

## **President**

### ***Role***

- Plan and hold weekly exec team meetings
- Be responsible in leading the exec team, communicate goals clearly
- Develop a short-term and long-term strategy for the continuous development of the club
- Ensure that club operations are carried out in a transparent and accountable manner
- Mediate interpersonal conflicts inside the executive team
- Represent the CSS to the Program Director and Program Coordinator
- Know the constitution of the CSS and update it accordingly
- Know the roles of each exec and assign responsibilities as necessary
- Build sustainable partnerships with organizations and academic departments
- Respond to general inquiries directed towards the club
- Contact Artona for Graduating Class photos and ensure students are informed
- Represent the CSS in outreach events (Clubs Days, Arts Week, Science Week, etc.)
- Take on any extra work deemed unmanageable by the other execs
- Act as one of two booking representatives

### ***Requirements***

- MUST ATTEND ORIENTATION SESSION TO BE ELIGIBLE TO RUN
- Solid knowledge and experience within the COGS program
- Organization and time-management
- Oral and written communication
- Ability to confidently speak to external partners and large audiences
- Ability to manage a team confidently and effectively
- High adaptability and reliability
- Year-long time commitment to the role
- Leads with vision and empathy
- Former involvement with the CSS or the COGS program

## **VP Finance**

### ***Role***

- Attend weekly exec team meetings
- Attending an Orientation Session for Treasurers and successfully complete their test
- Create a financial budget for the upcoming year with the President
- Apply for grants with the AUS and SUS Reps
- Manage reimbursements and all other financial duties for the club
- Handling the CSS account held by the AMS
- Must be present at events in which financial decisions are made (or delegate responsibility to specific person\*)
- Organize the budget plan during weekly meetings with other executives

### ***Requirements***

- MUST ATTEND ORIENTATION SESSION TO BE ELIGIBLE TO RUN
- Organizational skills and attention to detail are key
- Year-long time commitment to the role
- Must be willing to do paperwork and other formal necessities, within a limited timeframe
- Understand the financial state of the club thoroughly
- Be communicative and clear about said finances

## **VP Admin**

### ***Role***

- Attend weekly exec team meetings
- Act as one of two booking representatives
- Take detailed minutes for each meeting with the formatting used years prior
- Email out minutes to exec team after each meeting
- Manage the club membership process
- Know the club constitution and AMS regulations
- Organize voting system during elections
- “Float”- provide support to any other exec members when they are in need (especially Industry and First Year Reps)

### ***Requirements:***

- Organizational and formatting skills are key
- High adaptability and reliability
- Year-long time commitment to the role
- Must be willing to take on a leadership role when necessary

## **VP Academic**

### ***Role:***

- Attend weekly exec team meetings
- Email COGS Program Coordinator and TAs at beginning of term so they know who to contact for study sessions and Academic events
- Organize study sessions throughout the year (midterms and finals) for core COGS classes (200, 300, 303, etc.) as well as classes in which the majority are COGS students (PHIL 220, 441, 451, PSYC365, etc.)
- Book the rooms and provide pizza or snacks to said study sessions
- Work with VP Social to organize Meet the Profs once per term
- Work closely with President for starting COGS Tutoring (for the first time this year!!)
- Contact possible speakers for Alumni Night

### ***Requirements:***

- Organizational and time management skills an asset
- Willing to introduce themselves to the people necessary (as mentioned above)
- Willing to reach out to the people necessary (as mentioned above)
- Year-long time commitment to the role
- Must feel comfortable delegating responsibilities and working with teams
- Must be engaged in the community, be knowledgeable of key players in the COGS program (or willing to learn)
- Must be flexible and willing to take on many responsibilities

## **VP Industry**

### ***Role:***

- Attend weekly exec team meetings
- Serve as link between the CSS and potential employers/companies
- Volunteer and organize volunteers for the Technical Career Fair
- Attend meetings and help organize the TCF, representing the club's interests and looking for companies that are relevant to COGS
- Main correspondents for industry-related events that are happening that might be relevant to COGS students
- Contact possible speakers for Alumni Night

### ***Requirements:***

- Organizational and time management skills are key
- Year-long time commitment to the role
- Must feel comfortable delegating responsibilities and working with teams
- Must be engaged in the community, be knowledgeable of key players in the COGS program (or willing to learn) and events that might be relevant
- Must be flexible and willing to take on many responsibilities
- Conflict resolution and social skills, should be a proactive problem-solver.
- Project Management skills is a plus, or a willingness to learn.

## **VP Arts**

### ***Role:***

- Attends weekly CSS exec meetings
- Acts as liaison between the Arts Undergraduate Society and the CSS
- Attends biweekly AUS Council meetings and represents the club's best interests
- Applies for grants alongside VPES with the help of VP Finance
- Year-long time commitment to the role

### ***Requirements:***

- Must be a student in the Faculty of Arts in the Cognitive Systems program
- Well-organized and communicative, willing to speak up in large groups such as in AUS Council meetings
- Knowledge of AUS formalities an asset but not necessary as long as willing to learn
- Must ensure good relations and continuous contact with COGS-related AUS club representatives
- Attention to detail and respectable address required for representing the CSS, especially grant applications
- Outreach skills an asset, must feel comfortable delegating responsibilities and working with teams
- Year-long time commitment to the role

## **VP Science**

### ***Role:***

- Attends weekly CSS exec meetings
- Acts as liaison between the Science Undergraduate Society and the CSS
- Runs again for formal election by SUS at the beginning of the winter term
- Attends biweekly SUS Council meetings and represents the club's best interests
- Applies for grants alongside VPEA with the help of VP Finance
- Year-long time commitment to the role

### ***Requirements:***

- Must be a student in the Faculty of Science in the Cognitive Systems program
- Well-organized and communicative, willing to speak up in large groups such as in SUS Council meetings
- Knowledge of SUS formalities an asset but not necessary as long as willing to learn
- Must ensure good relations and continuous contact with COGS-related SUS club representatives
- Attention to detail and respectable address required for representing the CSS, especially grant applications
- Outreach skills an asset, must feel comfortable delegating responsibilities and working with teams

## **VP Social**

### ***Role:***

- Attend weekly exec meetings
- Work closely with VP Media for advertising (social media and in classrooms) and website maintenance/updates
- Maintain social media presence on Facebook and Instagram, including creating events, maintaining CSS Facebook page, and responding to page inquiries
- Update CSS website, and maintain a stable online presence
- Create club graphics for events, newsletters, and website
- Send out a monthly newsletter

### ***Requirements:***

- Extensive knowledge of social media and other advertising platforms (FB, Twitter, IG)
- Be comfortable with doing classroom announcements in core COGS classes, or find someone to do them (can reach out to TAs with the help of VP Academic)
- Basic graphic design skills (Photoshop, Illustrator, InDesign, Canva, or other) for event posters and FB cover photos an asset
- Year-long commitment to the position

## **VP Media**

### ***Role:***

- Attend weekly exec meetings
- Manage and coordinate the COGS podcast (COGScast)
- Work closely with VP Social for advertising (social media and in classrooms) and website maintenance/updates
- Organize or delegate photography and videography for events

### ***Requirements:***

- Willing to reach out to members of the COGS community for podcast
- Photography/videography skills
- Be comfortable with doing classroom announcements in core COGS classes, or find someone to do them (can reach out to TAs with the help of VP Academic)
- Year-long commitment to the position