



SCIENCE & POLICY EXCHANGE

DIALOGUE SCIENCES & POLITIQUES

## EXECUTIVE COMMITTEE

(Minimum of 5h/week and regular Slack engagement)

### President (Co-President, Up to 2)

Chair(s) of both the executive committee and board of directors, responsible for ensuring that tasks are done in a timely manner and according to SPE's vision for the year and represent SPE as the face(s) of the organization. Presidents are responsible for appointing Project Leads, Social Media Managers and News researchers. Only those having previously held a position in SPE can run for President or Co-President.

### Treasurer

Responsible for managing SPE's finances and dealing with our lawyer whenever necessary. This includes filing a yearly report to the Canada Revenue Agency and drafting budgets for the year and for each event, as well as leading fundraising efforts like Grant applications and drafting documents used to attract and secure sponsors. The treasurer also sits on both the executive committee and board of directors.

### VP Administration

Responsible for organizing and attending all SPE meetings (executive and board) and keeping standardized minutes. The VP Administration works closely with the President (or Co-Presidents) and takes care of general administration including managing Slack and Google Drive, outlining standards of practise (SOP) documents, and can suggest new ways to improve efficiency within SPE. VP administration will assist the internal directors in establishing the organization strategy.

### VP Communications

Responsible for the public face of SPE, including social media and online presence outside of the website. This includes coordinating with the online presence of partners like Mitacs, FRQ, CSPP, etc. They manage Facebook, Twitter, and LinkedIn, including managing teams of volunteers who help run these accounts. The VP Communication works closely with the Social Media Managers in order to oversee SPE's online presence. Ideally the VP Communication would have flexible schedule availability to respond to evolving social media events.

### VP Editor

Responsible for managing SPE's Medium blog and the coordination of writing projects among volunteers. Ensures that SPE's public-facing content presented in long-form writing format as editorials, op-eds or other documentation is professional, respectful and inclusive of diverse audiences. The editor must also be bilingual as they oversee the translation of various documents.

### VP External Relations

Responsible for managing communications with collaborators and partner groups, as well as contacting speakers for events. This position is critical to keeping SPE relevant in larger circles and assists with fundraising. The VP External Relations is also responsible for maintaining a database of contacts to ensure continuity. The VP External Relations will work closely with Project Leads and the SPE Café Coordinator to connect the executive committee and the event organization committees.

## VP Marketing

Responsible for advertising our events (making posters, contacting media outlets, sending press releases to our partners, etc), developing targeted marketing plans, and assists with fundraising and recruitment when necessary. With their team, the VP Marketing will update the SPE in review and help develop an impact and visibility plan for fundraising. The VP Marketing ensures that SPE's public-facing content is presented both professionally and respectfully, all while being considerate and inclusive of diverse audiences.

## VP Member Relations

Responsible for team management within SPE. The VP Member Relations leads recruitment activities and is the central point of contact for volunteers. Ensures follow-up with our volunteer base, recruits volunteers to projects where help is required, and helps volunteers develop new project ideas. Finally, the VP Member Relations is responsible for sending out a monthly list of opportunities to volunteers that will be established during the executive committee meetings. Team and project management experience preferred.

## VP News

Responsible for keeping up with science policy news at large and writing any News pieces that may be featured on the website or newsletter. Also drafts and publishes our monthly newsletter, and regularly feeds content and links to the VP Communications for social media. The VP News works closely with the News Researchers in order to oversee SPE's online presence.

## Webmaster

Responsible for upkeep of the website, posting content, updating member profiles, and ensuring continued web traffic. Ideally the Webmaster would have experience in web and/or graphic design.

## SPE Café Coordinator

Responsible for the framework of the SPE Café science policy series. Oversees the development and coordination of all SPE cafes including regular presentation of ideas (submitted by volunteers and execs) to the exec committee. The SPE Café Coordinator is required to lead the policy brief research, schedule regular meetings, coordinate the event logistics and lead the writing of the post-event report.

## VOLUNTEER POSITIONS

(Less than 5h/week and regular Slack engagement)

### Social Media Manager (Up to 3)

Responsible for operating the different social media accounts of SPE together with the other social media manager and VP Communication. Drafts social media post for events, sharing news and relevant information.

### News Researcher (Up to 3)

Responsible for researching and compiling relevant science policy news to be published in newsletter and social media. They will work closely and report to the VP News.

### 2021 Public Forum Project Lead

Projects lead are responsible for leading the organization of an event or a project. They are required to follow the written SOP and communicate with the VP External Relations, Treasurer and Co-Presidents at every step of the project. For 2021, the SPE public forum series will include the following topics:

Project 1: "Food Security in Canada"

Project 2: "Nutrition in the age of Misinformation"

**Apply here ([EN](#) / [FR](#)) by  
September 28 at noon EST**

**For questions, contact us at [contact@sp-exchange.ca](mailto:contact@sp-exchange.ca)**