

SHEA Executive Responsibilities

All executive members shall:

- 1) Hold their positions from **May 1st, 2022, to April 30th, 2023**.
- 2) Have knowledge of their respective duties and sign a contract outlining that they understand their responsibilities and will abide by them. Failure to fulfill all responsibilities/roles pertaining to the position will result in termination of the position.
- 3) Attend all mandatory SHEA meetings, held biweekly. Failure to attend 3 meetings without a valid reason that has been **approved** by the President prior will result in termination of the position.
- 4) Participate in mandatory event booth sign up. If events are only one day long, a minimum commitment of 30 minutes is required. If events are one week long, a minimum of 2 hours at the booth is required.
- 5) Fill out a Doodle Poll upon completion of course enrollment in the summer, selecting all dates and times available for the scheduling of future meetings. The day and time with the most votes will be selected. If necessary, meeting dates will vary to accommodate all students.
- 6) Submit a preliminary report by **September 11th, 2022**, outlining what you plan to accomplish during the school year and how you plan to do so. If you are responsible for planning events, specify what they are about and what days they will be held. Upon submission, you will be contacted by the President for feedback and evaluation.
- 7) Submit a mid-year report by **January 4th, 2023**, to reflect on your preliminary report. Provide details as to what was achieved according to your plan thus far, what was changed and why, and what will be done in the second semester.
- 8) Fill out a second Doodle Poll based on second term availability, which will assist in determining times and dates of second term meetings.
- 9) Submit an end of the year report on **May 1st, 2023**, in order to pass on information to new executives for the following year. Specify what was accomplished, what did not work out as planned, and what could be improved upon or changed in the future. Please keep records of any potential future contacts in the report.
- 10) Submit all updates to the google docs meeting minutes at least 1 hour before the start of meetings, so that all topics are discussed at the meeting.

Vice-presidents Foods and Nutrition/Family Studies

1) To assist the President 2) To perform the duties of President if the President is absent 3) To represent the interests of the respective areas of Human Ecology 4) To co-ordinate events of both areas represented 5) To organize the ordering of Human Ecology rings and Faculty Clothing 6) To address questions and queries expressed by students from the area each represents 7) To plan an event for World Home Economics Day 8) To recruit a First Year Representative for both Family Studies and Foods and Nutrition in September 9) To contribute at least two media posts per semester whilst in their position, relating to a relevant family studies, food and nutrition, or SHEA topic.

Treasurer

1) To collect all money payable to SHEA and to deposit these in the name of SHEA in the designated institution and proper account under the purview of the BUCSC 2) To discuss budgeting/cost-reduction methods with the Executive in question prior to hosting a SHEA event 3) To have joint power with the President to transact all financial business 4) To keep full and accurate records of receipts and disbursements, anticipated/actual costs and revenues of SHEA-related activities 5) To recruit a Fundraising Committee 2) To investigate potential fundraising activities 6) To organize, promote, and carry out fundraising events.

Community Coordinator

1) To actively pursue volunteer positions in London related to Foods and Nutrition/Family Studies and maintain a portfolio of contacts for SHEA 2) To post volunteer positions as they arise for SHEA members to view 3) To contact professionals requesting volunteers and to refer SHEA members who have indicated interest in the posted position(s) 4) To act as a liaison between SHEA other clubs and communities at Brescia and Main Campus

Dietitians of Canada Representative

1) To maintain communication between SHEA and DC and to promote membership/opportunities available through the Student Network 2) To organize, promote, and carry out the annual DC Networking Roundtable event at Brescia 3) To recruit a Nutrition Month Committee 4) To organize and create awareness for Nutrition Month and plan relevant activities/fundraisers 5) To contribute at least one social media post per semester during the 2022-2023 academic year.

Equity Diversity Inclusion Representative

1) To maintain communication between SHEA and Diversify Dietetics 2) To recruit members for the Nutrition Month Committee, in coordination with the DC Canada Rep 3) To educate members on the importance of increasing ethnic and racial diversity in the nutrition and dietetics field 4) To plan initiatives, revolving around diversity in the field during Nutrition Month 2023 5) To contribute at least one social media post per semester during the 2022-2023 academic year.

Public Relations Coordinator

1) To attend all meetings, record the minutes of all proceedings, and post the minutes to Dropbox 2) To regularly update and manage SHEA's email, website, Facebook, and Instagram accounts 3) To send out bi-weekly newsletters to SHEA's General Members 4) To promote future and upcoming SHEA events 5) To act as a liaison between anyone interested in contacting SHEA and SHEA's Executive Team 6) To keep the SHEA bulletin board up-to-date with events and important dates 7) To work collaboratively with other executive members who wish to contribute to the blog and social media accounts and provide them assistance with content creation

Professional Development Representative

1) To promote and organize registration for the Association of Canadian Human Ecology Students (ACHES) Conference and the Ontario Home Economics Association (OHEA) Conference 2) To work with the Treasurer Fundraising Committee to provide financial assistance to delegates wishing to attend the ACHES Conference in the coming year 3) To act as a liaison between SHEA and its professional organizations (the LHEA, OHEA, and IFHE) 4) To promote the associations amongst students 5) To hold a professional development event for SHEA executives and general members

Local Foods Representative

1) To promote the understanding of the Local Foods Act among foods & nutrition students at Brescia 2) To remain up-to-date on local food policy and inform students of current events within the London community 3) To act as a liaison between SHEA and community organizations that promote local foods initiatives 4) To increase awareness of local food and/or local food security, and to organize events that spread this awareness to the Brescia and Western communities 5) To contribute at least one social media post per semester during the 2022-2023 academic year.

Campus Wellness Representative

1) To promote positive mental, physical and spiritual habits among students 2) To organize one wellness focused event per semester 3) To provide the Brescia community with relevant information about health promoting opportunities available to students and their families 4) To contribute at least one social media post per semester during the 2022-2023 academic year. 5) To hold a wellness event for SHEA executives and general members

1st, 2nd, 3rd, 4th Year Representatives

1) To promote and communicate all SHEA events and fundraisers to peers during class time on a weekly basis 2) To promote SHEA events to SHEA General Members and others via Facebook event invitations 3) To receive feedback from peers and share this information with Executives at meetings 4) To contribute at least one social media post per semester during the 2022-2023 academic year.