

# UBC Undergraduate Chemistry Society

## Fall 2025 Elections

The UCS Fall Elections will take place on **Tuesday, October 7th from 6:30pm to 8:00pm** during our regularly scheduled meeting. In an effort to minimize misunderstandings regarding exec roles and time commitments, detailed descriptions of each position are listed below.

Zoom Link for Election Night:

<https://us02web.zoom.us/j/81533982108?pwd=Cqll6HqXgfe3rayoXOCtZXGijz20ea.1>

If you have any questions about any of the positions or would like to talk about your involvement for the 2025/26 year, please feel free to email [ucspresident@gmail.com](mailto:ucspresident@gmail.com) or schedule a time to meet.

If you are interested in being involved with the UCS next year, please fill out [this form](#) by **Sunday, September 28st at 11:59 pm**. The ballot will not be changed after this date/time and will be released to the team prior to the elections.

The voting order will depend on the number of candidates for each position and everyone's list of preferred positions. Due to the logistics of our elections, we will try our best to pick a voting order so that most, if not all, execs run for their most preferred positions first. However, this will not be possible for everyone and that is why you are asked to indicate your top three positions.

### Executive Positions Available for Fall Elections of 2025/26

The number in brackets beside each position title indicates the number of positions available.

1. [1st Year Representative](#) (1)
2. [2nd Year Representative](#) (1)
3. [CURC Coordinator](#) (2)
4. [SUS Representative](#) (1)
5. [Grad Coordinator](#) (2)
6. [Athletics Coordinator](#) (1)
7. [Graphic Designer](#) (1)
8. [Outreach Coordinator](#) (1)
9. [Academic Coordinator](#) (1)
10. [Social Media and Website](#) (1)

### Responsibilities of EVERY Exec:

- Attending UCS meetings
- Signing up for shifts as indicated by event coordinators (even if it is not your own event)
  - Execs are expected to do a similar number/amount of shifts as everyone else
- Actively attending UCS events (even if it is not your own event)
- Promoting UCS events as necessary (you may be asked to do classroom announcements or help put up posters even if it is not your own event)
- Ensuring events are adequately promoted/ advertised
  - Example: arranging for posters and Facebook event pages to be made
  - Event coordinators are free to ask other execs for assistance with promotion
- Becoming familiar with the responsibilities and expectations of both your own position and other positions within the team

\*Exceptions to the above include course/exam conflicts, medical reasons, co-op, and similar unavoidable circumstances. School is your first priority, and the team will make accommodations based on your study needs.

## Notes About Involvement:

- The UCS hosts over 30 events throughout the year and requires a certain level of commitment from everyone on the team.
  - If UCS is not high on your priority list and/or you anticipate a busy schedule for next year, an exec position may not be the right level of involvement for you at this point in time.
- Please note that either the president and vice president MUST be available locally during the summer at least 2-3 months prior before the start of September to take care of any department-related events/requests and financial matters.
  - Ideally, either the president or vice-president will be available locally starting in May.
  - The president or vice-president may be asked to attend a few meetings with the department during the summer.
- It is up to the incoming president and vice-president to divide some of the responsibilities between the two. The president is expected to handle most, if not all, administrative and department-related matters (see “Roles and Responsibilities” for the president below)
  - For example, the president can oversee academic events while the vice president oversees social events.
- If you are in or plan to be in the co-op program, please carefully read the points under “Eligibility” for each position.
  - Please note that you can be enrolled in the co-op program, but for certain positions, you are ineligible if you are on a work term during term 1 and/or term 2.
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First Year Representative	
Positions Available	1
Eligibility	<ul style="list-style-type: none"><li>• Can be away on co-op for both or one term as long as constant communication with the team is maintained</li><li>• Able to attend weekly UCS meetings (preferred)</li></ul>
Roles and Responsibilities	<ul style="list-style-type: none"><li>• Acts as a communication channel between first year students and UCS</li><li>• Responsible for reaching out to different classmates and even instructors of CHEM lab courses, such that UCS could get a better insight on how the 1st years are doing in order to arrange things such as the exam packs, events schedule, etc in a way that could accommodate majority of 1st year students.</li></ul>
Estimated Time Commitment	<ul style="list-style-type: none"><li>• 1-3 hours per week</li></ul>
Soft Skills	<ul style="list-style-type: none"><li>• Good time management and communication skills</li></ul>

Second Year Representative	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> <li>• Can be away on co-op for both or one term as long as constant communication with the team is maintained</li> <li>• Able to attend weekly UCS meetings (preferred)</li> <li>• Preferably, the individual is majoring in Chemistry, Chemical Biology, and/or Biochemistry, who's registered to take a most /OR/ all of following this year: <ul style="list-style-type: none"> <li>○ CHEM 203</li> <li>○ CHEM 208</li> <li>○ CHEM 213</li> <li>○ CHEM 211</li> <li>○ CHEM 218</li> </ul> </li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Acts as a communication channel between second year students and UCS</li> <li>• Responsible for reaching out to different classmates and even instructors of CHEM 2XX courses, such that UCS could get a better insight on how the 2<sup>nd</sup> years are doing in order to arrange things such as the exam packs, events schedule, etc in a way that could accommodate the majority of 2<sup>nd</sup> year students.</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>• 1-3 hours per week</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>• Good time management and communication skills</li> </ul>

CURC Coordinator	
Positions Available	2
Eligibility	<ul style="list-style-type: none"> <li>• On campus (term 2) - cannot be away on co-op in term 2</li> <li>• Must be available on the day of the event from 10-3 pm (on a Tuesday or Thursday in March)</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Organizing Chemistry Undergraduate Research Conference (CURC)</li> <li>• Contacting students in the first and second term to be presenters</li> <li>• Emailing the professors coordinating CHEM 449 and CHEM 445 RLE to send emails to students</li> <li>• Booking a venue and equipment for the event (e.g. Abdul Ladha)</li> <li>• Obtaining catering and other rental services (e.g. chairs) for the event</li> <li>• Proofreading (roughly) abstracts and presentations</li> <li>• Contacting graduate students to be on the panel of judges</li> <li>• Emceeing on the day of the event</li> <li>• Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>• 1-2 hours per week (term 1); 3-4 hours per week (term 2)</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>• Good organization, event planning and time management</li> <li>• Good professional communication</li> </ul>

SUS Representative Candidate	
<p>*Please note that the UCS <u>cannot guarantee</u> you will be successfully elected. However, we will actively promote you and support you throughout your campaign. In the case you are not elected, please discuss with the incoming president your future involvement with the UCS.</p>	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> <li>• Must be able to attend SUS meetings (T/TH 12:30 - 2:00 PM - meeting days/times subject to change)</li> <li>• Must also get elected in September by general Science population/SUS</li> <li>• Cannot be away on co-op from September 2020 to April 2021</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Liaising between UCS and SUS (especially regarding event scheduling/potential conflicts)</li> <li>• Attending weekly SUS meetings and any mandatory SUS events</li> <li>• Volunteering at least 3 hours during Science Week (January)</li> <li>• Hold at least one office hour a week with SUS</li> <li>• Be a member of two SUS committees</li> <li>• Executing any tasks requested by SUS</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>• UCS: 1 hr per week to relay updates</li> <li>• SUS: varies (this is up to SUS)</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>• Good time management and communication skills</li> </ul>

Grad Coordinator	
Positions Available	2
Eligibility	<ul style="list-style-type: none"> <li>• On campus (term 2) - cannot be away on co-op in term 2</li> <li>• Have little to no classes on Friday afternoons in term 2 (preferred)</li> <li>• Willing to stay until ~1 AM on the night of the event (a Friday in term 2)</li> <li>• Access to vehicle preferred</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Booking venue and catering year end Chemistry senior/graduation (Chemiformal) event (Point Grey Golf and Country Golf venue does catering, other venues may or may not have catering)</li> <li>• All contracts must be submitted to the treasurer/ AMS 3 weeks in advance for review before signage.</li> <li>• Hiring/booking DJ, photobooth, photographer and any other services as required</li> <li>• Advertising the event, ensuring event capacity is reached</li> <li>• Organize ticket sales-- done through Showpass</li> <li>• Purchasing and assembly of event decorations, prizes and day of transportation/setup as required</li> <li>• Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>• 2-4 hrs per week <ul style="list-style-type: none"> <li>◦ These hours would be split between the two coordinators.</li> <li>◦ If a change in venue from the previous year is preferred, then hours are split between the 2 coordinators to scout out venues and meet with venue managers. (increase in hours may be necessary for a change in venue)</li> </ul> </li> <li>• Day of the event 10+ hours, must stay for entire event, until ~ 1am</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>• Excellent organization, event planning and time management</li> <li>• Good communication and presentation skills</li> <li>• Enjoying creative/artistic tasks would be an asset (e.g. event decorations, prize beaker design, poster design etc.)</li> </ul>

Athletics Coordinator	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> <li>• On campus (both terms)</li> <li>• <b>Cannot be away on co-op from September 2021 to April 2022</b></li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Planning and coordinating one REC sporting event per term (eg. Day of Longboat, Storm the Wall, etc.)</li> <li>• Being team captain or otherwise assigning a responsible team captain to lead to the team.</li> <li>• Paying team fees on time and provide competitors with event schedule</li> <li>• Working with the treasurer to provide students with sports rebates</li> <li>• Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>• Term 1 (Day of Longboat- early October) <ul style="list-style-type: none"> <li>◦ Preparation (about 1-2 hrs a week until the event takes place)</li> <li>◦ Clinic (2 hrs)</li> <li>◦ Race day (approx. 2-4 hours)</li> </ul> </li> <li>• Term 2 (Storm the Wall - late March) <ul style="list-style-type: none"> <li>◦ Preparation (2-4 hours a week for two weeks before last day to register - early to mid-March)</li> <li>◦ Clinic (2 hrs)</li> <li>◦ Race day (dependant on type of race and number of teams)</li> </ul> </li> <li>• If budget permits, may seek other activities (e.g. Water Wars)</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>• Good time management and communication skills</li> <li>• Outgoing is an asset</li> </ul>

Graphic Designer	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> <li>• Can be away on co-op for both or one term as long as constant communication with the team is maintained</li> <li>• Familiarity with using Adobe Photoshop and/or Illustrator</li> <li>• Able to attend weekly UCS meetings (preferred)</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Designing posters, cover photos for Facebook, Instagram, and the UCS website, booklets and place cards in a timely manner <ul style="list-style-type: none"> <li>◦ The graphic designer's work will focus mostly on designing posters</li> <li>◦ The UCS hosts 20-25 events throughout the year and each event will require a poster.</li> </ul> </li> <li>• Effectively communicating with the team to make adjustments to promotional material as necessary (e.g. changing the date/time/location of events)</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>• 1 hr per week UCS meeting</li> <li>• 2-3 hrs per week for other responsibilities</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>• Organizational and time management skills</li> <li>• Attention to detail</li> </ul>

Outreach Coordinator	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> <li>Does not have class from 12:30-2:00 pm on Tuesdays and Thursdays (preferred). These are the dates/times for lab tours and field trips.</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>Organizing Lab Tours               <ul style="list-style-type: none"> <li>Contacting professors to ask if they (or their grad students) are available to host lab tours</li> <li>Coordinating with the president to book rooms and equipment</li> <li>Organizing and monitoring RSVP forms for lab tours</li> <li>Ordering catering</li> <li>Coordinators should know (or be able to quickly learn) how to professionally communicate through email</li> <li>Planning Instagram take-overs for labs</li> </ul> </li> <li>If time and the budget permits, organizing a tie dye lab coat event</li> <li>Organizing the UCS Mentorship Program events</li> <li>Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)</li> </ul> <p>Note: Organizing field trips and relevant outreach events is another possible responsibility. The 2018/19 team organized 1 field trip with McRoberts High Secondary in Term 1.</p>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>1-2 hrs per week on average</li> <li>1-2 hours per week for shifts</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>Good organization, event planning and time management</li> <li>Good professional communication</li> <li>Enjoying sharing chemistry with others and having experience working with children an asset for field trips</li> </ul>

Academic Coordinator	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> <li>On campus both terms (preferred)</li> <li>Per term, one of the two coordinators can be away on co-op. At least one coordinator must be available on campus per term.</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>Organizing Graduate Information Sessions (GIS) in term 1:               <ul style="list-style-type: none"> <li>Contacting numerous graduate schools across Canada during early summer/early in the term and inviting professors speak at our GIS                   <ul style="list-style-type: none"> <li>Coordinators should know (or be able to quickly learn) how to professionally communicate through email</li> </ul> </li> <li>On the day of the GIS, at least one of the coordinators is responsible for hosting the visiting professor during the event</li> <li>Purchasing food/drinks for students attending GIS</li> <li>Working with the department's faculty relations to select appropriate GIS dates and finding faculty members to meet with/host the visiting professors</li> </ul> </li> <li>Coordinating Final Exam Package Sales:               <ul style="list-style-type: none"> <li>Assembling, editing, and printing exam packages for several courses (3-4 per term)</li> <li>Contacting Graduate students / Professors to edit exam packs before they go on sale (~2 weeks before sales)</li> <li>Ensuring final exam packages are relevant to the current</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>curriculum (see above point) <ul style="list-style-type: none"> <li>Monitoring sales, making note of when more packages need to be printed/ordered</li> </ul> </li> <li>Working with the president (emailing chemistry students about the event), social media coordinator (advertising online), and graphic designer (to create advertising material)</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>2-3 hours per week (term 1); 1-2 hours per week (term 2)</li> <li>This may increase during exam pack sales when revising/ editing of the exam packs are necessary.</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>Good organization, event planning and time management</li> <li>Excellent professional communication (written and verbal)</li> <li>Interpersonal skills (representing UBC when interacting with professors)</li> </ul>

Social Media and Website Coordinator	
Positions Available	1
Eligibility	<ul style="list-style-type: none"> <li>Can be away on co-op for both or one term as long as constant communication with the team is maintained</li> <li>Able to attend weekly UCS meetings (preferred)</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>Maintaining UCS website (<a href="http://ucs.chem.ubc.ca">ucs.chem.ubc.ca</a>) by adding/editing pages, making posts for each event, changing posts that appear on the front page slider, monitoring forms, etc.</li> <li>Posting frequently on Twitter, Facebook, and Instagram about upcoming UCS events</li> <li>Checking Twitter, Facebook, and Instagram (both the page and Michael Acceptor account) every day to interact with students (e.g. responding to comments, liking/sharing posts, etc.)</li> <li>Sharing interesting chemistry-related news (e.g. Nobel Prize winners) on Twitter, Facebook, and Instagram</li> <li>Working with the president (obtaining correct information to post) and graphic designer (to create advertising material)</li> </ul>
Estimated Time Commitment	<ul style="list-style-type: none"> <li>1-3 hours per week</li> </ul>
Soft Skills	<ul style="list-style-type: none"> <li>Good time management and communication skills</li> <li>Familiarity with using Facebook, Twitter, basic HTML, and Wordpress is an asset</li> </ul>