

Councillor Portfolio

HSSA: VP Administration

2012-2013: Amanda Leong

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Login Information

March 10, 2013

Dear Vice President Administration-to-be:

I want to congratulate you on your new role. This role is a great position for you to work behind-the-scenes to ensure that HSSA operates seamlessly to achieve their goal for interdisciplinary collaboration.

As a past Vice President Administration, I decided to run for the role because I enjoy using social media, and my work ethic lends well to a position that requires much organisation. It also helped me to promote collaboration between our Representatives and Core Executive, by being the liaison between the two. This position is unique because I continually knew what was going on within the organisation and helped to promote a sense of unity between the members, core executive and representatives.

Since this portfolio for this position is not fully developed, feel free to identify opportunities in which you feel it can be expanded. As a VP Administration, it is important to be on top of your administrative responsibilities so that the organisation can run as a team. Like most things in life, the success of your position will depend on your commitment – I encourage you to make the most of this opportunity! I hope that you will take this opportunity to network and learn more about yourself.

Best wishes!

Amanda Leong

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Roles & Duties

Social Media

- Website
 - Create & update with events
 - Post executive biographies (2-3 sentences)
 - How to add/delete/hide pages & edit whole site
 - Add pages – click on the page sign with the “+” sign on it
 - Add/delete/hide pages to the Navigation Bar: More > Manage Site
 - Edit whole site: More > Manage site
- Facebook
 - Update with HSSA events & events for other Health Science Faculty associations
 - Promote HSSA awareness with constant updates to members
- Twitter
 - Update with HSSA events & events for other Health Science Faculty associations
 - Interact with followers on Twitter

E-mails

- Maintain & update the e-mail account
- Reply to e-mails sent to HSSA email, and forward (if necessary) to related persons
- Forward all important emails to President(s)
- Liaison with the NaHSSA
- Facilitate communication between core executive and representatives as necessary
- Connect with Health Science Faculty Associations to promote their events

Biweekly Meeting

- Agenda – create and log all persons who have excused & unexcused absences
 - Send to all core executive and representatives
- Meeting Minutes – create and send to all core executive and representatives
- Take meeting minutes

Bookings

- Student Commons Room Booking – see Protocol for Student Commons Booking
- Filing Cabinets Booking
- Storage Room Booking

Events

- Tabling duties, ticket sales, classroom talks

- Promote events on social media

Timeline

October 2012

- Joined the HSSA Executive
- Started Twitter account:
 - Twitter
 - Acquire followers through constant updates & networking (40min)
 - Build a repertoire of healthcare persons to follow (30min)
 - Oct 3: Maclean's magazine photoshoot in ECHA student commons
- Facebook
 - Connected to Twitter
 - Events updates
 - Updates for any Healthy Faculty Association events
- Webpage
 - Started construction
 - Pages: Home, Executive, Events, Get Involved
- Email
 - Organised email w/labels
 - Organisation of Volunteers
 - Emailed Faculty Reps RE: Filing Cabinets available for Faculty Associations
 - Ensured constant communication between executive & reps and/or any Health Faculty requests; forwarded all important emails to Presidents so they were up-to-date
- Advertising Merchandise
 - USB Keys
 - Supplier:
 - Quote for NU1100 & NU1320
- Biweekly Meeting Duties
 - Agenda; request from Exec/Reps the Friday before the meeting
 - Connected laptop to TV in the room so that everyone could follow the agenda at the same time
 - Take meeting minutes
 - Distribute agenda and meeting minutes
- Administrative Duties
 - Initiated Projects
 - Volunteer Database
 - Executive Tracking Database
- Knowledge Acquirement
 - Read one new advancement in health sciences every 3 days, and post to Twitter.
 - Ketamine new mechanism to treat treatment-resistant depression

- Events:
 - Oct 31: Nightmare on Main Street – connect with VP Social & Health Sciences Council to see if they want help with promotion or organisation

November 2012

- Twitter, Facebook, Email
 - Check & update as necessary
 - See October if you need guidance
- Biweekly meeting duties (see October)
- Events:
- 30d Interdisciplinary Blood Donor Challenge
 - Facebook updates (daily)
 - Twitter updates (daily)
 - Should also be updated to website (one-time)

December 2012

January 2013

- Twitter, Facebook, Email
 - Check & update as necessary
 - See October if you need guidance
- Biweekly meeting duties (see October)
- Events:
 - Healthwave (held Feb 1)
 - Tabling duties during January
 - Post daily updates promoting Healthwave to Facebook/Twitter
 - Answer any questions regarding Healthwave or direct them to VP Social
 - Post event to website

February 2013

- Twitter, Facebook, Email
 - Check & update as necessary
 - See October if you need guidance
- Biweekly meeting duties (see October)
- Events:
 - Healthwave (held Feb 1)
 - I ran the ticketing table until 9PM at WEM because I broke my leg, but you can share this responsibility with the other exec/volunteers

- You should ticket to 9PM or later because we got quite a few ticket sales at the door even around 9
- Lock & Key (held Feb 14)
 - Help poster if necessary
 - Tabling duties
 - Sold tickets at the door
 - Promote event on Facebook/Twitter
 - Post to website

March 2013

- Twitter, Facebook, Email
 - Check & update as necessary
 - See October if you need guidance
- Biweekly meeting duties (see October)
- Events:
 - HSSA Health Speaker Series (held Mar 27)
 - Promote event on Facebook/Twitter
 - Post to website
 - Help poster if necessary
 - Contact caterer to organise food for event (please email me for contact)
 - I did this because I have a personal contact in catering
 - Save Stan Saturday
 - If asked by HSERC, promote event on Facebook/Twitter
 - Mental Health Awareness Week (Mar 11 – 15; run by 1st year Medicine)
 - Promote event on Facebook/Twitter
 - Post to website
 - Pharmacy Awareness Week (Mar 4 – 8; run by APSA)
 - Promote event on Facebook/Twitter
 - Post to website
 - Annual General Meeting (Mar 25)
 - Elections
 - Election run at AGM
 - Councillor portfolio finished 2 weeks prior
 - Post all councillor portfolios to the website 2 weeks prior
 - WEBSITE: Need to add “Elections” to the Navigation bar at beginning of elections run and remove it after councillors are elected
- Handover to the next executive