

Here to Help Officer/Director Duties

Executive Board

President

- Attend all H2H meetings
- Serve as face of association (i.e., serve as speaker/representative at mental health events)
- Serve as a College of Public Health representative at University Counselling Services Student Advisory Board
- Work with Vice-president to set agenda for board meetings and distribute among standing board members
- Work with Finance Director to oversee finances (if any)
- Follow-up with committee chairs on agenda/ action items
- Focus and develop partnerships on Diversity, Equity, and Inclusion efforts

Vice President

- Attend all H2H meetings
- Take meeting minutes
- Serve as proxy to the president
- Work with President to set agenda for board meetings and distribute among standing board members
- Provide support to other board members (as needed)
- Follow-up with directors (as needed)
- Update and maintain the meeting minutes repository
- Recruit Directors, Chairs for committees and representatives from CPH student organizations

Finance Director

- Attend all H2H meetings
- Follow up with any financial requirements for that year
- Work with president to oversee the H2H budget
- Set up relation with College of Public Health representative (CPHGSA) to represent H2H on GPAC

Communication Director

- Attend all H2H meetings
- Organize and manage events related to social media
- Manage the H2H email account and relay important communications to the student body
- Update and maintain H2H website and social media
- Work with vice president to recruit Directors, Chairs for committees and representatives from CPH student organizations

Outreach Director

- Attend all H2H meetings

- Needs to be up to date with various mental health initiatives happening across the campus and communicate it with the executive board members
- Establishing relationships with the following university leaders
 - Director of University Counseling Service
 - Associate Director of University Counseling Service
 - Exec Director of Belonging & Inclusion
 - Director for Student Wellbeing and Harm Reduction Initiatives
 - Director for Projects & Partnerships
 - Director for Student Care and Assistance
 - Director for Student Wellness
 - Mental Health Director from Graduate and Professional Student Government (GPSG)

Events Director

- Attend all H2H meetings
- Work with committee chairs to organize and implement event
- Focus on collaboration with student organizations to ensure effective implementation of events
- Work with other directors to ensure effective implementation of events/ initiatives

Committee Chairs

Committees

Additionally, the organization will have three committees (these committees can be expanded as needed):

1. Stigma reduction committee
2. Mental health awareness committee
3. Diversity, equity, and inclusion (DEI) mental health committee

Committee Chair Duties

Duties of the Chairs are as follows:

- Attend all H2H board meetings
- Recruit committee members with representation from all the departments (preferably)
- Conduct meetings (minimum once in a month) with the committee members
- Report committee updates in the meetings
- Organize and manage at least one event per semester

The representatives are elected yearly and will serve as the H2H board for the following year. The immediate past board shall assist the newly elected leaders with tasks as needed in order to allow for a smooth transition during the following academic year. Transition notes must be prepared by the executive board and Chair, which shall be passed on to the incoming board. All H2H executive board members must be enrolled in a graduate plan of study in the College of Public Health.