice President External** ▶

Vice President Finance

Vice President Internal

Chief AMS Rep

## Vice President External: Nealie Alavie



### Job Description:

VP External acts as a liaison between the AUS and outside parties, including faculties and their own undergraduate societies. The VP External is in charge of a team which plans and executes annual networking events, such as Limitless, as well as social events such as the International Food Fair. They maintain and create Alumni relations whilst also obtain sponsorships for AUS events.

### About Me:

Hi, my name is Nealie Alavie and I'm very excited to serve as your 2019/2020 AUS Vice President External. I'm currently entering my third year of a GRSJ major/LASO minor degree and looking forward to the day I write my last paper. I enjoy making curated playlists for my 23 Spotify followers and embarrassing myself on the internet. You can find me around campus helping out at AUS events or just walking to-and-from classes. Please feel free to say hi and ask any questions about the AUS, student government or just life in general. See you around!





# THE TEAM

President

Vice President Student Life

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Vice President Administration

Vice President Engagement

Vice President External

**Vice President Finance** ►

Vice President Internal

Chief AMS Rep

## Vice President Finance: Ali Ahmadi



### Job Description:

The VP Finance is responsible for the transparent allocation of funds to better facilitate opportunities for student engagement. The finance portfolio is also responsible for processing grants and reimbursements. With that in mind, there lies an emphasis on responsible expenditure through a more inclusive representation and transparent protocol that would involve a well-structured team coordinating and communicating.

### About Me:

Hi everyone;

My name is Ali Ahmadi. I am your new VP Finance for the upcoming year. As a third-year student intending to pursue a degree in international relations and philosophy, I now feel part of a greater family. Though I endured through tough nights for better grades, it has been my involvement in student politics that enriched my university experience. My first foray into the ordeals of budgeting and planning was a minor but memorable one. As a member of the Port Moody Youth Focus committee, I contributed to the coordination and budgeting of municipal events. In the past year, I had the pleasure of serving as a student-at-large representative and a member of the AUS finance committee. My role as the grant coordinator rendered the pleasure of being in contact with various council members. With the help of the VP and finance committee members, we provided financial aid to more than 12 recipients. Whether it was covering operational or conference costs, our help lifted financial burdens off students' shoulders. I would like to continue that tradition and help facilitate more opportunities for students and clubs to enrich their experience beyond the lecture halls. My main goal as VP finance is to not only ensure transparency and efficient allocations of funds but also to foster greater diversity among the council members who are representing the wide variety of activities organized by the largest faculty on the campus.





# THE TEAM

President

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Vice President Administration

Vice President Engagement

Vice President External

Vice President Finance

**Vice President Internal** ➔

Chief AMS Rep

## Vice President Internal: Bai Saguin



### Job Description:

The VP Internal focuses on the internal members of the AUS. The VP Internal oversees hiring for the AUS, enhancing the experience for members within the AUS, as well as the Elections such as the fall by-election and the Spring General Election. My role aims to ensure the internal functioning of the AUS through the management of its members.

### About Me:

Hello! My name is Bailey Saguin and I am super excited to be serving as the VP Internal of the Arts Undergraduate Society for the 2019-2020 academic year. I am a Psychology Major going into my Fifth-Year here at UBC. I have been a part of the AUS since 2016 working my way up from a Member-At-Large, to a Sports Coordinator, and last year as the AVP Student Life before finding my role this year as the VP Internal. I have a passion for sports of all kinds but specifically Football, Basketball, and a little UFC here and there. I am a die-hard New Orleans Saints fan and still trying to get over the blatant missed pass interference call in the recent NFC Championship Game. I am also a 3x UBC Intramural Flag Football Champion (Two-tier 2 Championships and one Tier 1). Find me in the AUS office during and outside my office hours to find out how to get involved with the AUS, talk some sports, or see if you can beat me at Mario Kart (I bring my Nintendo Switch everywhere I go).



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**Chief AMS Rep** ►

## Chief AMS Representative: Kevin Zhang



### Job Description:

The Chief AMS Representative is the frontline point of contact between the Alma Mater Society and the Arts Undergraduate Society. I support the AMS Arts Caucus in facilitating robust representation on AMS Committees and propelling AUS voices on AMS Council. As a major point of contact, the Chief AMS Rep will frequently find themselves dealing with all principal portfolios within the AUS and AMS Executive, safeguarding both team cohesion and functionality. Most importantly however, I work to hold both the AUS and AMS Councils accountable on their actions and mandates, ensuring that any decisions passed by the governing bodies are passed with due diligence and transparency.

### About Me:

Hello! My name is Kevin and I'm a 3rd year student majoring in Cognitive Systems. I started my time here at UBC not too sure what I wanted to get involved with, but I eventually found myself working with student government and the AMS. In my first and second years, I was involved with the Orchard Commons Residence Association, which falls under the UBC RHA (highly recommend everyone living in residence to get involved with their residence council). If I had to pick one show to watch for the rest of my life it'd probably be The Office, but you'll also find me quoting lines from SpongeBob. Around campus, you'll see me speed-walking to get to class on time, or at Allard library trying to finish an essay. I look forward to working this year to advance student interests on council; feel free to shoot me an email at: kevintzhang1@alumni.ubc.ca at any time!

