

UBC PAW 2026/2027 Hiring Executive Roles

All applicants must be general members or committee members

Elections will be on March 23rd 6:30-7:30pm, please ensure you can make it, or else send a video to ubcpawclub@gmail.com of your 1 minute speech.

1. President

Roles:

- Oversee all clubs operations and ensure everyone is following bylaws and AMS policies
- Organize and lead weekly executive meetings
- Handle room bookings and logistical aspects
- Hold elections and AGMs every year or whenever a major change is required in the club
- Assist in any tasks executive members need help with

Qualifications:

- Experience leading a team (preferred)
- Strong organizational skills (i.e. excel spreadsheets, bounce, meeting minutes)
- Can work independently and can communicate exceptionally to team
-

Time commitment: ~3 hours per week

2. Treasurer (Finance)

Roles:

- Manage the club's budget and ensure it is well maintained throughout the semesters
- Work with the rest of the team to work out the budget for each event
- Propose ideas that will financially help the club (i.e. fundraisers and ticketing for events)
- Submit grants for funding our annual animal welfare conference

Qualifications:

- Experience handling/budgeting money (preferred)
- Strong organizational skills (i.e. excel spreadsheets, bounce)
- Can work independently and can communicate finances efficiently
- Strong analytic ability

Time commitment: ~2 hours per week

3. Events/Fundraising (2 people)

Roles:

- Organize 3-4 events per term, 1-2 of which should provide fundraising ability for the club
- Hold biweekly committee meetings and allocate tasks to committee members
- Reach out to related organizations to collaborate and fundraise for
- Attend events to ensure it runs smoothly from start to finish

Qualifications:

- Strong organizational skills and good time management
- Can work independently and with the team
- Can host events to engage members and build community

Time commitment: ~2 hours per week

4. Veterinary Education and Outreach:

Roles:

- Organize vet school info sessions for students
- Facilitate pre-veterinary events and initiatives (e.g. educational events/networking for pre-vet students)
- Provide resources for students who want to explore the vet path and/or are preparing to apply to vet school

Qualifications:

- Strong organizational skills and good time management
- Can work independently
- Can host the vet school info sessions and build good rapport with vet school reps
- Creative and can think outside the box (we welcome new ideas for how to provide the best resources for pre-vet students)

Time commitment: ~2 hours per week

5. Welfare Education and Outreach:

Roles:

- Reach out and organize welfare wednesdays (our ongoing instagram series in which we interview industry professionals/phD students/researchers/etc about welfare questions)
- Initiate opportunities for students interested in studying animal welfare (e.g events for networking, educating)
- Edit the welfare wednesday series to make it engaging for audience (bi-weekly posting schedule)

Qualifications:

- Strong organizational skills and good time management
- Can work independently
- Possesses the initiative to reach out/speak to professionals
- Video editing (e.g. capcut, imovie, etc)

Time commitment: 2-3 hours per week

6. Marketing Director

Roles:

- Hold biweekly marketing meetings and allocate tasks to committee members
- Coming up with video content ideas and carrying the process out from start to finish
- Overseeing the creative aspects of the club and leading social media/graphics team

Qualifications:

- Comfortable with social media! (i.e. frequently use social media and understand trends or how to make use of all functions)
- Video editing
- Good leadership skills to lead biweekly marketing meetings
- Ability to work independently but also with the marketing team

Time commitment: 1-2 hours per week

7. Social Media

Roles:

- Posting on social media platforms (instagram, tiktok, facebook, wix, youtube)
- Helping the marketing director with projects such as video filming, taking photos, editing
- Assessing algorithms and keeping up with trends to increase engagement
- Creating a quarterly newsletter for the mailing list members to summarize events/volunteer opportunities/recaps

Qualifications:

- Comfortable with social media! (i.e. frequently use social media and understand how to make use of all functions)
- Good eye for aesthetics to create eye-catching stories/newsletters
- Ability to work independently but also with the marketing team

Time commitment: 1-2 hours per week

8. Graphic Design

Roles:

- Creating graphics for all posts that are required by team
- Working with the marketing team to help make engaging content (editing, brainstorming)

Qualifications:

- Ability to use Canva to create visually appealing graphics to match the instagram aesthetic
- Passion and experience in creating art (any form: drawing, digital, painting, posters)
- Work well with teams and deadlines

Time commitment: ~2 hours per week

9. External Outreach (Sponsorships)

Roles:

- Reaching out to external organizations (i.e. rabbitats, VOKRA, VAMMR, etc) and building good rapport with them
- Acquiring sponsorships for events (like AWC)
- Working with said organizations to create events, learning opportunities or volunteer experiences for the members

- Hold biweekly committee meetings and allocate tasks to committee members

Qualifications:

- Strong organizational skills and good time management
- Can work independently
- Assess the needs of members to create the best opportunities possible
- Takes initiative to come up with ideas and reach out to organizations on their own timeline

Time commitment: ~2 hours per week