

(TSPN) Executive Posting: Co-Presidents (2)

The TSPN Co-Presidents are responsible for overseeing and managing all TSPN events, campaigns, projects, volunteers, and teams.

Co-President Constitutional Responsibilities:

- Oversee the operations, management, and success of the group.
- Be the spokespeople for the group.
- Hold signing officer authority along with the Treasurer for financial purposes.
- Work together to develop overarching annual goals for the group in line with the constitution, create a schedule of potential events and other initiatives for the year based on group brainstorming and input from the network at-large.
- Divide the overseeing of aforementioned events/initiatives and solicit/assign committee leaders from amongst the executive and interested committee members.
- Solicit clear timelines from committee leaders, ensure committees are on-track in the development of events/other initiatives, step-in as requested/necessary.
- Preside over executive meetings as well as general meetings on a rotating, predetermined basis.
- Handle official correspondence of the organization, including U-Life related correspondence.
- Review any official communication prior to release.
- Lead and represent TSPN interests in external discussions including those with TSPN's Advisory Board, Support our Science and SciPolCanada.
- Submit a final progress report of the year by the end of their term in collaboration with other executives
- Ensure transition of office to the future Executives.
- Fill-in where there may be gaps in other executive portfolios and assist with key tasks that are behind (e.g. sending out newsletters)
- Commit to a two-year term whereby the first year is as acting president of the Executive Committee and the second year is as Past-President on the Advisory Board.

TSPN Executive Committee Constitutional Responsibilities:

- Ensure TSPN remains non-partisan.
- Assist with planning and execution of at least one TSPN event, which includes identifying and communicating with speakers, reviewing marketing material, drafting event blurbs, writing event summaries and as needed managing volunteers.
- Appoint members to the Advisory Board.
- Provide feedback and input regarding TSPN activities with the Co-Presidents which will be reported to the Advisory Board.
- Assist with funding applications, including budgets, written reports and proposals.
- Assist with the responsibilities for positions currently unfilled on the Executive Committee.
- Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
- Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term

Eligibility:

- Must be a student at the University of Toronto.
- Must currently be a TSPN Executive or Committee Member (See section 4 of the constitution).
- Have participated in at least two (2) TSPN events/meetings over the 2022-2023 academic year.

Daily/Weekly Time Commitment:

- Ranges from 5- 15 hours per week.

- It depends on how many projects are on the go and how much assistance is required with different events and projects.

(TSPN) Executive Posting: Co-Marketing Directors (2)

The TSPN Marketing Directors are responsible for the promotion of TSPN events and initiatives and maintaining social media platforms. They also lead the Marketing Committee.

Constitutional Responsibilities

- Develop a marketing strategy in conjunction with the Co-Presidents following the development of the schedule for the year.
- Share the responsibility of overseeing the marketing for various events as well as various platforms.
- Manage and recruit volunteers for the Marketing Committee.
- Coordinate together with the Marketing Committee tasks and activities on social media, which include but are not limited to Twitter, LinkedIn, Facebook, Medium, and YouTube.
- Adapt existing graphic templates to create posters and/or social media graphics to promote TSPN events in conjunction with members of the Marketing Committee.
- Maintain regular activity on TSPN social media accounts (including assisting in the promotion of TSPN events and campaigns).
- Ensure professional conduct and communication through social media and the website.
- Facilitate any live-streams or live-commentary of TSPN events when necessary.
- Draft marketing emails regarding upcoming events and programs.
- Create online event pages for TSPN using Eventbrite.

TSPN Executive Committee Constitutional Responsibilities:

- Ensure TSPN remains non-partisan.
- Assist with planning and execution of at least one TSPN event, which includes identifying and communicating with speakers, reviewing marketing material, drafting event blurbs, writing event summaries and as needed managing volunteers.
- Appoint members to the Advisory Board.
- Provide feedback and input regarding TSPN activities with the Co-Presidents which will be reported to the Advisory Board.
- Assist with funding applications, including budgets, written reports and proposals.
- Assist with the responsibilities for positions currently unfilled on the Executive Committee.
- Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
- Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term

Eligibility:

- Have participated in at least two (2) TSPN events/meetings over the 2022-2023 academic year.

Daily/Weekly Time Commitment:

- Ranges from 1- 5 hours per week.
- More time is needed when the Director is helping with an event or project

(TSPN) Executive Posting: Internal Affairs Director

The TSPN Internal Director is responsible for the internal administration and organization of TSPN which includes scheduling meetings and managing volunteers.

Constitutional Responsibilities:

- Coordinate organizational recruitment efforts
- Make a list of all registered and active members.
- Maintain and manage the TSPN LISTSERV.
- Schedule regular meetings for the executive committee.
- Record notes and motions for meetings.
- Notify all members of meetings.
- Handle official correspondence of the organization in coordination with the Co-Presidents.
- Draft and organize newsletters, notifications, and blurbs to the TSPN mailing list.
- Add and maintain the TSPN Google Calendar of Events.
- Monitor TSPN general email and respond to inquiries.

TSPN Executive Committee Constitutional Responsibilities:

- Ensure TSPN remains non-partisan.
- Assist with planning and execution of at least one TSPN event, which includes identifying and communicating with speakers, reviewing marketing material, drafting event blurbs, writing event summaries and as needed managing volunteers.
- Appoint members to the Advisory Board.
- Provide feedback and input regarding TSPN activities with the Co-Presidents which will be reported to the Advisory Board.
- Assist with funding applications, including budgets, written reports and proposals.
- Assist with the responsibilities for positions currently unfilled on the Executive Committee.
- Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
- Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term.

Eligibility:

- Have participated in at least two (2) TSPN events/meetings over the 2022-2023 academic year.

Daily/Weekly Time Commitment:

- Ranges from 1- 5 hours per week.
- More time is needed when the Director is helping with an event or project.

(TSPN) Executive Posting: External Affairs Director

The TSPN External Director is responsible for managing communications and relations with various stakeholders including other student groups, organizations, institutions, departments, and community groups.

Constitutional Responsibilities:

- Create a relevant contact list of stakeholders to contact for TSPN events (including departments, student groups, and/or external community groups).
- Foster collaborations and partnerships with other groups, organizations and departments, within the U of T community and beyond.
- Assist in the coordination of TSPN's public relations campaigns including through traditional media.
- Assist in the coordination of TSPN's institutional relations and advocacy campaigns including liaising with university administrations, etc.
- Assist in the coordination of TSPN's government relations campaigns. Coordinate efforts alongside the Fundraising Lead.
- Contact external stakeholders and groups (e.g. academic societies and non-profits) and U of T departments regarding various events and projects.

TSPN Executive Committee Constitutional Responsibilities:

- Ensure TSPN remains non-partisan.
- Assist with planning and execution of at least one TSPN event, which includes identifying and communicating with speakers, reviewing marketing material, drafting event blurbs, writing event summaries and as needed managing volunteers.
- Appoint members to the Advisory Board.
- Provide feedback and input regarding TSPN activities with the Co-Presidents which will be reported to the Advisory Board.
- Assist with funding applications, including budgets, written reports and proposals.
- Assist with the responsibilities for positions currently unfilled on the Executive Committee.
- Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
- Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term

Eligibility:

- Have participated in at least two (2) TSPN events/meetings over the 2022-2023 academic year.

Daily/Weekly Time Commitment:

- 1-2 hours 5-7 days in advance of each event to send out mass emails.
- 1-2 hours a month to respond to various stakeholders' questions or invitations for TSPN.
- More time is needed when the Director is helping with an event or project

(TSPN) Executive Posting: Treasurer

The TSPN Treasurer is responsible for seeking funding sources and reporting to funding agencies, developing and maintaining budgets, tracking and carrying out financial transactions, and advising committee members on financial status and decisions.

Constitutional Responsibilities:

- Record and perform all financial transactions of and for the group.
- Hold signing officer authority along with the Co-Presidents for financial purposes.
- Maintain a budget of income and expenses along with receipts.
- Advise members on the financial position of the group.
- Prepare an annual budget for the group as well as budgets for specific events.

- Work with the Fundraising Lead to obtain funding through grant applications and/or collaborations with University of Toronto departments and/or community organizations.
- Assume responsibilities of Fundraising Lead in their absence.

TSPN Executive Committee Constitutional Responsibilities:

- Ensure TSPN remains non-partisan.
- Assist with planning and execution of at least one TSPN event, which includes identifying and communicating with speakers, reviewing marketing material, drafting event blurbs, writing event summaries and as needed managing volunteers.
- Appoint members to the Advisory Board.
- Provide feedback and input regarding TSPN activities with the Co-Presidents which will be reported to the Advisory Board.
- Assist with funding applications, including budgets, written reports and proposals.
- Assist with the responsibilities for positions currently unfilled on the Executive Committee.
- Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
- Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term

Eligibility:

- Must be a student at the University of Toronto.
- Have participated in at least two (2) TSPN events/meetings over the 2022-2023 academic year.

Daily/Weekly Time Commitment:

- Approximately 1-2 hours per week.
 - 4-5 hours per week when funding applications or reports are due at the start and end of each semester.
- More time is needed when the Treasurer is helping with an event or project.

(TSPN) Executive Posting: Fundraising Coordinator

The TSPN Fundraising Director is responsible for securing the funds to operate TSPN events and initiatives. They work closely with the treasurer.

Constitutional Responsibilities:

- Track fundraising application deadlines and work with the External Affairs Director to identify external sources of funding and sponsors (e.g. academic societies, non-profits, etc.) for different events and projects.
- Coordinate with the Treasurer and Co-Presidents regarding the amount of funding needed for the academic year.
- Be responsible for obtaining funding through grant applications and/or collaborations with University of Toronto departments and/or community organizations.
- Write drafts for funding applications, solicit edits from other executive team members, and submit funding applications.
- Work with the Treasurer to complete Reports after events as needed by sponsors.

TSPN Executive Committee Constitutional Responsibilities:

- Ensure TSPN remains non-partisan.
- Assist with planning and execution of at least one TSPN event, which includes identifying and communicating with speakers, reviewing marketing material, drafting event blurbs, writing event summaries and as needed managing volunteers.
- Appoint members to the Advisory Board.

- Provide feedback and input regarding TSPN activities with the Co-Presidents which will be reported to the Advisory Board.
- Assist with funding applications, including budgets, written reports and proposals.
- Assist with the responsibilities for positions currently unfilled on the Executive Committee.
- Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
- Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term.

Eligibility:

- Have participated in at least two (2) TSPN events/meetings over the 2022-2023 academic year.

Daily/Weekly Time Commitment:

- Approximately 1-2 hours per week.
- 4-5 hours per week when funding applications or reports are due at the start and end of each semester.
- More time is needed when the Fundraising Lead is helping with an event or project.

(TSPN) Executive Posting: Executives-at-Large (2)

The TSPN Executives-at-Large are responsible for assisting in the logistical organization of TSPN events or initiatives and assisting other executives in tasks as needed.

Constitutional Responsibilities:

- Assist in the logistical organization of TSPN events or initiatives - duties may include outreach to potential speakers, reservation of event spaces, and creation of promotional materials.
- Assist other executive members in their roles.
- Communicate with TSPN volunteers on Slack to provide updates regarding TSPN events.

TSPN Executive Committee Constitutional Responsibilities:

- Ensure TSPN remains non-partisan.
- Assist with planning and execution of at least one TSPN event, which includes identifying and communicating with speakers, reviewing marketing material, drafting event blurbs, writing event summaries and as needed managing volunteers.
- Appoint members to the Advisory Board.
- Provide feedback and input regarding TSPN activities with the Co-Presidents which will be reported to the Advisory Board.
- Assist with funding applications, including budgets, written reports and proposals.
- Assist with the responsibilities for positions currently unfilled on the Executive Committee.
- Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
- Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term.

Eligibility:

- Have participated in at least two (2) TSPN events/meetings over the 2022-2023 academic year.

Daily/Weekly Time Commitment:

- Approximately 1-2 hours per week.
- More time is needed when the Executive is helping with an event or project.