



Vice President Social Portfolio

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March 10, 2013

Dear Vice-President-Social-to-be:

This is absolutely the best position for you to let your passion for interdisciplinary collaboration shine through.

As the past Vice President Social, here is one reason why I went into this role:

- I hadn't heard much of HSSA when I initially went into this role. You would expect much more awareness out of an umbrella student's association for all of the health sciences faculties. I entered the position wanting to help build awareness and name for HSSA and engage students across different disciplines to interact with each other. Secondly, I had wanted to learn more about other disciplines and how interprofessional collaboration benefits health care.

Because the portfolio for this position is not entirely developed, please feel free to identify opportunities in which you feel it can be expanded. As Vice President Social, it is important to be an engaging and friendly person. Like most things in life, this position will be as successful or as unsuccessful as you choose to make it, and we really encourage you to make the most of it as possible.

For your own development, the position of Vice President Social is an exceptional learning experience. Take this time to meet other people, learn about yourself, and what it is like to be a leader.

We wish you all the best, and feel free to contact us with questions or concerns.

Sincerely,

Harold Pang (hhpang@ualberta.ca)

Roles and Duties

1. Organize and plan any new and creative HSSA social functions as suggested and agreed upon by the Executive Committee
2. Continue organizing, facilitating and implementing annual events that were previously set out. Refer to comprehensive transition notes for each event. Includes:
 - a. Healthwave
 - b. Movie Nights (monthly) – consider replacing with a more interactive monthly event
 - c. Lock & Key party
3. Act as the main contact for all external relations in regards to event planning. A list of contacts is provided in transition notes. Examples include:
 - a. Venue Management
 - b. Print and Design services
 - c. Sponsorships (in conjunction with VP Finance)
 - d. Any networking contacts
4. Create and plan logistical systems for all events which include
 - a. Ticket selling systems
 - b. Tabling systems
 - c. Monetary record keeping systems
 - d. In-event activities
 - e. Prize Systems
 - f. Volunteer requirements (in conjunction with VP Recruitment)
 - g. Postering systems (in conjunction with VP Recruitment)
 - h. Promotional systems (in conjunction with VP Marketing)
5. The creative mind behind planning ideas for engaging students and promoting social awareness for HSSA. To work in conjunction with VP Marketing to implement such ideas.
6. Think of promotional tools required to build awareness of HSSA.

Timeline

April

- Attend the HSSA meetings with the previous year's council to learn how they function

May

June

July

August

- Meet with all core executives to initiate year planning

September

- Initiate meetings and plans

October

- Began planning for events for the year
 - Healthwave
 - Lock & Key
 - Movie Nights (October, November)
 - October 11
- Mediate and promote social media outlets (Facebook, twitter)
- Planning promotional objects
- Promotion of other events planned by the rest of the council
- Founded and planned the first Social Committee

November

- Continued planning events aforementioned
 - Healthwave: Risk & Safety Meeting, Poster and Ticket Designs ready
 - Movie Night: November 27
- Manage Social Committee

December

- Continued planning events aforementioned
 - Healthwave: Poster/Ticket Prints

January

- Continued planning events aforementioned
 - Healthwave: Ticket Sales, Management of all aspects
 - Lock & Key: Initiated planning and poster/ticket designs & print

February

- Continued planning events aforementioned
 - Healthwave
 - February 1
 - Lock & key: Ticket Sales
 - February 14

March

- Assist other council members in promotions of events
 - IntD Speaker Series

April

- Meet and transfer with incoming executives