**Friends of MSF Proposed Role & Task Descriptions**

**Introduction**

As indicated in the FoMSF general policies, groups are empowered to create an organizational structure that works for them. With that said, there are certain key tasks which we believe should have a dedicated position. As such, below you can find a suggested breakdown of tasks and related roles. Please note that, outside of the requirement of having an executive (President and Vice President, two Co-Presidents etc), the information below is optional and intended to help guide you through building your group’s structure.

**FRIENDS OF MSF-CANADA TASK**

**DESCRIPTIONS**

**Executive Team**

I- President

II- Vice-President

III- Treasurer

IV- Secretary

V- Communications Coordinator

VI- Special Events Coordinator

Within each position, tasks can be shared by executive members or even temporarily assigned to active members who are not executive members. You are required to keep your MSF representative informed if additional positions are locally created or new tasks identified.

**I- President; Co-Presidents:** This person / these people shall be responsible for the overall management of the group and shall ultimately be liable for their actions and the actions of the group. They are the leader(s) and ensure the consistency and follow-up of the group’s actions within MSF-C.

The President / Co-Presidents are responsible for, among other things:

1. Presiding at the group’s Executive Committee;
2. Coordinating activities to ensure efficiency for the group’s efforts;
3. Presenting and deciding the general theme and strategic direction of the group's activities in relation to MSF’s social mission;
4. Making sure that each project undertaken achieves its aims and impact;
5. Representing the association at inter-university meetings, representatives’ meetings and MSF meetings as needed
6. Communicating and cooperating with the MSF office as well as the liaison appointed by MSF-C to support the group;
7. Organizing and supervising sub-groups as needed;
8. Finding new members to fill any vacancies;
9. Encouraging volunteers to take part in the group's actions;
10. Booking booths and conference rooms;
11. Creating, updating and submitting the group’s annual plan at least twice per year;
12. In collaboration with the Treasurer, preparing and submitting the group’s budget at least twice per year;
13. Signing checks and supervising financial transactions with the Treasurer

**II- Vice-President:** (If group has a President) This person shall assist the President in carrying out their tasks.

**III- Treasurer:** This person shall ensure the proper management of the Association's funds. More specifically, they oversee the following tasks:

1. Managing the group’s financial transactions with a petty cash and a bank account (e.g.: collecting the group’s funds, issuing receipts for the cash balances, payment of the approved invoices, advances for these payments, etc.);
2. Registering all financial transactions in the appropriate account book with all necessary receipts.
3. Signing and endorsing checks with the President or Co-Presidents;
4. Preparing and having the budget approved each session;
5. Organizing a budgetary follow-up and keeping the Executive Committee informed of developments through written and / or oral reports on a regular basis;
6. Preparing the financial statements of the group to MSF Canada;
7. Preparing and presenting financial reports at the end of each session;

**IV- Secretary:** This person shall support the group in accomplishing various administrative tasks. More specifically, this person oversees:

1. Preparing and sending the group’s Executive Committee meetings notifications and agendas;
2. Writing the minutes of the meetings and communicating these reports to the members. MSF-C requires that groups use the document provided to them for the agenda and minute tracking;
3. Appropriately storing meeting minutes and agendas;
4. Keeping the members’ register up to date;
5. Helping members of the Executive team write documents;
6. Organizing the space and the material needed for meetings;
7. If necessary, translating documents and messages for members;
8. Preparing and sending e-mails to members when asked by other Executive members;
9. Keeping the descriptions of the tasks for all the Executive Committee positions up to date;
10. Managing all official documents (e.g.: group rules, applications, financial reports, activity reports, etc.);
11. Ensuring the MSF representative is kept up to date by sending copy of meeting minutes as appropriate

**V- Communications Coordinator:** This person shall ensure consistent and appropriate communication between the group and its members, as well as the academic community. They are in charge of the following tasks:

1. Coordinating messages sent to their community (create relevant and informative content related to MSF’s social mission and the group’s activities, managing the distribution channels, making connections with academic publication to submit article, obtaining the appropriate authorizations, etc.);
2. Managing social media (e.g. content calendars, social media plans, updating key performance indicators (KPIs) as it relates to social media);
3. Working with the Special Events Coordinator to create and ensure the distribution of the appropriate material in order to promote activities;
4. Managing the Association’s Gmail account and flagging important emails to the executive;

**VI- Special Events Coordinator:** This person will participate in the development and implementation of the group’s Action Plan. Coordinating, planning and executing various activities, they oversee the following tasks:

1. Identifying, acquiring and managing material resources needed for the activities (e.g. booths, audiovisual media material, chairs, tables);
2. Establishing relationships with people involved in the activities in order to get the appropriate authorizations;
3. Working with the Communications Coordinator to create and distribute the materials needed to promote the activities;
4. Managing logistics of event planning and ensuring, in collaboration with the executive, that activities undertaken are a success