Hello everyone,

SAMPA is the Students Association of the Masters degree in Politics and Public Administration program. SAMPA’s mandate is to promote the exchange of ideas and personal experiences among students registered in the Masters in Pubic Administration and Masters degree in Politics. This is accomplished by arranging informal social gatherings, guest speakers and provide the forum for political and personal development as well as government initiatives and other forms of student interest.

We are currently recruiting for the following positions. The positions and descriptions are listed below. If you are interested in filling one of the positions please send an e-mail to [SAMPAExec@gmail.com](mailto:SAMPAExec@gmail.com)and cc [umkozar2@myumanitoba.ca](mailto:umkozar2@myumanitoba.ca)indicating which position(s) you are interested in and a brief description of how you would meet the qualifications in the description.

If you have any questions please do not hesitate to send an e-mail or check our website for more information: <https://www.sampamb.ca/>

President

* Responsible for the overall discharge of the duties of the executive and will chair the executive committee meetings and general assembly meetings.

Graduate Students Association Counsellor

* Serve as the representative to the Graduate Student’s Association, University of Manitoba. This position requires a minimum attendance at GSA meetings per semester as stipulated by UMGSA regulations. This position must fill out an end of year financial report and general activities report to be completed by April.

Secretary – Treasurer

* Oversee financial activities of the association and to effect prudent accounting practice in maintenance of all financial transactions.
* Compile and present budget reports at least once per annum or upon request.
* Facilitate timely and effective decision-making and internal communications through preparation and distribution of agendas, minutes, reports correspondence when required.
* Document and maintain record of all executive, general and other special meetings for the viewing by the executive.

Vice President Communications

* Provide effective communications to students, professors, alumni and other associated organization and individuals through timely distributions of communiques.
* Manage SAMPA social media accounts and e-mail.

Vice President Marketing and Special Functions

* Ensure appropriate representation of SAMPA is attained through communiques by liaising with the Vice President Communications.
* Explore potential marketing opportunities for the association.
* Organize and promote special functions of the association such as social gatherings, speaker conferences, elections, general meetings and other functions as required.

Vice President Student Affairs

* To be an advocate of all students in the program (including part-time and MA students).
* Ensure the continuity of operations from year to year through recruitment and nomination of new executives.

IPAC Representative

* Serve as the representative to IPAC (Institute of Public Administration). This position requires a minimum attendance at IPAC meetings per semester.

Thanks, we look forward to hearing from you!

Stephanie Toews

MPA Student

A/President, SAMPA

University of Manitoba

[umkozar2@myumanitoba.ca](mailto:umkozar2@myumanitoba.ca)