

VP Administration - Winter Semester Report

Marzena Kula

Throughout the Semester

- Created agenda and published meeting minutes for Executive Council every two weeks
- Created agenda and published meeting minutes for General Council every two weeks
- Attended Executive Council and General Council Meetings weekly
- Attended a meeting with the Faculty every Thursday
- Updated calendar with new events and their respective room number or Zoom link
- Monitored APSA Members' Corner
- Managed the APSA Gmail account, responding as appropriate or forwarding emails
- Assisted councillors/officers with questions regarding the Constitution
- Continued tracking APSA Membership purchases

December/January

- Created and published the schedule for Winter Semester office hours
- Attended APSA Council event with RxA
- Attended the Presidential Elections Candidate Forum

February

- Posted January infographic
- Organized room bookings for PAM events
- Helped coordinate and create posts for RxA Social Media Contest on Instagram
- Attended COFA Joint Board Meeting

March

- Posted February infographic
- Reminded councillors/officers regarding semester reports and transition documents
- Published the RxA Social Media posts for the Instagram contest
- Helped plan and organize the AGM
- Collected suggestions for Constitution changes from councillors/officers and student body
- Attended a Constitution and Policy Committee Meeting to make Constitution changes
- Collected councillor/officer semester reports and transition documents
- Helped plan and organize the APSA Spring Changeover Meeting
- Collected yearly summary reports from all APSA affiliated clubs
- Volunteered at the White Coat Ceremony for Class of 2025
- Created two Faculty Appreciation Videos

April

- Post monthly infographic for March
- Transition my role to my successor
- Assist with transition of incoming council