

Bachelor of Arts and Science Association Executive Positions 2021-2022

The Purpose of BASA shall be:

- a) To foster a sense of community within our program through the organization of social events and fundraisers
- b) To increase knowledge within our program by providing information sessions and mentorship to first-year Arts and Science students, as well as other bonding initiatives.
- c) To promote the philanthropic ventures of both our members and the members of other organizations
- d) To increase awareness of our program, both within the university and to incoming students

Executive Positions (including Co-Executives):

The executive officers of BASA shall be the:

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| a) President (or Co-Presidents) | (2 positions available) |
| b) Vice President of Academic Affairs | (1 position available) |
| c) Vice President(s) of Social and Community Affairs | (2 positions available) |
| d) Vice President of Communications | (1 position available) |
| e) Vice President of Finance | (1 positions available) |

Representative Positions

Representative Positions shall include, but are not limited to the:

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| a) First Year Representative(s) | (Up to 3 positions available) |
| b) Second Year Representative(s) | (Up to 3 positions available) |
| c) Third Year Representative(s) | (Up to 3 positions available) |
| d) Fourth Year Representative(s) | (Up to 3 positions available) |

Duties

1. The **President** shall:

- a) Preside over all meetings.
- b) Represent BASA in its relations with any other organization or person. If he/she is unable to attend, he/she may delegate an Executive or Co-Executive to represent BASA.
- c) Be responsible for the direction and integration of the actions of the executive.
- d) Be responsible for the calling of meetings of the club/society
- e) Submit to incoming executives a report of the activities of BASA for the preceding year.
- e) Be responsible for ensuring that an up-to-date copy of the BASA constitution is on file at the UWSA

2. The **Vice President of Academic Affairs** shall:

- a) Assume the duties of the President in his/her absence or at the request of the President.
- b) Automatically assume the office of President if the President becomes unable or unwilling to continue in the role. If the Vice-President of Academic Affairs is unwilling or unable to do so, then the Council must appoint a new President.
- c) Be tasked with the organization of information sessions that are aimed at fostering an increase in institutional knowledge within the Arts and Science program.

3. The **Vice President of Social and Community Affairs** shall:

- a) Be responsible for all social, fundraising, and charity events of BASA.
- b) Form and chair a Social Events Committee to assist with the organizing of the social events when necessary.
- c) Submit a list of expenditures following reimbursement procedure as outlined by the UWSA.

4. The **Vice President of Communications** shall:

- a) Develop and maintain social media accounts representing BASA on as deemed necessary by the Council.
- a) Be responsible for sending out regular updates regarding BASA business to members via social media and email.

5. The **Vice President of Finance** shall:

- b) Be responsible to BASA and the Council of the UWSA for the finances of BASA
- c) Submit an annual report to BASA and to the council of the UWSA.
- d) Keep books open showing the financial condition of BASA at all times.
- e) Carry out such other duties as the executive shall assign him/her.

6. The **Secretary** shall:

- a) Ensure that an accurate register of positions is handed in to the UWSA Student Groups Coordinator.
- b) Be responsible for keeping accurate minutes of executive meetings and the important actions and points of the club/society.
- c) Be responsible for and keep a record of all correspondence of BASA.
- d) Keep an accurate record of membership.

7. The **Year Representatives** shall:

- a) Represent the interests and ideas of their year's students on the Council
- b) Communicate important events and information to the people in their year.
- c) Encourage active participation and communication with BASA.

*Will be asked every meeting for updates, comments or concerns from their year.