

## **Executive Committee Positions**

### **President**

The President is responsible for planning the year's goals and events. The President coordinates the activities of the executive committee and serves as a liaison for ArcticNet students and researchers, other Network of Centres of Excellence (NCE) student associations, external student associations and other ArcticNet affiliates. The president, with the help of the secretary, must prepare a summary report of the previous year's activities and propose the upcoming year's activities and budget to the Research Management Committee (RMC) and Board of Directors. The President works closely with the Executive Director and Communications Officer of ArcticNet and represents the ASA on the RMC as a non-voting member. At RMC meetings the President is required to review all ArcticNet research proposals and present the ASA budget, activities, and provide feedback from ArcticNet students. Despite a long list of responsibilities, this role offers the opportunity to meet and interact with students, researchers, associations within and outside of ArcticNet, which provides a valuable learning experience and exposure to the many facets of Arctic research. Time dedicated to this role is about five hours a week.

### **Vice-President**

The Vice-President of the ASA provides back-up for the President, should the president be unable to fulfill his/her duties (see President's job description). Thus, she/he is or should be involved and aware of the current status of ASA activities and most communications. The vice-president is responsible for reviewing and commenting on ASA documents, participating at the annual Student Day and steering the organization towards the goals of the ASA and ArcticNet. An ideal candidate has good leadership qualities, is able to work in a team and willing to commit about 2-3 hours per week to ASA activities. Ability to work and communicate well with the President is another key feature of this position.

### **Communication Officers (2)**

There are two Communication Officers, one French and one English. The Communication Officers serve as a vital link between the members of the ASA and ASA Executive Committee. Their primary roles and responsibilities include sending emails to the ASA community in both French and English, maintaining and updating the website content and co-ordinating the ASA newsletter production. They are the link between the ASA executive committee and the ArcticNet webmaster. It is strongly recommended that both Communications Officers be bilingual.

### **Secretary**

The Secretary is responsible for maintaining and updating all ASA files. She/he must be familiar with all ASA documents and shall participate in the creation or modification of the Association's legal documents. She/He is responsible for the recording of the minutes for each Executive Committee meeting and General Meeting, Annual or otherwise. She/he works with the president to prepare the annual report for the RMC meeting.

## **Student Day Coordinator**

The Student Day Coordinator works closely with the ASA Executive Committee to plan and carry out the Annual Student Day (SD) held during the ArcticNet Annual Scientific Meeting (ASM). He/she is in charge of the general planning of the SD and will be the primary on-site coordinator during the event. Duties include: leading the student day coordinating committee, sending and compiling the annual SD survey, designing the agenda, inviting guest speakers, and coordinating other activities during the day.

## **NCE Liaison**

The NCE Liaison represents the ASA in the NCE Trainee Association (NCETA). NCETA is a cross network association dedicated to promoting communication and collaboration among the NCEs of Canada and to disseminating knowledge and information to its members. The NCE Liaison should take an active role in NCETA, for example, by joining the NCETA executive committee or working with other NCE representatives to develop NCETA initiatives (such as planning cross network events and disseminating information on jobs, events, scholarships, etc to members via the NCETA website, flyers, and/or email). Other duties of the NCE Liaison may include representing the ASA at the Annual NCE Meeting in Ottawa and at other cross network events, and providing other NCE trainee associations with information about the ASA.

## **Education and Outreach Coordinator**

The Education and Outreach Coordinator is responsible for promoting and coordinating education and outreach initiatives put forward by the ASA and the IPY Canadian Youth Steering Committee (CYSC). This position is designed to ensure IPY-CYSC's legacy after IPY. The Coordinator should maintain and foster the links with the Schools on Board Program (e.g. Arctic Climate Change Youth Forum), northern youth organizations and other education oriented institutions (e.g. Primary Schools and High Schools) in order to facilitate ArcticNet students involvement in outreach activities.