



UNIVERSITY OF BRITISH COLUMBIA
ENGINEERING UNDERGRADUATE SOCIETY

II - EUS Executives

	Committee	Council	Version
Approval	March 3 rd 2023	April 7 th , 2023	3.0.0
Last Modified	March 3 rd 2023	April 7 th , 2023	3.0.0
Last Reviewed	March 3 rd 2023	April 7 th , 2023	3.0.0
Responsible Body		Designated Execs & Volunteers	
Executive Committee		EUS President	

II - EUS Executives

1 Description

The Executives of the EUS shall, as a whole, be responsible for the direction and management of the EUS, subject to the directions of the EUS Council. The Executives shall be responsible to Council and shall act in accordance with any decisions of that body.

2 General Duties

Each Executive Shall:

- 2.1 Be an Active Member of the Society during the term they are serving.
- 2.2 Occupy only one position within the Society and each Executive position shall be occupied by only one Member of the Society
- 2.3 Not occupy any other Executive position within an Ex-Officio or Program Club that holds a seat on EUS Council.
- 2.4 Serve for one full year from May 1 to April 30.
- 2.5 Be expected to dedicate 20 hours or more a week to the Society during their term.
- 2.6 Sit as a voting member on the Board of Governors.
- 2.7 Inform and consult the entire executive on matters related to their portfolio.
- 2.8 Report their actions and decisions to Council and the EUS Executive Committee.
- 2.9 Attend or send a proxy to all assigned Committees and Council meetings.

The Executive Shall Collectively:

- 2.10 Coordinate and administer the day-to-day affairs of the Society.
- 2.11 Ensure the execution of the Council's decisions.
- 2.12 Uphold the Constitution and policies of the Society.
- 2.13 Promote the Society to both EUS Members and the community-at-large.
- 2.14 Mentor potential replacements throughout their term.
- 2.15 Train their replacements at the end of their term and provide them with any relevant files, reports, introductions, and paperwork needed for them to do their role properly.

3 Volunteer Management Duties

Each Executive Shall:

- 3.1 Oversee the Directors, Managers, and Representatives for which they are assigned, as outlined in the EUS Volunteer Manual, and ensure that they fulfill their roles in a satisfactory manner.
- 3.2 Regularly report the activities of their assigned volunteers to the EUS Council.
- 3.3 Ensure the Directors, Managers, and Representatives for which they are responsible are properly trained.

- 3.4 Absorb, re-delegate, or otherwise be responsible where necessary for any and all duties not satisfactorily carried out by those Directors, Managers, and Representatives assigned to them.
- 3.5 In the case where a Director, Manager, or Representative is not filled, the Executive Officer shall absorb, re-delegate, or otherwise be responsible for duties of that position as determined to be reasonable by Council.

The Executive Shall Collectively:

- 3.6 Oversee the volunteer structure as defined by the EUS Volunteer Guidebook.
- 3.7 Report any changes in the volunteer structure to EUS Council via amendment of the EUS Volunteer Guidebook

4 Executive Roles

4.1 President

The President shall serve as the primary representative and voice of the Engineering Undergraduate Society, articulating the mission, vision, direction, and opinions of the Society. The President presides over all affairs of the Society, embedding Equity, Diversity, Inclusivity, and Sustainability in its operations. In particular, the President is tasked with managing and supporting the EUS Executive.

4.1.1 General Duties

- 4.1.1.1 Preside over the affairs of the Society.
- 4.1.1.2 Be the official spokesperson of the Society on all occasions.
- 4.1.1.3 Enforce due observance to the Constitution.
- 4.1.1.4 Absorb, delegate, or otherwise take responsibility for any and all duties that are not adequately performed by other Executives or do not fall within any other Executives' portfolios.
- 4.1.1.5 Report to EUS Council on the affairs of the EUS and on issues related to the portfolio of the President.
- 4.1.1.6 Preside over EUS Extraordinary Meetings

4.1.2 Executive Management

- 4.1.2.1 Supervise the other members of the Executive to ensure that they fulfill their roles in a satisfactory manner and are acting as per the Council's direction.
- 4.1.2.2 Be responsible for coordinating all Executive Awards.
- 4.1.2.3 Responsible for coordinating the Executive Retreat and Transition programming.
- 4.1.2.4 Organize two team development sessions conducted by a third party facilitator once within the first eight months of their term, and once within the last four months of their term.

4.1.3 Volunteers

- 4.1.3.1 Oversee the hiring, orientation, training and appreciation of the society's volunteers

4.1.3.2 Maintain volunteer contact information sheet

4.1.4 On Campus Representation

4.1.4.1 Represent only the official opinion of the Board when acting on behalf of the Society.

4.1.4.2 Represent the Society within the Faculty of Applied Science

4.1.4.3 Represent the Society to other AMS Constituencies.

4.1.4.4 Represent the Society on AMS Council

4.1.5 Assigned Committees

4.1.5.1 BASC Student Advisory Council

4.1.5.2 Elections Appeal Committee

4.1.5.3 ESC Advisory Committee

4.1.5.4 EUS Executive Committee

4.1.5.5 Grand Council

4.1.5.6 PAF Funding Committee

4.1.5.7 PAF Governance Committee

4.1.5.8 Walter Gage Memorial Fund

4.2 Vice President of Academic Affairs

The VP Academic is responsible for all academic and professional affairs of the Society. The VP Academic is responsible for the proper representation of students at functions relevant to the engineering academic experience and curriculum and in liaising with the Faculty of Applied Science regarding such issues.

4.2.1 General Duties

4.2.1.1 Oversee the academic services offered by the Society.

4.2.1.2 Work to improve the academic and university experience for members by representing the Society to the University Administration and Faculty.

4.2.1.3 Represent the Society on joint Student-Faculty Committees, or ensure a representative is appointed to the position.

4.2.1.4 Advocate for support of health and wellness initiatives in the Faculty of Applied Science.

4.2.1.5 Ensure that there is regular communication between the Council and the elected Applied Science Senate Representative.

4.2.2 Curriculum

4.2.2.1 Be responsible for the proper representation of students at functions relevant to the engineering academic experience and curriculum.

4.2.2.2 Act as the Society's first curriculum representative and work in conjunction with the Curriculum Director.

4.2.2.3 Coordinate with program clubs to ensure program curriculum concerns and issues are addressed.

4.2.2.4 Run an annual Engineering Undergraduate Experience Survey and maintain consistent records of data from the survey.

4.2.3 Assigned Committees

- 4.2.3.1 BASC Curriculum Committee
- 4.2.3.2 BASC Faculty Committee
- 4.2.3.3 BASC Student Advisory Council
- 4.2.3.4 EUS Academic Committee
- 4.2.3.5 EUS Executive Committee
- 4.2.3.6 EUS Grand Council
- 4.2.3.7 EUS Scholarship Committee

4.3 Vice President of Administration

The VP Admin of the EUS deals with the day-to-day and operational aspects of the EUS' student spaces. The VP Admin is responsible for managing EUS Bookings and Engineering student space, primarily the Engineering Student Centre (ESC)

4.3.1 General Duties

- 4.3.1.1 Oversee the administrative operations of the Society.
- 4.3.1.2 Assume the administrative duties of the President in the President's absence. This includes management of Policy and Council as well as Sustainability initiatives.
- 4.3.1.3 Distribute Performance Funding in accordance with Department Club Policy in collaboration with the VP Finance.
- 4.3.1.4 Be one of the two UBC/AMS booking representatives for the Society.

4.3.2 ESC Management

Be responsible for coordinating and administering all matters relating to EUS Student Space including but not limited to:

- 4.3.2.1 ESC Bookings
- 4.3.2.2 ESC Maintenance
- 4.3.2.3 ESC Capital Purchases
- 4.3.2.4 Large scale ESC Renovations
- 4.3.2.5 Neatness
- 4.3.2.6 Keys & Security Codes
- 4.3.2.7 Special Projects

4.3.3 Assigned Committees

- 4.3.3.1 ESC Advisory Committee
- 4.3.3.2 EUS Executive Committee
- 4.3.3.3 EUS Events Committee
- 4.3.3.4 New Clubs Committee

4.4 Vice President of Communications

The role of VP Comm is to promote and communicate all activities of the Society. The VP Comm is responsible for managing the digital, print, and media presence of the Society.

4.4.1 General Duties

- 4.4.1.1 Oversee the communication of the activities of the EUS to Department Clubs, EUS Affiliate Clubs, and all EUS members.
- 4.4.1.2 Assume the public speaking duties of the President in the President's absence. This includes email correspondence and any public appearances
- 4.4.1.3 Drive participation in EUS events and activities through direct engagement with students.
- 4.4.1.4 Oversee the collection and production of EUS media including but not limited to photos, video, and graphics.

4.4.2 Communications & Publications

- 4.4.2.1 In co-operation with the Faculty of Applied Science, support and oversee the activities of the e-nEUS Editor.
- 4.4.2.2 Manage and negotiate contracts for printing of the publications like the Handbuk and the Slipstick, and related advertising sales for those publications.
- 4.4.2.3 Maintain a consistent brand identity and messaging among all EUS publications and communications.
- 4.4.2.4 Oversee the social media presence of the EUS, including but not limited to content on the Website, Instagram, and Facebook.

4.4.3 Assigned Committees

- 4.4.3.1 EUS Executive Committee

4.5 Vice President of External Affairs

The VP External oversees all external affairs of the society. This includes relations with regional and national engineering student associations, ex-officio clubs, and the AMS.

4.5.1 General Duties

- 4.5.1.1 Oversee the relationship between the Society and its Affiliate Clubs, Design Teams, and other on-campus External Groups
- 4.5.1.2 Represent the Society on AMS Council
- 4.5.1.3 Assume the external duties of the President in the President's absence. This includes AMS Committees, Department Club relations, and Presidential CFES & WESST Duties
- 4.5.1.4 Be the liaison between the Society and community-at-large and alumni with the assistance of the APSC Alumni Office.

4.5.2 Conferences

- 4.5.2.1 Manage the conference delegate application process.
- 4.5.2.2 Manage logistics around delegate travel and accommodations.
- 4.5.2.3 Attend CFES General Assemblies and represent only the official position of the Council when voting on its behalf.

4.5.3 Sponsorships

- 4.5.3.1 Collaborate with the relevant Executives to find Sponsors for EUS events, services, and spaces

4.5.3.2 Maintain healthy relationships with EUS Sponsors

4.5.4 Professional Engineering Competitions

4.5.4.1 Organize the UBC Engineering Competition

4.5.4.2 Organize EUS Participation in the Western Engineering Competition and Canadian Engineering Competition

4.5.5 Assigned Committees

4.5.5.1 EUS Executive Committee

4.5.5.2 Engineering Design Team Advisory Council

4.6 Vice President of Finance

The VP Finance is responsible for all financial aspects of the Society.

4.6.1 General Duties

4.6.1.1 Oversee the financial operations of the Society.

4.6.1.2 Arrange any payments of Society debts.

4.6.1.3 Distribute Performance Funding in accordance with Department Club Policy in collaboration with the VP Admin.

4.6.2 Financial

4.6.2.1 Ensure that all expenditures made by elected or appointed volunteers and anyone else making purchases on behalf of the Society are fiscally responsible.

4.6.2.2 Appropriately reimburse approved expenditures made on behalf of the Society.

4.6.2.3 Keep the Council informed on the Society's financial status in the form of a written report that is presented to the EUS Council at the end of October, January, and April each year, and as requested by the Council.

4.6.3 Budget

4.6.3.1 Distribute the Society's funds in accordance with the budget.

4.6.3.2 Submit all budgets required by the Vice President Finance of the AMS

4.6.3.3 Assist the other Executive Officers with creating budgets at the beginning of their terms in order to obtain estimates of all proposed expenditures.

4.6.3.4 Work in conjunction with the incoming VP Finance to prepare the following year's budget by the end of their term.

4.6.4 Services

4.6.4.1 Assist and coordinate volunteers to ensure that associated businesses and services are being run as well as possible.

4.6.4.2 This includes, but is not limited to, the ESC Eatery, Red Sales, and other businesses.

4.6.4.3 Be responsible for the organization and implementation of the EUS "Engineer Your Career Fair".

4.6.4.4 Be responsible for the administration and allocation of the EUS Sports Subsidy

4.6.5 Assigned Committees

4.6.5.1 EUS Executive Committee

4.6.5.2 EUS Finance Committee

4.6.5.3 PAF Governance Committee

4.6.5.4 PAF Funding Committee

4.6.5.5 PAF Travel and Conferences Committee

4.7 Vice President of Spirit

The VP Spirit shall strive to increase and promote engineering spirit and community on campus. The VP Spirit oversees traditional EUS events.

4.7.1 General

4.7.1.1 Organize Carolling and supervise the purchase and distribution of gifts for relevant UBC Faculty and Staff

4.7.1.2 Support the operation of the Godiva Band

4.7.1.3 Coordinate the maintenance of all records pertaining to the EUS, both digitally and in hard copy, whenever possible.

4.7.1.4 Coordinate EUS participation in Inter-Faculty and Inter-Constituency Competitions

4.7.2 Orientations

4.7.2.1 Develop a Week E⁰ Calendar with a consultation with the Executive and the Council.

4.7.2.2 Organize all Week E⁰ events.

4.7.2.3 Supervise and plan Engineering Retreat (E-Retreat).

4.7.3 E-WEEK

4.7.3.1 Develop an E-WEEK Calendar with a consultation with the Executive, E-WEEK Committee, and the Council.

4.7.3.2 Organize all competitive and social E-WEEK events.

4.7.3.3 Create a report with recommendations based on E-WEEK feedback.

4.7.3.4 Supervise and plan Engineers Ball (E-Ball).

4.7.4 Charity

4.7.4.1 Supervise and plan EUS Charity Events

4.7.4.2 Organize EUS participation in campus-wide Charity initiatives

4.7.5 Assigned Committees

4.7.5.1 EUS E-WEEK Committee

4.7.5.2 EUS Executive Committee

4.8 Vice President of Student Life

The VP Student Life is responsible for the EUS' general events, broadly divided into alcoholic and non-alcoholic.

4.8.1 General

4.8.1.1 Enhance student life and environment for the EUS membership.

4.8.1.2 Oversee the events coordinated by the Society.

4.8.2 Social

- 4.8.2.1 Be well versed in all University policies and procedures related to events on Campus.
- 4.8.2.2 Be well versed in all BC Liquor Laws and procedures related to obtaining Liquor Licenses on Campus.
- 4.8.2.3 Coordinate all EUS-run parties, including compliance with the above policies and procedures, volunteer organization, and logistical concerns

4.8.3 Sports

- 4.8.3.1 Oversee all sports events of the Society.
- 4.8.3.2 Organize Engineering involvement in UBC REC Events and support department sports representatives.

4.8.4 Events

- 4.8.4.1 Oversee non-alcoholic events of the Society that do not fall under the purview of other Vice Presidents.
- 4.8.4.2 Organize EUS Trivia Nights and the Genius Bowl.

4.8.5 Assigned Committees

- 4.8.6 EUS Events Committee
- 4.8.7 EUS Executive Committee

5 Removal

The removal policy for an Executive Officer can be for any of the following reasons:

- 5.1 Resignation
- 5.2 Absence from three consecutive Council Meetings
- 5.3 Absence from two consecutive Executive Meetings, without justification deemed valid by the Board of Governors
- 5.4 Unsatisfactory performance according to a petition signed by three-quarters of the Board of Governors or one-tenth of the active membership