

Section 5: Portfolio Calendars of Operations

- Outlining what is expected of individuals in charge of each portfolio throughout their term. It is expected to be written in much more detail than duties of each portfolio as listed in the Constitution. Amendments to this section need not be voted on, but it is only the individual in charge of each specific portfolio whom has permission to make changes to their roles and responsibilities (for example, the 2013 VP Community Health can change the roles and responsibilities section from what it was written for the 2012 VP Community Health without a vote taking place). However, in order to maintain portfolio historical memory and to track any changes which may occur, the roles and responsibilities of each portfolio must be saved annually in the document entitled “Yearly Roles and Responsibilities of Aesculapian Society Council members”.

Calendar of Operations for the President:

Calendar of Operations for the VP Executive:

Calendar of Operations for the VP Academic Affairs Senior:

Calendar of Operations for the VP Academic Affairs Junior:

1. Academic Committee Meetings attended by VP Academic Jr.
 - a. Undergraduate Curriculum Committee (UCC)
 - i. To be added to mailing list email Marie-Helene Urro: ugmedean <ugmedean@uottawa.ca>
 - ii. Role:
 1. Review the agenda for the UCC meeting prior to the meeting and add any agenda items onto the list by emailing above.
 2. UCC is often the first place where academic concerns are brought up before pre-clerkship or CCRC meetings, to discuss short-term concerns and solutions
 3. Communicate prior to the meeting with the UCC Representatives of Year 1 and Year 2 to discuss any academic issues that were conveyed to both VP academic and UCC.
 - a. Presenting these concerns in a prioritized and appropriate manner during UCC meetings
 4. Submit a year end report to UCC using the SWOT method:
 - a. Successes
 - b. Weakness
 - c. Opportunities
 - d. Threats
 - b. Pre-clerkship committee meeting

- i. To be added to mailing list email Heather Summers
<hsummers@uottawa.ca>
 - ii. Role:
 - 1. Review the agenda for the pre-clerkship meeting prior to the meeting and add any agenda items onto the list by emailing above.
 - 2. The goal of the pre-clerkship meeting is to review any academic, administrative concerns related to year 1 and 2 (pre-clerkship). Often concerns, novel initiatives, ideas etc brought up in UCC is brought to pre-clerkship prior to discussion at CCRC.
 - c. **Evaluations committee meeting**
 - i. To be added to mailing list email Kerry Leblanc: medcoor
<medcoor@UOTTAWA.CA>
 - ii. Role:
 - 1. Review the agenda for the evaluations committee meeting prior to the meeting and add any agenda items onto the list by emailing above.
 - 2. The goal of the evaluations committee meetings is to discuss the faculty of medicine evaluation process for all 4 years. This includes discussing ideas on one45 evaluation forms, student-specific concerns, novel initiatives and surveys on how to improve the evaluation process etc.
 - d. **Coordination of Curricular Content and Delivery (CCRC)**
 - i. To be added to the mailing list email Crystine Lalonde
<Crystine.Lalonde@uottawa.ca>
 - ii. Role:
 - 1. Review the agenda for CCRC meeting prior to the meeting and add any agenda items by emailing list above
 - 2. The goal of the CCRC meeting is to review any curricular changes or proposal and vote to provide a final approval to begin implementation into the system.
2. Aesculapian Society (AS) Assistant Position Interviews and Appointment (September)
- a. It is the role of the VP academic Jr. to send out details for the AS positions, compile the applications, and organize a schedule for interviewing students.
 - b. Timeline:
 - i. The recommended date for sending the information for application to the positions is 2nd or 3rd week of September, with the interviews performed at latest by end of September.
 - 1. An appropriate timeline is to provide students 1 week to submit their application
 - c. Positions being interviewed:
 - i. One Library Representative (Current 2013 Rep: AJ Kadhim)

- ii. UCC Representative Year 1: One Anglophone and One Francophone (Current 2013 Reps: Omar Razek and Pauline Lin)
- iii. Admissions Committee Representatives: One Anglophone and One Francophone (Current 2013 representatives: Linden Head and Umair Ifthikar)
- iv. VP External Affairs Assistant
- v. VP Academic Affairs Assistant
- vi. VP Global Health Assistant
- vii. **VP Social Clerkship**
 - 1. **Please contact Kevin Dong or Chloe Corbeil regarding details for this position, as it is a new position for the 2013-14 year.**

d. Process:

- i. The application details, interview schedule, interview template will be provided to the incoming VP Academic Jr., by the outgoing VP Academic Sr.
- ii. The interview template has been provided and will typically be performed by at least 2 current Aesculapian Society members. The panel will include:
 - 1. VP Academic Jr.
 - 2. VP Global Health
 - 3. VP External
 - 4. VP Executive
 - 5. If necessary – Past year’s Admissions Committee Representative might be appropriate

3. Toronto Notes Order (November)

a. Timeline:

- i. Please contact the Toronto Notes Team by end of October/early November to inquire regarding a package deal, the forms necessary to submit, as well as deadline for submission of order.
- ii. Collect cheques for Toronto Notes order from ALL 4 YEARS in November/ December and place order prior to the Christmas break.

b. Process:

- i. Contact for ordering Toronto Notes:

Elaa Clouatre and Margaret Olaszewski
 Production Managers
 Toronto Notes 2013

The Toronto Notes for Medical Students Inc.
 1 King's College Circle, Rm 2171A
 Toronto, ON M5S 1A9

Web: www.torontonotes.ca
 Email: production@torontonotes.ca

- ii. Below is the email I sent to the class regarding Toronto Notes and the process for placing orders. Please **ONLY COLLECT CHEQUES**

Now that you are all well rested, I wanted to present to you with the opportunity to purchase the **Toronto Notes package** at a **discounted price**. The offer is open to all medical students here at the University of Ottawa.

To summarize the deal we are getting:

Toronto Notes FULL Package which includes text book, clinical handbook, quick reference Stats notebook, and access to the website: **COST = \$143**

Toronto Notes Clinical Handbook ONLY: **COST = \$20**

We will be collecting **ONLY CHEQUES**. So if you don't have a Cheque please pay in combination with a friend. The signed cheques can be made out to the "The Aesculapian Society", clearly indicating that it is for Toronto Notes Payment.

We will be collecting the cheques at the Aesculapian Society office (across from student lounge) **ONLY** on:

Tuesday, January 8 from 12:30-1:30 PM

Wednesday, January 9 from 12:30 - 1:30 PM

Thursday, January 10 from 12:30 – 1:30 PM

Friday, January 11 from 12:30 – 1:30 PM

I have attached 2 documents:

1. First pdf outlines the new changes to the Toronto Notes in 2013
2. The second is an order form that indicates the price of the package

You don't need to bring an order form with you, as I will collect this information when you present the cheque.

- iii. When all the money has been collected, collaborate with the VP finance to collect all money and receive one cheque from the Aesculapian Society office to submit to Toronto Notes. The orders can be delivered to the Faculty of Medicine office. I highly recommend going to the 2046 MEDED office to make sure it is okay to submit the package there for you to collect.

I have always provided the MedEd address (addressed to my name though):
Univ of Ottawa
Undergrad Med Office
451 Smyth Rd
Suite 2046
Ottawa, ON
K1H9M6

4. Career Night (January-April)

- a. The final and the largest component of the portfolio of VP Academic is the Faculty of Career Medicine Night.
- b. Partners involved:
 - i. The event is a collaboration between VP Academic Jr., Medical Student Advisory Council, Student Affairs Office
- c. Timing:
 - i. Please contact the Faculty of Medicine Student Affairs Office and MSAC early in September/October to arrange a meeting to discuss the career night that will be organized typically in second semester
 - ii. The best time to organize career night is Mid-March to Mid-April.

- d. Finances:
 - i. TO DO: The VP Academic Jr. should try to increase the budget provided by the AS from \$500 to \$750-1000 given the success of the event in 2012-13.
 - 1. In 2012-13 the career night brought in 268 medical students and over 37 department heads/professors with a catered event that cost \$1400.
 - ii. The finances are typically matched by the SAO for a maximum value of \$500.
 - 1. In 2012-13 the SAO provided \$940 towards the event, which is gracious of them and it, is important to ensure that this does not happen in the future as it is largely an AS led event.
- e. Organization:
 - i. Organization of the event involves:
 - 1. Contacting the professors and various department heads – please email [Matt Purser](#) to receive all the contact information of various individuals he had contacted for the event.
 - 2. Creating a schedule template
 - a. Please email [Matt Purser](#) to receive the template

Calendar of Operations for VP Administration:

1. Locker Distribution

- a. At the end of July, email Linda Chenard (lchenard@uottawa.ca) to introduce yourself as the new VP administration and to discuss vacating lockers and locker distribution for the upcoming year. She will provide you with an excel spreadsheet that has a list of all lockers assigned to the Faculty of Medicine.
- b. At the beginning of August, send an email to the class presidents regarding vacating lockers. Typically lockers should be emptied with locks removed by August 30th. All remaining lockers with locks on them will be cut after the 30th, and items found in the locker will be RGN 2038.
- c. Email Med-Ed office in August re: gaining listserv access for the incoming first year class and second year class to be used for emails regarding locker distribution and, occasionally, Aesculapian Society reports and information.
- d. Pick a date for locker distribution – try to ensure that the first year students do not have mandatory classes (Anglophone and francophone) at that time; same idea for second year students. Lockers are primarily for 1st and 2nd year students, so they get the lockers on a first come, first serve basis. If there are remaining lockers after the distribution, you can send an email to 3rd and 4th year class presidents to see if anyone in their classes are interested in purchasing a locker.

Send out an email at least a week in advance (if possible), and then the day before. Post reminders on the class facebook groups as well.

- e. For the 2012-2013 year, full lockers were \$15 and half lockers were \$10. Cheques were preferred but many students ended up paying with Cash.

2. O-week

- a. Create a powerpoint presentation about the society for the VP social, if requested.

3. Aesculapian Society Office

- a. VP Administration is responsible for distributing keys to the Aesculapian Society office to the voting members (VPs, President, and class presidents).
 - i. Students must give \$20 for their key, which will be returned at the end of their term.
- b. The Aesculapian Office cleanliness is under the jurisdiction of the VP Administration, therefore, it is your responsibility to ensure the office is being used appropriately by members and committees.
- c. All members of the council should email you if they require use of the Aesculapian Society office and/or to book the room for use.

4. Aesculapian Society Emails

- a. Create an email group for Aesculapian Society members – it will save you time when sending out all the emails to the council. Making groups for “Voting” and “Non-voting” members helps as some emails are only pertinent to the voting members.

5. Aesculapian Society Meetings

- a. The Aesculapian Society should meet every 4-6 weeks. VP Administration is in charge of securing a date for the meeting, booking the meeting room, informing the council about the meeting date, time, and place, creating the agenda for the meeting, and taking the meeting minutes.
 - i. **First meeting:** Email the Aesculapian Society President in August regarding your first meeting in September. Keep in mind that the President may be away on a rural rotation, so it is best to email them in advance to ensure you find a mutually convenient time. Once you have determined a date, you must book a room to hold the meeting. The Aesculapian Society typically meets in room 2029. You can reserve that room by using the following website:
<http://www.med.uottawa.ca/app/reservations/reservations.aspx?lang=En>.

1. Once you have secured the room and date, email the entire council (voting and non-voting) with the information regarding the meeting.
 2. **Agenda items:** email the council about 7-10 days before the meeting to “call for agenda items”. Set a deadline for items (usually 48-72 hours before the meeting). Once you have all items, send the agenda to all council members.
- ii. **Future meetings:** Discuss possible dates with the President, keeping in mind the timing of events such as: exams, PSD, OMSW, electives, career night, etc. Book the room and send out an email to council with the date, time, and room in advance. Send agenda item email at least 7-10 days before the meeting. Send out agenda 1-2 days before the meeting.
- b. **During the Aesculapian Society meetings,** VP Administration is in charge of taking meeting minutes.
 - i. Meeting minutes should include:
 1. Date, time, location
 2. Persons in attendance, persons absent
 3. Agenda items and relevant discussion surrounding each
 4. Motions for the meeting
 - c. **Once the meeting is over,** you must send out the minutes to the entire council, and post them on the Aesculapian Society website in the “meeting minutes” section. The VP IT Jr. will email you your username and password for accessing the website.
 - d. **Food** during Aesculapian Society meetings – there is a budget for food during ASoc meetings. Email council members before the first meeting to ask for diet restrictions or allergies. We frequently order Pizza because it is easy and affordable.

6. Communications Standing Committee

- a. VP Administration is part of this standing committee. Meetings occur every 1-2 months.

7. Aesculapian Society Elections

- a. VP Administration acts as the Election Convener for the Aesculapian Society elections for the upcoming academic year. If the VP Administration wants to run for another position on the council for the following year, the VP IT Jr. shall act as Election Convener
- b. An election committee must be formed at an Aesculapian Society meeting and the dates of the election nominations, campaigning, speeches, and voting should

be decided on promptly. Again, try to avoid conflicts such as exams and vacations (1st, 2nd and 3rd years tend to have different weeks off in March).

- c. **Contact MedTech in ADVANCE** (2-3 weeks before the week of the elections) to set up the voting process.
- d. **Email Maria in the MedEd office at medaca@uottawa.ca** regarding election nominations dates and times. Students are instructed to return their signed nomination forms to the MedEd office and to be stamped with the date and time. The election convener should pick up all nomination forms after the due date and then send out all pertinent information regarding campaigning and election procedures to the nominees.
 - i. Information for candidates includes:
 1. Campaigning dates and campaign restrictions
 2. Date of speech forum
 3. Voting procedure
 - ii. ***All documents will be given to the incoming VP administration by the outgoing VP Administration.***
- e. **Speech Forum:** Email Maria in MedEd office at medaca@uottawa.ca regarding booking a room for Aesculapian Society Elections Speech Forum. Try to book a larger room (Amph E or D) for at least 1.5-2 hours. Depending on the number of candidates, speeches can be very quick or run long.
- f. **Elections:** Email all class presidents in advance with Election Day times and procedures. You will be emailed with the results of the election; send the results to the candidates FIRST, and then to class presidents to distribute to their respective classes.

Calendar of Operations for the VP Finance Senior:

Calendar of Operations for the VP Finance Junior:

Calendar of Operations for the VP Social Affairs:

Calendar of Operations for the VP External Affairs (Senior, Junior and Assistant):

1. AMO/Asoc/OMSA/CFMS Updates (Jr.)

- This is one of the most crucial part of our job!

- You will receive biweekly emails from the VP Communications at CFMS, please wait about 1 day so that the VP Communications from OMSA updates the Communique. At this time, you can also add to it by including AMO and Aesculapian Society information relevant to your portfolio.

- Send these out using your Aesculapian Email.

- You must email the following listserves for the 2013-2014 year (in addition to the Class of 2017 listserve for the 2013-2014 school year):

MED2015-L@LISTSERV.UOTTAWA.CA; MED2014-L@LISTSERV.UOTTAWA.CA; MD2016-L@LISTSERV.UOTTAWA.CA

*please note how the 2016 class has a different format

2. Attend Aesculapian Society, CFMS, OMSA, PAIRO and AMO meetings (Jr. and Sr.)

- attend aesculapian society meetings and provide a written report of updates 48 hours prior to the meeting
- there are 2 CFMS meetings --> one in the fall and one in the spring
- There 6-7 OMSA meetings each year which may/may not overlap with OMSW, Wellness Retreat and Lobby Day weekend (you are expected to attend these events)
- There are about 4 AMO meetings each year (Jr.; then the order is Sr, President, VP Exec)
- There are about 4 PAIRO meetings each year --> the Jr. attends if the Sr. is not able to

3. CMA House BBQ (Jr.)

- It is the responsibility of the VP social to organize this event during frosh week
- There are buses that go to the CMA house
- You can say a few words introducing yourself to the first year class and some upcoming events
- Make sure the AMO is invited!! Their offices are in the CMA house and we had a bit of confusion this year!

4. Equipment sale - Late September (Jr.)

- You need to contact Pat Quinn from Cardinal Health to take care of this:
Pat.Quinn@cardinalhealth.ca
- I needed to discuss the industry relations policy with Dr. Forgie, but you should be good from now on. I booked an appointment with her and you can do so by contacting Marie-Hélène at ugmedean@uottawa.ca if you ever need
- I think infomed@uOttawa.ca needs to approve our booking. To check availabilities, consult this website (<http://www.med.uottawa.ca/app/reservations/Reservations.aspx?ID=133270>)
- If you require any tables or chairs in the atrium, contact:
medfaci@uottawa.ca
- National Sales Officer may contact you to advertise some new equipment: the answer will usually be no. His email is: michael.principe@welchallyn.com
He was present at the equipment sale this year
- Find out what equipment is needed and optional by the PSD program (contact Dr. Barbara Power) and let students know --> Cardinal Health should also be restricted to selling this equipment
- Students should be given the order form ahead of time (Pat Quinn will email you with details)

4. Assistant Position Selection (Jr.)

These are the positions that need to be filled by first year students:

- 1) VP Academic Assistant
- 2) VP External Assistant
- 3) VP Global Health Assistant
- 4) Admissions Committee Rep
- 5) Undergraduate Curriculum committee rep
- 6) Library Rep
- 7) Health and safety Rep
- 8) Gender and equality Rep

You will be super busy in September, so it is beneficial to get these done as soon as possible. Try to have the applications due the second week of September and get interviews going during the third week. Two execs need to present at each interview. It is yourself, the VP Academic Jr., Global Health Jr, VP Exec that take care of this.

5. First and Third Year Presentations

First Year Presentation: (Jr.)

- There are two powerpoint presentations : one from CFMS and one from OMSA to do. There is a global health portion in the CFMS presentation so you can invite the VP Global Health to help you with it.
- Coordinate room bookings through Maria at the UGME office : her email is medaca@uottawa.ca
- You get funding from both the CFMS and OMSA to provide lunch (pizza is the cheapest generally, but we did subway once as well)
 - Rosemary from the CFMS is the one to contact regarding how much CFMS will provide (usually an amount per student) and the Treasurer and Information Office from OMSA will let you know how much OMSA will provide
- We will get clipboards from the CFMS and penlights from OMSA to handout at the end of the presentation (or afterwards if students could not attend). This is only for first year students. OMSA may get you to purchase batteries for the penlights (you will be reimbursed)
- Try to get our assistant to organize food and distribution of equipment

Third Year Presentation (done by Sr):

- Similar to the presentation given to first years
- Plan to present this during Link Block in 3rd year, and coordinate room bookings as you would for the first year presentation (medaca@uottawa.ca)
- If unable to complete the presentation, be sure to send it out in a .pdf format to the class via the class presidents

5. CMA presentation series (throughout the year - Jr.)

- James, CMA Early Career Specialist (James.Pitruniak@cma.ca), conducted a few presentations throughout the year --> We had a Demo Day, Debt Management and Transition into Residency presentation
- These are allowed on campus as long as they do not promote MD Financial

6. OMSW - mid October

- Organize hotel room lists and bus rental for transportation to the event (Jr.)
- Delegate tasks to the Assistant as appropriate
- We are responsible to host OMSW every 6 years (Jr. and Sr.)

7. OPAC - November (Jr.)

- We are required to pick 2 OPAC reps --> The VP Advocacy from OMSA will give you more instructions
- Try to build relationship with them by meeting regularly

8. Working groups (Jr. and Sr.)

Aesculapian Working Groups Committees - I was a member of the standing committee this year

OMSA - There are many that you can choose from

9. Send a 100 word update for Town Hall and school update for CFMS Annual Review- February (Jr.)

10. OMSA Leadership Summit and Lobby Day (event is held large March/early April - Jr. and Sr.)

- We get to pick 5 delegates from our school --> we encourage the incoming VP External Jr. to apply
- OMSA will provide directions on the selection process. In previous years, we have used our own criteria to select them
- We are responsible to attend this event

11. Get VP External Assistant to distribute the CFMS Annual Reviews - Late april/early May

- Contact class presidents to take care of this
- May need to make accommodations for clerkship students

12. CCME (Jr. and Sr.)

- If CCME is in the city of Ottawa, we are to aid in organizing social events

Calendar of Operations for the VP information technology:

Background

This is the second year of the VP Information Technology portfolio. It was previously named VP Communications and as the constitution currently stands has the following responsibilities:

1. Oversee publication of the official newsletter of Aesculapian Society- The Student Pulse

2. Overseeing a first year information package for the faculty of medicine
3. Had a static website which required updating from the portfolio on all Aesculapian and student led initiatives
4. Set up Aesculapian Society Emails.
5. Sit on the Health Sciences Campus Organization

In 2011-2012, the portfolio was changed to VP Information Technology; due to

1. Lack of ability to maintain updates with a static website
2. Lack of interest and submissions to The Student Pulse
3. An overwhelming number of emails from dailies, interest groups and other student led initiatives.
4. Health Sciences Campus Organization- no longer existed as of 2011-2012

A decision to create an online community- "The Aesculapian Way" which would allow students to interact with each other in a more dynamic space and to also consolidate information disseminated by the society and student initiatives. Efforts to provide guidelines for content and the expansion of the website to include content modules which satisfy the needs of the newsletter, information package and any other projects or interests relevant to the society have been the primary goal of this portfolio. Our long term goal for this portfolio over the next few years is to increase the visibility and transparency of the Aesculapian Society to our students, faculty and prospective students. For the continual success of this portfolio it is imperative that this portfolio remain as technologically simple as possible. The major responsibility of the portfolio is to improve and think of new ways to increase transparency and visibility that is sustainable.

As this is a relatively new portfolio which will eventually require its responsibilities changed in the constitution, below is a summary of the tasks that have been completed in the last few years. These tasks if deemed essential to the portfolio should be reclassified under the calendars of operations in future revisions of the terms of reference.

Academic year of 2012-2013

Major goals:

1. Evaluation of The Aesculapian Way
2. Providing technology support to interest groups and other Aesculapian portfolios
3. Modernizing the Council's email infrastructure
4. Setting up communication guidelines within the society

VP IT Sr. completed tasks:

- Assisted in evaluating and further development of the online community
 - Use of student feedback survey conducted last year by VP Exec
 - Dailies were initially placed on the website. Discontinuation of dailies on website and

- Began discussions with student affairs, admissions and UGME regarding expansion of community website content to include materials including: student life, media on student led events, living in Ottawa etc.
- Led standing committee on society communications guidelines:
 - Listserve privileges
 - Website
 - Maintaining transparency of our Society so that students are truly aware of how the Society represents them
 - If committee exists next year, should continue to lead
- Began discussions with UGME, Admissions and Student Affairs on expansion of the Aesculapian Way
 - All are on board, recommended a formal presentation of idea to Vice Dean for further funding and guidance

VP IT Jr. completed tasks:

- Provided website access to interest groups and Council members.
- Maintenance and minor development of Aesculapian Way.
- Updated email system to Exchange servers.
- Assessment of web development tools for upcoming re-make of the Aesculapian Way.
- Liaised with Student Affairs to improve information delivery from the Faculty to students.

Calendar of Operations for 2013-2014:

VP IT Sr.

- Go through all major content modules posted on the Aesculapian Way with the VP IT Jr. and determine any changes that may be relevant to students that year. Evaluation of the modules should be completed and findings reported to the society by the 2nd meeting of the year. Changes may subsequently be completed by the 3rd meeting
 - May use the annual student survey conducted by VP Exec from the previous year.
 - May conduct a student survey independently to determine needs of each class
 - Example: The posting of dailies by class presidents vs. e-mailing has changed from class to class.
- In consultation with VP IT Jr. determine a project of interest that furthers the portfolio's long term goals of increasing visibility of the Aesculapian Society to our students, faculty and prospective students. Below are some ideas:
 - Expansion of The Aesculapian Way in association with Admissions, UGME and Student Affairs to include modules that promote uOttawa Medicine to prospective students, provide valuable information to current students and to provide quick references to services provided by student affairs. Modules

proposed included videos and photos of student led initiatives such as MedShow, living in Ottawa, career advice etc.

- Prospective Students- A video by uOttawa regarding RGN facilities is online, talk with UGME regarding using it as a promo/splash page for the website. Begin compiling videos and photos to create a module on student events.
- Student Affairs in 2012-2013 relaunched its website with various modules. Talk with student affairs regarding modules created about living in Ottawa and activities. They have this information stored from a summer project by Diana Jaskolka
- Current students- Consider a membership login that all students may sign up with. This might help eliminate the spam comments we receive otherwise. Facebook and interest group emails appear to be the preferred method of communication over the website. Forums, interest group advertisements and manipulation of sites remains minimal. Calendar function on the website remains the most used function. The UGME in 2012-2013 began to let the portfolio know of major events it wants students to know to be placed on the calendar. Use of social media to advertise and keep students informed- facebook page, twitter has not been fully explored.
- Communication and participation in associated committees
 - Should sit on the university's Communications Committee and/or other relevant committees. Admissions may be a good one to sit on if promotion to prospective students is a major goal that year.
 - Have increased communications with VP External and external medical bodies.
- Consolidation of visual identity
 - Talk with faculty/medtech in regards to revamping and having a new standardized society logo and letterhead. These logos and designs should be as official and recognized by the faculty of medicine as possible. All official communications and student led initiatives supported by the Aesculapian Society should be encouraged to use the visual identity
 - Redesign the Aesculapian Way with the new visual identity in mind. See above for expansion of website vision. This site should be more official and may be used by the faculty to promote uOttawa. Consider a public vs. membership area as content may become an issue.
- Over the summer of 2013, re-make the Aesculapian way in consultation with VP IT Jr.
- Create a communication and technology information package for incoming Council members; to be issued in September 2013.

VP IT Jr.

- Setting up Aesculapian Society Email Accounts (to be done over the summer of the elected year)
- Assist in student led initiatives

- The portfolio should be available to assist in any communication or promotions of student led initiatives. The extent of this involvement is up to the comfort of junior in technology and the specific goals of the portfolio that year.
 - Minimal involvement includes assisting and troubleshooting interest groups use of the website to promote events via the calendar or interest group page.
 - Many interest groups have exec positions for communication. These have been deemed to be separate from the VP IT portfolio, as the responsibilities of the exec positions may require additional responsibilities such as management of interest group websites.
 - In the past have helped with logo design and posters for Shave for a Cure, Coffeehouse, Charity run etc.
- Assist VP Social in promotion of Orientation week (to be done over the summer of the elected year)
 - The portfolio has been involved in the past with creation of logo, website, mobile app and orientation package.
- Hold regular office hours for working on the website with fellow members of the Aesculapian Society; 1-2h weekly or biweekly depending on demand.
 - Regular drop-in office hours will be biweekly (once every two weeks).
 - Office hours on alternate weeks will be scheduled, but will only necessarily take place if a fellow council member guarantees his/her arrival at least 48h in advance of scheduled time.

Calendar of Operations for the VP Philanthropy:

Calendar of Operations for the VP Global Health Senior:

Calendar of Operations for the VP Global Health Junior:

Calendar of Operations for the VP Community Health and Wellness:

1. April May:

a. Buddy List

- i. Before school ends: send out email to 1st year students about being on the buddy list for the incoming class, this list then needs to be send to Nicole Racine (nracine@uottawa.ca). She sends out the Buddy list in the welcome package for the new class.

b. Interest Group Re-Approval and Initial Approval:

- i. Announce the process for obtaining re-approval for existing interest groups (most important updated budget and faculty sponsor) and initial approval for new interest groups.
- ii. Important please ensure all groups are aware of the new interest group policies.

2. Summer: June-August: Preparations:

- a. In previous years VP Community Health took on the role of organizing the community health tour. With the advent of CSL, this program may be better served to help orient students to CSL options and the like. During the summer work in collaboration with CSL and VP social to brain storm possible programs.
- b. Feast or Famine: Meet with Julie Clavelle re electives and interest groups and the approval process and any new policies and arrange meeting with Dr Forgie to review interest groups.
- c. Book atrium for feast or famine.

3. August/September: Orientation week

a. Community Health Tour or substitute program – please coordinate with VP social

b. Feast or Famine

1. Usually the first Tuesday evening of school/second week of O-Week – confirm date with the VP Community Health
2. Book the Atrium and Amph A
3. Talk to your VP Finance Jr. and find out what your budget is (last year was \$500)
4. Make sure you have at least enough pizza and drinks for all first years
5. Get contacts for new group leaders
6. Make sure you send out an email asking if people want to make new groups
7. Leaders must submit a “2 line” group summary, have the group summaries and presentation schedule included in the O-week package (again, ask VP Social when this is needed)
8. Also send out the schedule and the group summaries in the Dailies (to 1st and 2nd years)
9. Make a presentation explaining the Activity Credit on the MSPR
10. Wellness group presentation and sign-up sheet
11. Make sure all group leaders know that they have to track the hours for all members, and also all members are responsible for keeping track of their own hours and logging completed Activities for their MSPR on the Clinical Placement site at the end of the school year.

c. September:

1. Finalize Interest Groups:

- a. Update group leader contacts and set-up group leader email list
- b. Ask for new groups (email to all years)
- c. All groups (new and old) must submit a proposal (with budget), the budget rules file must also be sent out to the group leaders
- d. This year all groups must have a physician/faculty member as a mentor/advisor for approval (updated from last year)
- e. All groups need to make a short summary for the Aesculapian Society website – contact VP Communication Jr. about this.

2. Budgets: work with VP Finance

- a. Meet with VP Finance Jr. to discuss proposed interest group budgets. Last year, we found that groups vastly overestimated their budgets and had groups reassess their proposed budgets and resubmit. Groups were told that they should keep to the budget allocated to the group in the previous year as the status quo. Groups that felt they require a significantly increased budget were asked to submit a request and meet with VP Finance and VP Com Health.
- b. Once groups are approved, please contact Julie Clavelle and update the approved group list!**
- c. Report group status approval and finalized budgets to the group leaders.
- d. Make sure group leaders know how to upload events on the Aesculapian Society Calendar and promote using it! You can put them in contact with VP Communications for that. Discuss VP Tech any ideas for improving transparency and communication with respect to interest groups etc.

d. **January:**

1. Get mid-year updates from all group leaders. Approved groups are responsible for holding enough events in that year so that group members can complete 10 hours.

e. **May:**

1. Get new contacts for group leaders for the next year

2. Send out the “Template to submit final group hours” to the group leaders – see if Julie Clavelle wants any changes to the template first.
 3. Compile these and send one document to Julie Clavelle.
 4. Remember: no matter how many events the group held, a student must complete at least 10 hours in that group to receive the Activity Credit on the MSPR. If a student is short of the 10 hours, they can complete it next year.
- 4. Wellness Group:**
- a. Can really do whatever you want!
 - b. You need to find a mentor/advisor for the Wellness group (Dr Tara Tucker acted as our advisor this year) to accept
- 5. Student Affairs**
- a. Meetings 1/month in the evening (~5 pm) with Dr. Laramée, student reps, counselors, ...
- 6. Faculty Wellness Committee**
- a. Meetings 1/month in the evening (~5pm) with Dr T Tucker, and faculty and physician members

Calendar of Operations for the SFUO Board Representative (should it be filled)

Calendar of Operations for the Class President (4th year) Anglophone:

Calendar of Operations for the Class President (4th year) Francophone:

Calendar of Operations for the Class President (3rd year) Anglophone:

Calendar of Operations for the Class President (3rd year) Francophone:

Calendar of Operations for the Class President (2nd year) Anglophone:

General Items:

(Warning: Many Class Presidents do different things and it changes dynamically so please take these notes with a grain of salt)

Obligations:

- General liaison between Class and Admin/Faculty
- Administrator for Facebook groups, Email, etc.
- Make announcements
- Be always on top of agenda, schedules, and topics of interest
- Dailies – whenever necessary (Its better to send them at a specific time once every two days or so, you do not want to spam the class)
- Use Class List Serv to send important info (Aesoc, Faculty, Admin, Events, etc.)
- Maintain and Uphold class unity, professionalism, and identity

- Know everyone in the class and make yourself available to anyone who may need your help or advice (send out your telephone number, email, etc.)
- Be very adept in using social media especially Facebook
- Keep in close contact with all other year class presidents to share information or to give advice to lower years
- Graduation fund and organization graduation ball
- Organizing Class Charities
- Coordinating with interest groups for event ideas

Important: Create a Presidential Committee to help with organization and planning of creative and useful events and to give tips/advice on class direction: Meet regularly.

Academics:

- Make sure you know the weekly schedule and inform class of any scheduling changes
- Organize events tailored to academic needs (tutoring session, extra review sessions, OSCE practice, etc.)
- Making excel and google docs for sign-ups or orderly and fair way of determining positions, etc. (ex. Rotation trades)

Administration:

- Keep close contact with admin and know your way around booking rooms, asking for items, info about anything, etc.
- The ladies and the gentlemen at the admin office are amazing; keep good contact with them for information about exams, etc.
- Have good contacts with admin, wellness, electives, global health, and etc. coordinators because they will be great source of information for you and your class
- Meet with the admin staff to discuss goals of the class

Meetings:

- You will have a lot of meetings to attend:

Pre-Clerkship Committee

Evaluations Committee

Electives Committee

Faculty Council Committee

Aesculapian Society Council

Plus: (these are optional but highly recommended)

Presidential Council Committee

Wellness Committee

Humanities and Arts Committee

Interest Group Meetings if relevant

Events:

Events I organized or helped organize last year in no particular order

- Apple Picking
- Health Challenge
- Health Promotion Month
- Movie Nights
- Bowling Nights
- Hockey Nights
- Ottawa Senators Games
- Trip to Art Gallery
- Winterlude trip
- National Arts Museum for Ballets and Shows
- Concerts
- Secret Santa
- O-Week Reunion
- MOCK OSCE
- After Parties
- Class Objectives for First Years
- Made a Presentation for First Years
- Helped organize the First Year Class President voting
- Class Yearbook
- Class Project
- Many little events...

Calendar of Operations for the Class President (2nd year) Francophone:

Eté :

- Préparer les objectifs pour les 1^{ères} années → ça prend **beaucoup** de temps
- Préparer les podcasts d'anatomie pour les 1^{ères} années

Septembre :

- Rencontrer les 1^{ères} années pour se présenter
 - o Donner son email pour les questions
 - o Envoyer les quotidiens jusqu'à l'élection du co-président de 1^{er} année
 - o Transférer certains documents électroniques (livres pdf)
- Participation au comité du bilinguisme → pendant toute l'année

Octobre :

- Session de questions/réponses avec Dr. Grégoire (GI) pour l'examen de GI
- Potluck post exam/Halloween

Décembre :

- Questions- réponses avec Dr. Faucher (obs/gyn)
- Potluck de Noël avec échange de cadeaux chinois

Janvier :

- Sortie patin sur le canal
- Google doc avec les premiers choix de groupes pour la loterie de 3^e année

Février

- Sortie ski de fonds
- Google doc pour les échanges de groupes

Avril :

- Séance de revue de cardio pour les ECOS et la 3^e année (Dr. Gauthier)
- Suite à des problèmes avec certains tuteurs d'e-portfolio, j'ai organisé une petite séance de rétroaction de la part de la classe et une réunion avec Dr. Pipa Hall, directrice d'e-portfolio.
- Sortie Cabane à sucre (malheureusement on a dû l'annuler cette année mais c'est une bonne idée)

Mai :

- Séance de revue du système rénal pour la 3^e année (Dr. Brown)

Implication en « dehors » de mon rôle

- Projet APC (Vision étudiante sur le curriculum) pour les 1^{ères} années
- Sondages (4 classes) pour de la rétroaction sur EBM → collaboration avec Dr. Chomienne pour intégrer ce feedback et participation à des réunions spécifiques sur le programme de SIM
- Participation au « focus group » pour développer le curriculum des humanités en médecine
- Création d'un calendrier (accepté par la faculté et normalement disponible dès la rentrée 2013) ou toutes les dates importantes sont disponibles. Outil très utile pour les étudiants et les profs.

Réunions auxquelles j'ai assisté :

- Société d'esculape
- Conseil de Faculté
- Réunions du pré-externat
- Réunions post-unité pour les évaluations

Réunions pour lesquelles il y avait un représentant (choisis en 1^{ère} année)

- E-portfolio
- Stages aux choix

- UCC

Calendar of Operations for the Class President (1st year) Anglophone:

Calendar of Operations for the Class President (1st year) Francophone:

Calendar of Operations for the VP Athletic Affairs:

O- Week

- Frosh week is in VP Socials' portfolio but it's a fun way to get involved so if you have time to help out I highly encourage you to approach the VP Social
- I personally organized the photo scavenger hunt, the first bar night and the Med Olympics (which is kind of sports related). If it's something that you are interested in I can pass on the info and documents that I have

Intramurals

- This year was the first year that they had online registration which made my month of August extremely busy
- The most important part of a successful intramural registration is to be very patient but above all insanely **ORGANIZED**. Whether you do it the way I did last year or decide to do something different – make sure you have a plan
- I handled registration a certain way, but there is definitely room for improvement – I encourage you to do it the way that works best for you but here is what you need to know:
 - o Since registration is online, teams filled up very quickly, especially soccer and volleyball. Have all the rosters organized ahead of time
 - o You can 'fill out' your roster before the actual registration date, which will save you a lot of time (this feature might not be available next year)
 - o Registration will take place the week before school starts, make sure you're available on the day of registration
 - o On the website, they will tell you that students must have picked up their student card in order for them to be 'recognized' by the online system – I did not have any trouble registering anyone but you'll have to double check with the intramural office
 - o To register someone you need their ORIGINAL uOttawa email address, the system won't recognize an alias (ex. Firstname.lastname@uottawa.ca)
 - o You will be registering a lot of teams (I did a total of 16 last year) so make sure you name the teams properly so you know which team is for which sport
 - o Recruit a second or third year student to help you with men's hockey rosters (André Martel or Andrew Stokl are probably good people to try). If you have any women who want to play, they must do it on an individual basis (just email them the link to the intramural website)
 - o I did not have any trouble registering mens' teams – technically after registration I was the captain of all 16 teams, including men's hockey.

- Call your credit card ahead of time – I actually had to increase my spending limit in order to register everyone
- Register the garnet teams first (competitive) since they fill up faster than the grey leagues do
- Suggestion: I tried to contact the intramural office last year to see if they could set aside a team in each league for med teams. It has been done in previous years, but I was unfortunately turned down. This said definitely go **introduce yourself to them** at the office because you will likely be in there a lot and it's good if they all know you. I was in contact with Stephanie; she was a godsend on the day of registration.
- I set up my computer outside the intramural office at Montpetit the day of registration, they were there to help me out when the server crashed at around 4pm during volleyball registration
- Here is what I did this year:
 - **Early August**
 - Sent out an email via the VP Social to first years saying that intramural registration will take place two weeks before the actual registration date
 - Send out a similar email to 2nd to 4th year students via the class presidents
 - Sent out a list of the available sports and leagues with a schedule
 - You can just send the link to the intramural website, but first years are kind of needy and it might save you from answering a lot of emails if you just give them the info straight up
 - Make sure you tell them what the difference is between Grey and Garnet
 - I instructed students that a google doc excel sheet would be sent out. There were tabs at the bottom of the sheet for each sport. I needed their name, email address, student number, and shirt size
 - I told them that I would let them know what the final cost would be after I had made the rosters but that it usually it costs about 20-30\$
 - **Mid August**
 - Send a reminder email about registration and post something on facebook
 - Send out the email with the google doc and let the games begin! (to ALL CLASSES – I contacted Blocky2, Blocky3 and Blocky 4 to make sure that the email was sent out at the same time)
 - Remind them what info you need
 - Tell them they must tell you which league (Grey or Garnet) and on which night they'd like to play
 - If I could do this differently I would just make a spreadsheet for every league so you don't have to make rosters. This said, I was able to keep more people happy the way I did it this year
 - Start making rosters (this was a ridiculous amount of work, so if you can think of a better way to do it – go for it)
 - Make sure you have enough girls on the coed teams

- If someone wants to play on Tuesday and there's only enough people on the Thursday team, make sure you email them before you switch them nights
- You have a minimum of 8 people per team for indoor sports and 12 for outdoor sports. There is a maximum of 20 per team
- I didn't max out teams for any of the Garnet leagues; people have complained in previous years that they don't get enough playing time with a full roster. But make sure you have at least a few extra, wouldn't want the team to be forfeiting because of lack of players during exam season
- I contacted the first person on each roster and asked them if they wanted to be the team captain – basically they had to remind the team of their weekly games, email to cancel a game if they knew they'd be short players and sign the score sheets (almost everyone said yes)
- I usually kept the 1st years separate from the 2nd years. Intramurals are also about meeting people, so it's nice for first years to get to know their classmates. This said, there were also mixed teams which is always fun!
- Send out an email to each team with pricing. Let them know that they can send you one payment if they have registered for more than one team
 - I INSISTED that I receive payment before the registration date – I gave people over 2 weeks notice so I thought it was fair
 - I accepted cheques and cash but was clear that I preferred money transfers. They take a bit of time to process, but the transfer is immediate and you have an email trail of everyone's payments
 - Almost everyone paid me on time – please don't let people use the line "we're friends, can I just pay you when school starts?" We have lots of friends, but we also have a \$6000 credit card bill to pay – don't let anyone get away with holding off paying you unless you are 100% ok with it
- **End of August**
 - Registration day – I had already gone to the intramural office in Montpetit to get a tutorial on their new online registration so I got up nice and early and set up camp for the day
 - Registration was staggered, leagues open every 2 hours, bring something to do in between (or go get your bus pass like I did)
 - I would enter all the emails before registration opened for that sport, therefore when the hour mark hits all the info is already there – all I had to do was pick which league I wanted to register the roster for and put in my credit card information

- I cannot stress enough how important it will be for you to label your teams properly – its easy to loose track of them when they're all called "Meds2015"
 - I was very lucky and got all my teams registered. If you are having any kind of difficulty, please do not hesitate to ask the people working at the office – if you keep a smile on your face and say please and thank you – they will be a huge help
 - The server crashed at 4pm – it was almost expected – The intramural office pulled some strings for me
 - You will have students who want to register late for certain sports – you have up to two weeks after games start to modify rosters. It's a little bit of a pain since you have to give people like \$2 back but it didn't happen that often
 - Make sure captains are aware that they must attend the captains meeting
- Take a giant sigh of relief – YOU DID IT!
- Visit the intramural website for general info but go speak to the girls at the intramural office at some point in August: <http://www.geegees.ca/node/431>
- If you're working this summer – you'll probably have to take the day off for registration. Since I was also co-organizing o-week I finished work a week early to finalize everything and I'm glad I did
- Let me know if you have any questions or concerns – I'll be around in August and happy to help if you need me.
- **Winter registration:** I was hoping to organize teams for the winter semester but unfortunately the registration day was the day before our final exam
 - I contacted the captains from the fall teams telling them that I wouldn't be handling registration
 - I sent them all the info they needed including links to the websites etc.
 - I sent a message for everyone to the class presidents letting everyone know that they would have to organize themselves
 - I happily answered emails and phone calls and most teams were able to get a spot for the winter semester

Rehab Gym Basketball/Sports

- Contact Debra Lynn Poirier: dpoirier@ottawahospital.on.ca
- She's in charge of renting out the gym, I would maybe even contact her over the summer to tell her who you are and that you might be interested in renting the gym come September.
- The past 5 years or so there has been basketball once a week, I looked into having pickup soccer but the gym really isn't equipped for anything but basketball
- She will send you a list of availabilities, this year our time slot was from 4:30 to 6pm on Monday nights, and last year from 6pm to 8pm on Wednesdays – I just emailed the people who I knew played and asked them if they had a preference
 - Just a note – the 4 - 6pm time slot is a great one! People are around, they can take a break after studying or come after an elective

- Mondays are fine – but with all the long weekends you end up having a few weeks where there isn't any basketball ☹️
- Keep in mind the PSD and *Clinique Simulée* schedules for both first and second year students
- I had a motion passed this year to include the \$300 gym rental fee into the ASoc office. Fill out the mandatory paper work and the VP Finance will write the cheque
- I wrote weekly reminders about pick up basketball and made sure that everyone was invited. I played as well, but if you're not a basketball player just make sure that some one brings a ball every week and you don't necessarily have to go

MedLaw Games

- At some point, you'll be in contact with two Law reps (Common Law and Civil Law)
- Get it scheduled over the summer, because you need to book Monpetit Hall **early**. Usually October or November works well, just find a date that's best for Meds and Laws in terms of exams. Keep Thanksgiving, exams and OMSW in mind.
 - This year, the law reps weren't as organized as in previous years, so the gym bookings happened a little later than usual, it was the first time we had MedLaw during the winter semester – its usually the weekend after the 1st year foundations midterm
- Usually we book all three gyms (which was not available this year) and play volleyball, dodgeball, basketball and soccer (this year we had to cut out soccer)
 - The point of medlaw is for all students to play every sport – even the ones they're not good at
 - Insist that all teams play every sport – ask the refs to keep an eye out for students who seem to have played more than two games in a row
 - We followed intramural rules – make sure you agree on how many girls on the court etc.
- Book the gym through Luc Payer at the gym (lpayer@uottawa.ca). He was very nice.
- To get the facility rental costs covered, you need to fill out a School Spirit Fund Application. Go to the Gee Gees website, then at the bottom corner of the screen you can click on "School Spirit Council"
 - That will take you to a PDF file, part of which you need to fill out (that's the application)
 - It needs to be submitted to Julie Tam (jtam@uottawa.ca). If she's not the person anymore, she can tell you who is – email her and find out where you need to drop off the application.
- Law people got the t-shirts made last year. Food for the event usually comes from Costco (I picked up bananas, water bottles and cookies) All stuff you can figure out with them!
 - In previous years they also order pizza for after the tournament – up to you guys
- This year, the law students took care of all the finances, I basically collected the money from the med students and handed it over to the law VP Finance

- The Law faculty gets sponsored for this event but our faculty can't. I charged the med students \$20 to participate. The Law faculty contributed a lot more money, but they understood that last year.
- Make sure to book referees for every sport – there is contact information for the intramural referees on their website. Medlaw games tend to get a little heated so they will help keep things civilized
 - I had two hired referees (about \$14 an hour) and a friend of mine who volunteered for the volleyball refereeing
- This year I asked students to email me at 1pm to register; it was a first come first serve basis. This said, I made sure that people knew that some of the games get a little intense but you don't have to have played every sport before (it is a competition after all)
- I sent out a confirmation email to all the participants and asked them to rank their sports for me so I can make the teams (the goal of the tournament is to win as many games as possible so you'll want the teams to divide players equally)
- The MedLaw games trophy will be sitting in the ASoc office – it would be really nice if it stayed there (no pressure)
- We organized a bar night at Honest Lawyer, I therefore suggest to have Medlaw games on a Saturday if possible

Med Games

- They'll contact you first, sometime in the fall. Medgames are usually the first weekend after the Christmas break
 - If they don't contact you by the beginning of October, email them and make sure you're on their contact list
- **T-shirts**
 - We had them made through Avi Bogler (avi@3gmarketing.ca) in Toronto. He was great; I'd go through him again! You can either get someone from Toronto to pick them up for you over the holiday break or get him to ship them to you
 - As of this year, the shirts will have to be bilingual – the VP Administration can help you with that
 - I got the t-shirts approved by our communications office since I was using the Faculty's official seal and logo
 - Make sure you order the t-shirts by early December! I would just order one shirt for everyone based on the registration sizes (ask for them from your Medgames contact) and get a few extra in each size
- **Buses**
 - Organized through Brett Bergman (contact@travelhangar.com).
 - I would go through him again unless you have another idea, he was quite helpful. Just make sure you triple confirm the bus times!!
 - I booked one bus and then did registration using google sign-ups – it worked out extremely well
 - Make sure to have a contact phone number for the bus driver or company – its easy for the bus driver to get lost around the hospital

- The organizers should contact you to let you know that registration for the event will be happening. I think this was in early November. But check the website in case they don't get a hold of you. Once the registration happens, you will get a list of who's in and who's out from the hosts. Then the fun begins!!
- You will have to manage the wait list and substitute people in if there are spots available (students have to go through you)
- You will have to figure out room assignments based on the rooms you get from the hosts.
 - o I asked student to make groups of 4 people and have one person email me with their rooming list
- You will have to collect the money!!!
 - o In previous years the VP Athletics has paid the organizing school – but there was no way I was putting \$24 000 on my credit card so I worked things out with the VP Finance
 - o This year I had organized t-shirts ahead of time so I was able to include the price of the t-shirt (like \$6.50) so students only had to write me one cheque
 - o T-shirts are MANDATORY for all students – make sure everyone knows that (it's a medgame rule)
 - o We sent 217 students this year – It was one heck of an undertaking but definitely doable.
- You will also have to tell the organizer which teams you want to have for the event.
- I really think having team captains for sports was helpful. How you decide who is on each team is up to you. Some people may not want to play anything but most will and I think everyone should be guaranteed at least one sport or event. I used the same kind of google doc from intramural registration
 - o I sent out an email before hand with a link to the booklet and schedule
 - o Ask students to register for 1 to 2 sports only – most sports happen on Saturday so it is not realistic to want to play more then that
 - o You will also have to register people for individual events (track, swimming etc)
 - o I did my best to keep everyone happy, but there were a few students who didn't make it onto the team they wanted
 - o I gave the captain permission to make their team the way they wanted as long as it was fair to everyone (this also takes the pressure off you if a student is cut from a team)
- Keep your emails organized and concise – try not to send out more then you have to (I think people very much appreciated that this year)
- I made and sent out a schedule with all our sports teams and individual events – this was great for people who just came to watch, they knew where and when we were playing
- I had a few conflicts to solve once we got to Montreal to register (people weren't on the list, ordered the wrong package etc) but nothing major
- Once everyone gets to Montreal, breathe a big sigh of relief!! You did it!! **Enjoy it!!**

Dodgebrawl

- This was a fun add on for me this year
- I helped out with an interdepartement dodgeball tournament in November – I worked with Joel Fair, a grad student and the VP social with BMI Student Association
- We had in it early November and there were teams from BMI, CMM, MD, Epidemiology
- It ended up being a smaller tournament than anticipated, but the faculty donated prizes and we received funding from the GeeGees spirit award
- Joel wont be around next year, so it will be up to you if you'd like to continue with this initiative

Other

- You are also a member of counsel so feel free to get involved in working group, put forward motions etc. It really adds to your experience! And who knows – you might decide to become president next year!
- Participate actively in meetings – it makes them go by faster ;)