

# United College Student Union Officer Positions

Updated: January 16, 2023

## Preamble

This document will serve as a starting point for the creation of officer positions. It serves to provide guidelines for the creation and maintenance of officer positions. It also acts as a centralized document to store officer descriptions.

## Officer Roles, Recruitment, and Compensation

Officers hold responsibilities within the Student Union to aid the executives in accomplishing their goals. Officer positions may be related to regular, ongoing activities or created for special, time-bound projects.

Officers are typically volunteer positions but may be provided a stipend that appropriately represents the work completed.

Officers are not required to be elected. Some forms of recruitment include election, appointment, interviews, and selection committees.

## List of Officer Positions

### Communications Officer

Reports to: VP-Internal and Academic

Responsible for social media, mailing lists, creating advertisements, and more.

### Event Coordination Officer

Reports to: VP – Events and Activities

Responsible for planning and implementation of activities and events.

### Membership Engagement Officer

Reports to: VP – Finance and Operations

Responsible for outreach initiatives, recruiting volunteers, and building support for the Student Union amongst members.

### First Year Member-at-large

Reports to: President

Responsible for various special projects to support the goals of the Student Union and to bring forward the voice of first year student members.

This officer is typically appointed in September.

Typically, a two-year track position to become Upper Year Member-at-large.

### Upper Year Member-at-large

Responsible for various special projects to support the goals of the Student Union and to bring forward the voice of upper year student members.

Typically, the second year of the First Year Member-at-large track position.