

Board of Directors

Student Representative Role and Responsibilities (Volunteer)

(For Board approval, October 24, 2024)

Background

Representing 18 post-secondary and research institutes in Atlantic Canada, Science Atlantic is a registered charity and has been providing networking and conference opportunities for undergraduate science students and faculty in the Atlantic region since 1962.

Our activities include annual academic conferences in ten different disciplinary and interdisciplinary fields, lecture tours by notable scientists, awards recognizing research and science communication skills, travel assistance for students to attend conferences, and workshops for faculty and students.

About The Role

As the Student Representative for Science Atlantic, you will have the opportunity to serve as a liaison between Science Atlantic, your institution, and the student community. You will represent and lift up the voices of fellow students, while simultaneously promoting Science Atlantic's opportunities, helping organize events, and building meaningful relationships between the Science Atlantic community and its Board of Directors, various student groups, and institutional representatives and leaders. This role provides an opportunity to demonstrate leadership, communication, and organizational skills while actively engaging in the Atlantic Canadian scientific community and pushing forward student involvement within it.

Term: Two years

Number of Positions Available: There are two Student Representatives on the Board (*pending amendment of the by-laws in November 2024), serving staggered terms, with one being elected each November

Location: Remote with some availability on student's home campus required

Time Commitment: 8-10 hours per month, flexible

Duties and Responsibilities

- Attend virtual Board meetings (4-8 per year, 1-3 hours in length)
- Participate as a member of a Board subcommittee (4-8 per year, 1 hour in length)
- Attend Annual Members Meeting (two days in November)

- Aid in Annual Members Meeting planning, including ground support at the student's local hosting institution
- Liaise with their institution's Science Atlantic [Institutional Representative](#) and the Science Atlantic Executive Director
- Connect with other students and advocate for their concerns, needs, and voices
- Connect with and build relationships with student groups (i.e., societies) across Atlantic Canada
- Advertise and promote Science Atlantic opportunities to students
- In second year of term, orient new Student Representative
- Adhere to expectations outlined in the general [Board of Directors Job Description](#)
- Other duties as the Board may specify

Reporting

- The Student Representative reports to the Board

Eligibility

- Must be an undergraduate student at a [Member Institution](#) of Science Atlantic at the start of the position (November)
- Must be able to complete a two-year term; graduating does not prevent you finishing your term
- Must be recommended by the [Institutional Representative](#) at their institution

Science Atlantic is committed to being an equal opportunity organization recruiting a diverse team. We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

To learn more about our commitment to students, please review our student support philosophy here:
<https://scienceatlantic.ca/about-us/policies/student-support-philosophy/>