

# McMaster Student Midwifery Collective

## Members & Position Descriptions

### **Co-Chairs (2)**

Organize and facilitate MSMC meetings, coordinate members and delegate tasks. Act as key points of contact for faculty, guest speakers for Tea Times, and intercampus MEP liaisons (ARMS and LAMS). Works in coordination with Social Content Manager to determine relevant content for MSMC Facebook page and website.

### **Treasurer (1)**

Sets and manages the annual \$1,200 budget; informs decision-making to allocate funds, liaises with bank, arranges donations.

### **Secretary (1)**

Takes minutes at Tea Times and MSMC meetings to be posted on Google Drive or Facebook. Organizes calendar, manages & replies on MSMC e-mail account, books meeting rooms.

### **Social Content Manager (1)**

Acts as Content Manager for the MSMC Facebook page, generating content calendar at the beginning of the semester to engage MSMC Facebook followers on social media. Creates Facebook events to announce upcoming Tea Times, posts relevant and engaging content for midwifery students of all levels, sends reminders for Tea Times on McMaster Midwifery Student page, class Facebook pages, and MSMC page. Manages and updates MSMC website, takes photos of relevant student events. Organizes merchandise sales at the beginning of the year.

### **First Year Coordinators (2)**

Plan and execute Level 1 McMaster Midwifery student orientation week in September by liaising with faculty and program administrators. Requires planning over the summer which includes, but is not limited to: matching Level 2 mentors to Level 1 students in June, creating and facilitating Level 1 Facebook page before school begins, addressing questions of Level 1 students, acting as connection point to MEP, and developing the agenda for orientation week.

### **Management Committee Member (1)**

The Management Committee reviews and approves proposals brought forward by the Curriculum Committee to revise or change course content/curriculum, or relevant program policies. The committee meets by web conference every other month, on the 3rd Wednesday from 9:30a.m. – 11:30 a.m.

*\*This position is filled by a senior midwifery student in Level 3 or 4*