Science Undergraduate Society

CAPC MINUTES

The Science Undergraduate Society of UBC c/o Dean of Science - 6270 University Boulevard - Vancouver, BC V6T 1W5
604-822-4235 - info@sus.ubc.ca - www.sus.ubc.ca

Date of Meeting: Wednesday January 7, 2015
Location: Abdul Ladha meeting room

ATTENDANCE
Carmen Leung, Alice Gu, Melody Saleh, Josh Ackermann, Jeff Pea, Tashya De Silva, Nick Hsieh

Regrets
Paul Mcdade, Ji Youn Kim

CALL TO ORDER: 4:05pm

1. Introduction

2. Position Description for General Officer

Draft

- Post and maintain a total of 2 office hours per week
- Submit a detailed transition report of activities at the end of your term to be filed in the portfolio for General Officers
- Be active members on either Finance, Code and Policy or Academic Committee
- In coordination with VP Internal, to plan a minimum of 2 events for the entire Science student body for the elected term

Summary of discussion
-detailed transition report should have already been included in the description under councillors as well
-required to sit on Finance, Code and Policy or Academic Committee because the workload for them is guaranteed
-a minimum of 2 events is too specific; it really depends on the quality and scale of event. For example, the event that GOs are planning for May this year, it is a large scale event and requires a lot of time and effort to making it happen; Suggestion of using hours to quantify the number of activities to plan.
-GO initiative: vague to give flexibility. Examples include helping out executives, on responsibility that is not already under their portfolios to avoid any overlaps, reviewing the strategic plan
-consideration of implementing an internal timeline for GOs

Revised Draft

- Post and maintain a total of 2 office hours per week
- Be active members on either Finance, Code and Policy or Academic Committee
- In coordination with VP Internal, to have a minimum of one GO led initiative, not limited to only Science students for the elected term

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3. Position Description for Assistant Building Manager

Draft

- Manage online bookings and handle all non-event bookings such as front porch and meeting room bookings, as well as miscellaneous tasks such as bulletin board upkeep, plant operations, printing meeting room forms, troubleshooting and resupplying the SUS office
- Keep a minimum of 2 office hours per week during operating hours of the building
- In coordination with VP Administration, Building Manager, and Event Supervisors, be required to supervise for some events
- Other duties include replying emails in a professional manner, creating name tags for executives' mailboxes, applying for grants, reviewing BMC Guide, BMC forms, purchasing of furniture/equipment

Summary of Discussion
-Melissa and Aly will be invited to next meeting, to speak from their point of view
-some descriptions are too specific; can be included in transition report instead
-"maintaining correspondence" instead of "replying emails"
-should draft up roles of events supervisors, if they are not already in Codes

Revised Draft

- Manage online bookings and handle all non-event bookings such as front porch and meeting room bookings, as well as miscellaneous tasks such as bulletin board upkeep, plant operations, printing meeting room forms, troubleshooting and resupplying the SUS office
- Keep a minimum of 2 office hours per week during operating hours of the building
- In coordination with VP Administration, Building Manager, and Event Supervisors, be required to supervise for some events when necessary
- Other duties include maintaining correspondence, creating name tags for executives' mailboxes, reviewing BMC Guide, BMC forms, purchasing of furniture/equipment

4. Pre-Council Acknowledgement

Draft

At the start of each council meeting, a period is dedicated to acknowledge both voted and non-voted members of the Science Undergraduate Society by their fellow team members or Executive for any significant work that they have accomplished for the Science student body or in their committees.

Summary of Discussion
-too specific wording

Revised Draft

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At the commencement of each council meeting, both voted and non-voted members of SUS shall be acknowledged for any significant work that they have accomplished for the Science student body or in their committees.

Meeting adjourned at 4:57pm

Carmen Leung

Carmen Leung

VP Administration