

To apply for an executive position, send an email to the appropriate person using the list below and cc Tiffany Ni (tni4@uwo.ca) and Kayla Benjamin (kbenjam4@uwo.ca). In the email please include your program and year of study, along with answers to the four questions below. If you are selected for an interview you will be contacted via email and an interview will be scheduled.

1. Tell us about yourself.
2. Why do you want have this position on BUGS next year?
3. What skills and experiences do you have that will help you excel in this position?
4. What would you like to see BUGS do differently in the upcoming academic year?

Position	Contact Name	Application Email
VP Academics	Rosalyn Phung	rphung3@uwo.ca
VP Finance	Jenny Phan	jphan25@uwo.ca
VP Fundraising	Kayla Benjamin	kbenjam4@uwo.ca
VP Outreach	Tiffany Ni	tni4@uwo.ca
VP Promotions-Operations	Ken Chung	kchung86@uwo.ca

VP ACADEMICS

RESPONSIBILITIES:

- Organize the Lab Volunteering/NSERC USRA information sessions with student and faculty speakers for each.
- Plan and organize an annual Professor Meet-and-Greet
- Sit on the Biology Undergraduate Education Committee (BUEC) meetings, acting as a voice for Biology undergraduate students
- Develop new academic events

DESIRED QUALIFICATIONS:

- As VP Academic, you will be required to make and present at various information sessions, so it is essential that you have extensive public speaking skills and are comfortable speaking in front of large audiences. Applicants must be comfortable contacting and inviting professors for the Prof

Meet & Greet and other academic events, so having an established rapport with professors in the Biology Department is an asset, but not a requirement.

TIME COMMITMENT:

2-3 hours per week

VP FINANCE

RESPONSIBILITIES:

- Compose budget for each event and overall academic year
- Maintain detailed ledger and summary of expenses
- Track and perform executive expense reimbursement
- Responsible for everything pertaining to BUGS bank account and PayPal account
- Ensure timely payment and deposits for annual Montreal Trip
- Communicate regularly with Department of Biology's finance manager
- Co-organize committee with VP Fundraising

DESIRED QUALIFICATIONS:

- Must be extremely organized and responsible
- Previous experience handling finances is an added bonus

TIME COMMITMENT:

- 1-2 hours per week

VP FUNDRAISING

RESPONSIBILITIES:

- Plan, organize and execute events to raise funds for BUGS' selected charity (Nature Conservancy of Canada)
- Maintain a close relationship with the test prep company Prep101 and their reps
- Brainstorm ideas to make use of the discounts and courses to generate funds
- Contact and Organize the Nature Conservancy of Canada to get a speaker to come
- Organize and run Pi Day, Valentine's Day Candy Gram fundraiser, and a Talent Show
- Organize annual BUGS Photo Auction, and any subsequent photo contests or necessary means to obtain nature photos

- Think of novel ways to "piggy-back" onto other events and raise funds
- Co-organize and run a committee with VP Finance

DESIRED QUALIFICATIONS:

- Must be very organized and pay close attention to detail
- Ability to work on own initiative is key
- Teamwork and leadership skills are critical
- Experience in fundraising is ideal
- Ideas for sponsorships are a major asset
- Experience with finances and a basic understanding of business is an asset

TIME COMMITMENT:

- 3-4 hours per week

VP OUTREACH

RESPONSIBILITIES:

- Fall Preview Day and March Break Open House
 - Organize volunteers
 - Organize lab rotations
 - Help run biology booth
 - Lead student lab and parent Q&A
- Helen Battle Lecture Series
 - One per term
 - Coordinate with BUGS president, approach potential speaker
 - Book rooms, reserve accommodations, organize schedule, set up transportation
- Dinner/Lunch With a Prof
 - Organize schedule of professors and attendees
 - Reserve dinner times
 - Advertise the events

TIME COMMITMENT:

- 4 hours per week

VP PROMOTIONS - OPERATIONS

RESPONSIBILITIES

- Create promotional materials including posters and banners
- Create graphics for website and Facebook as needed (i.e. cover photos)
- Distribute promotional material, both electronic and print
- Create clothing graphics, including executive merchandise
- Take photographs at events
- Chair Promotions/Operations Committee
- Work with Promotions/Operations Committee
- Design displays and update BUGS cork boards
- Work with Promotions/Operations Committee to create promotional material and BUGS cork board displays

QUALIFICATIONS

- Creativity and communication skills are a must
- Must be able to time manage and meet deadlines
- Must be able to work independently to design visually pleasing promotional materials
- Responsible and organized
- Proficient with Adobe Illustrator and Photoshop (or other graphic design software)

TIME COMMITMENT

- Approximately 3-4 hours per week
- Meet with Promo/Ops committee twice a month

OTHER REQUIREMENTS:

- Please submit a sample poster design for any BUGS event from this academic year with your application.