

MUN Engineering Society Senior Positions and Role Responsibilities

President:

- Prepare agendas (and distribute before meetings)
- Run bi-weekly full executive meetings (opposite weeks of VP meetings)
- Delegate tasks as needed
- Review conference applications
- Support any ongoing events and activities, or any VP/Director as required
- Be an ambassador for MUN Engineering as necessary
- Host Executive Elections as necessary (for both senior and junior positions)

VP External:

- Represent MUN at all General Meetings of the Atlantic Council of Engineering Students (ACES) and the Canadian Federation of Engineering Students (CFES)
- Represent MUN to external organizations
- Liaise between MUN and external groups
- Review conference applications
- Prepare agendas for bi-weekly VP meeting with the External Team (and distribute before meetings)
- Run bi-weekly VP meeting with the External Team (opposite full executive meeting weeks)
- Keep External meeting minutes and share with President within 24 hours
- Manage the External Team: Jr. VP External and Director of Communications

VP Internal:

- Keep full executive meeting minutes & publish to website within 24 hours
- Host a town hall at the beginning of the semester (once per semester) in conjunction with VPA
- Host semesterly meeting with all Engineering student teams & prepare semesterly newsletter for website, faculty and external groups
- Maintain the constitution in conjunction with the opposite society's VPI
- Maintain society google drive

- Prepare agendas for bi-weekly VP meeting with the Internal Team (and distribute before meetings)
- Run bi-weekly VP meeting with the Internal Team (opposite full executive meeting weeks)
- Keep Internal meeting minutes and share with President within 24 hours
- Manage the Internal Team: Jr. VP Internal, Director of Social Events and Director of Sports

VP Academic

- Attend Faculty Council Meetings, Committee of Undergraduate Studies Meetings, and ensure there are reps for all other sub committees
- Maintain contact and communication with Class Representatives (also conduct elections for all class rep positions as necessary)
- Ensure all conference attendees create a powerpoint to summarize takeaways & share with faculty & add to website
- Advocate for students to faculty (host town hall in conjunction with VPI)
- Prepare agendas for bi-weekly VP meeting with the Academic Team (and distribute before meetings)
- Run bi-weekly VP meeting with the Academic Team (opposite full executive meeting weeks)
- Keep academic meeting minutes and share with President within 24 hours
- Manage the Academic Team: Jr. VP Academic, Director of Coop and Director of International Representation

VP Finance:

- Organize all income and expenditures throughout the year and maintain bank balance
- Develop yearly budget for faculty in conjunction with the other society's VPF
- Explore & apply to different conference funding options and relay to VPX as applicable
- Prepare agendas for bi-weekly VP meeting with the Finance Team (and distribute before meetings)
- Run bi-weekly VP meeting with the Finance Team (opposite full executive meeting weeks)
- Keep finance meeting minutes and share with President within 24 hours

- Manage the Finance Team: Jr. VP Finance and Director of Outreach

Director of Social Events:

- Organize student social events such as bus crawls, D-Day, and trivia nights.
- Initiate non-drinking based events
- Procure all items needed for an event and prepare the volunteers

Director of Sports:

- Organize intramurals
- Coordinate Engineering Ball hockey
- Plan/lead all engineering sporting events (softball, dodgeball, etc.)

Director of Outreach:

- Organize fundraisers such as Charity Ball, Christmas Fundraiser and Movember
- Assist with Engineering One student challenges/eng one help center
- Plan Engineering One Orientation (with the help of the Junior VPs)
- Coordinate visits of engineering students to local high schools to promote the engineering program

Director of International Representation:

- Work with VPA and faculty to promote diversity initiatives
- Coordinate with the MUNSU International Student's Representative
- Represent the engineering international student body

Director of Co-op:

- Act as the student liaison between faculty, the co-op office and engineering student body
- Conduct surveys to collect student suggestions concerning the co-op program
- Report updates to the student body on co-op related items
- Address student-raised issues with the co-op to invoke positive change

Director of Communications:

- Facilitate all social media and email accounts
- Design posters/promotional content for events and fundraisers
- Maintain Society website in conjunction with Opposite Society
- Create and distribute Conference Applications

2023 Society Organization Chart

