

ROLE DESCRIPTIONS

Expectations

1. Attend all biweekly meetings & events.
2. All Executive members must attend all events, unless they absolutely cannot due to midterm, class, or external emergency.
3. Communicate **as soon as possible** if you won't be able to attend a meeting or an event.

Vice-President of Finance

- Putting together Fall & Winter budgets
- Recording & documenting Pre-Med finances (e.g., finance records, student reimbursements, deposit records)
- Working closely with the Vice-Presidents of Events
- Compiling and presenting itemized budgets to the Undergraduate Science Society for Toronto Metropolitan (USSTM)
- Working with the VP Corporate Sponsorships to pursue financial opportunities for TMU Pre-Med (such as grants, sponsorships, and scholarships)
- Assets: familiarity with how USSTM operates, experience using Excel & PowerPoint/Canva
- Accounting experience not required

Vice-President of Corporate Sponsorships/Partnerships

- Responsible for pursuing corporate sponsorships & partnerships for events and the Society overall
- Identifying & pursuing in-kind, partnership, and scholarship opportunities both internally at TMU & externally

Year Director (1st, 2nd, 3rd)

- Promoting all events through all medium platforms, including Instagram, class group chats, emails, and in-class announcements
- Assist in any of the executive positions responsibilities if needed

Public Health Director

- Responsible for outreach and promotion of the Pre-Medical Society in the Public Health program
- Engage with the greater Public Health community and students at TMU to foster useful resources and connections for the Pre-Medical Society

Events Associate

- Will be working under the VP of events assisting in event creation, planning and outreach
- Will be assisting with marketing strategies and event planning
- Attends biweekly team meetings as well as all events throughout the semester
- Will be responsible for supporting event operations

Marketing Associate

- Will be working under the VP of MArketing assisting in marketing materials
- Will be assisting with marketing strategies and prompting
- Attends biweekly team meetings as well as all events throughout the semester
- Will be responsible for supporting event operations