**BYLAW 6**

**EXECUTIVE ASSISTANTS**

**1. POSITIONS**

1.1 The Executive shall appoint the following executive assistants: one (1) Social Media Coordinator, one (1) Webmaster, one (1) Mentorship Initiative Coordinator, one (1) Student Initiative Fund Coordinator, and Year Representatives.

 1. 2 The Social Media Coordinator shall:

 1.2.1 Demonstratively and regularly update all social media sites that belong to the MHS;

 1.2.2 Work under the Vice-President (External Affairs);

 1.2.3 Demonstratively participate in Events and Promotions Committee meetings.

 1.3 The Webmaster shall:

 1.3.1 Demonstratively and regularly manage and update the MHS website;

 1.3.2 Work under the Vice-President (External Affairs);

 1.3.3 Demonstratively participate in Events and Promotions Committee meetings;

 1,4 The Mentorship Initiative Coordinator shall:

 1.4.1 Manage the recruitment of mentors and mentees;

 1.4.2 Plan mentor-mentee socials;

 1.4.3 Address issues relevant to mentor-mentee issues;

 1.4.4 Work under the Vice-President (Academic);

 1.4.5 Prepare and present to the Executive an agenda for the Mentee-Mentor initiative no later than October 1st;

 1.4.6 Demonstratively participate in MHS Academic Affairs Committee meetings.

 1.5 The Student Initiative Coordinator shall:

1.5.1 Receive, document, and organize all Student Initiative Fund applications;

1.5.2 Report all submissions of Student Initiative Fund applications to the Director of Academics and the Academic Affairs Committee;

1.5.3 Be hired and trained by the Executive no later than May 1st;

1.5.3.1 Be hired and trained in no later than five weeks after the seat for Student Initiative Fund was declared unoccupied;

1.5.3.1 Be replaced in the interim by the Director of Academics when the seat for Student Initiative Fund coordinator is unoccupied;

1.5.4 Facilitate meetings to have Student Initiative Fund applications presented to the Executive for approval;

1.5.5 Present the Student Initiative Fund application to the Executive on behalf of the applicant should the applicant decline to be present during the meeting;

1.5.6 Actively promote the Student Initiative Fund to eligible members;

 Be an active member of the Academic Affairs Committee;

1.5.7 Be required to answer any questions regarding the Student Initiative Fund;

Inform applicants of any final decisions or questions made by the Executive regarding the status and details of their Student Initiative Fund application, and inform applicants of any issues found by the Academic Affairs Committee with their application.