

## GETTING STARTED AS A COUNCILLOR

- 1) Notify Joanne, the AMS Admin Assistant ([joannepickford@ubc.ca](mailto:joannepickford@ubc.ca)), that you are a Council member.
- 2) Joanne will add you to the list of Councillors, provide you with some necessary materials, and have you sign a Statement of Office.
- 3) Watch for announcements of orientations.
- 4) Check out committees you want to sit on (the President will send out information); you must seek to sit on at least one. Appointments happen in May and September.
- 5) If you need help with administrative matters, speak to Joanne.
- 6) For information on the rules of Council, speak to Sheldon (Clerk of Council) at [archives@ams.ubc.ca](mailto:archives@ams.ubc.ca). See also [Code and Bylaws](#).