

Chemical and Biological Engineering Graduate Student Club (CHBE GSC) 2360 East Mall, Vancouver V6T 1Z3
University of British Columbia

INFORMATION GUIDE ON CHBE GSC

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Executive Commmittee 2015/2016

President:	Jun Sian Lee
Secretary:	Lucie Solnickova
VP Comm. & TA Union Rep:	Sonal Ayakar
VP Funds.:	Robertus Dhewangga
VP Academic:	Shiva Madadkhani
VP Social:	Aigerim Ongalbayeva
VP Sports:	Majed Al Amoudi & Fuhar Dixit
Committee members:	Long (Bill) Cheng, Chen Zhao and Roza Ghaemi
MEng Rep:	Lius Daniel
Undergrad Liason:	Frank Nkansah-Boadu
Grad Lounge Manager:	Dara (Saad) Mohammad & Sean Mcbeath

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Call for Engagement of the Graduate Students

As with everything, **your graduate experience is what you make it.**

Therefore, join us (CHBE GSC) and help us help you get what you want.

In addition to having a say on how **money** is spent and making **friends**, you can expect to gain or improve:

- Leadership and communication skills,
- Event organization skills,
- A nice paragraph into your CV.

Visions and Goals of Committee 2015/2016

Visions:

1. To improve the academic and social environment in the department of Chemical and Biological Engineering,
2. To advocate for the graduate students rights at the departmental level,
3. To train the future leaders in a friendly environment.

Goals:

1. To improve the engagement with the graduate students in social and academic activities,
2. To engage faculty and staff members in the decision making process in the CHBE GSC,
3. To organize fun and fulfilling events for the graduate students.

Roles of the Executive Committee of CHBE GSC

All graduate students, as the ordinary members of CHBE GSC, qualify to become part of executive committee of CHBE GSC. In this section, the roles of executive members are clarified.

President	<p>Oversees the events and provides guidance to new committee members.</p> <p>With secretary and other committee members, negotiates an annual full-term budget with the department.</p> <p>Holds the signing authority of the CHBE GSC bank account at Bank of Montreal (BMO).</p> <p>Attends the monthly departmental meeting.</p> <p>Liaisons between the department administration and the graduate students.</p>
VP Funds.	Help with securing fund sources for the grad club
Secretary	<p>Proxy of president at departmental meeting and other meetings in case of president's absence.</p> <p>Assists the president with finance matters, co-signer of CHBE GSC bank account with the president.</p> <p>Handles the day-to-day administrative duties of the Grad Club, such as returns, cash transaction record and other activities.</p>
VP Communications	<p>Manages the CHBE GSC Official website, "The Blog," and its official Facebook Group.</p> <p>Communicates the CHBE GSC and CHBE department events to the graduate students and other members in UBC through posters, electronic displays, and verbal communication.</p>
VP Academics (2 people)	<p>Leads the organization of the monthly Professional Development Seminar (see The Blog for more information).</p> <p>Helps to form the committees for other academic activities, such as 3MT and Research Day.</p> <p>Advocates for the CHBE graduate students' academic improvement.</p>
VP Sports (2 people)	<p>Leads the organization of sport activities.</p> <p>With the help of VP Social, organizes the outdoor activities of CHBE GSC, such as barbecues and hiking trips.</p>
VPs Social (2 people)	<p>Organizes indoor social activities.</p> <p>Leads the organization of the coffee break and CHBE social activities such as Halloween Pumpkin Carving and other festive events.</p> <p>Helps keep the weekly Friday Coffee Break running.</p>
Committee members (3 to 5 people)	<p>These committee members are proactive graduate students who wish to contribute to the activities of CHBE GSC and to support the organization of events.</p> <p>They attend the grad club monthly meeting to provide their opinions and to help out during event organization.</p>

Timeline and Major Milestones of CHBE GSC

Date	Milestones
May 1-31, 2015	<ul style="list-style-type: none"> • Grand opening of the new Graduate Student Lounge in 6th floor of CHBE. • New committee body is formed after the call for participation in the executive team is completed. • Introduction of new executive and committee members. • The executive team has their first meeting to decide the course of actions for 2015/2016 CHBE GSC Term. • Drafts of “CHBE GSC Information Guide”, “Budget”, and “Planned Events” are drawn up. • First summer hiking trip of 2015/2016. • Looking to form Research Day and workshop 2015 Committee [Jun, Adrian,]
June 1-30, 2015	<ul style="list-style-type: none"> • The “Budget” and “Planned Events” drafts are tabled to the department, i.e. Joanne, Marlene and Dr. Ellis. We shall negotiate for their approval and to obtain a speed chart to speed the reimbursement of expenditures. • The improvement on the new CHBE GSC website shall be underway. • Summer BBQ at English Bay.
July 1-31, 2015	<ul style="list-style-type: none"> • Second Hiking Trip.
August 1-31, 2015	<ul style="list-style-type: none"> • Planning for “Graduate Student Reception.” • Planning for Introduction event of CHBE GSC to Faculty and Staff members. • First Townhall meetings of clusters + Leadership Workshop 1 (talk to Dr. Ellis about this)
September 1-30, 2015	<ul style="list-style-type: none"> • Graduate Student Reception (includes career pathway workshop and CHBE online resources workshop) The online resources involves <ol style="list-style-type: none"> (1) how to use CHBE website to get materials from DOC central (2) how to install thunderbird to use the email services (3) how to schedule an event on the website (make sure to introduce yourself to the staff members before you book an event online) (4) item ordering and speed chart • Introduction event to CHBE GSC to Faculty and Staff members. • First Professional Development Seminar of 2015/2016. • Preparation for “Halloween Pumpkin Carving Party.”
October 1-31,	<ul style="list-style-type: none"> • Leadership workshop 2 in October or in November.

2015	<ul style="list-style-type: none"> • Second Professional Development Seminar. • Formation of Sport Team for UBC League. • Halloween Party at the end of October.
November 1-30, 2015	<ul style="list-style-type: none"> • Third Professional Development Seminar. • Salad day or other indoor activities. • Preparation for Christmas Party. Negotiation with Joanne and Dr. Ellis regarding the format of Christmas Party.
December 1-31, 2015	<ul style="list-style-type: none"> • Christmas Lunch for Grad students (50 attendee limit) to meet Faculty and staff members. • Christmas Prom Night (formal event) exclusively for grad students and friends/family (100 attendee limit). • End of term reflection meeting. • Preparation for New year Introduction event.
January 1-31, 2016	<ul style="list-style-type: none"> • New Year Welcome back event to January new students and returning students. • Fourth Professional Development Seminar.
February 1-29, 2016	<ul style="list-style-type: none"> • Fifth Professional Development Seminar. • Chinese New Year Celebration (Monday, February 8, 2016)? (<i>depending on budget</i>). • Second Townhall meetings of clusters (talk to Dr. Ellis about this).
March 1-31, 2016	<ul style="list-style-type: none"> • Sixth Professional Development Seminar. • Persian New Year Celebration (Saturday, Mar 21, 2016)? (<i>depending on budget</i>). • Preparation for Election at the end of April.
April 1-30, 2016	<ul style="list-style-type: none"> • Easter Celebration? (<i>depending on budget</i>). • Election at the end of April (Jun will leave the Grad Club).

Budget

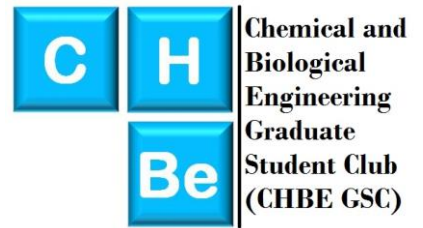
We expect to raise more funds than spending them. The funds in the bank account should be used for contingency, not for casual events.

Funds Available		
Bank	Dep't	GSS
961.50	4230.25	3×300

Item	Proposed spending
SOCIAL EVENTS	
Summer BBQ 1 in End of June	150.00
Foosball Tournament	100.00
Special Coffee Breaks x 10 (end of each month) + cookies	500.00
Christmas Lunch	2,000.00
Christmas Prom	750.00
Summer BBQ 2 and Election	320.00
PROFESSIONAL DEVELOPMENT EVENTS	
September Graduate Day	200.00
January Welcome Back Party	250.00
Professional Development Seminars x4 Leadership workshops x2	600.00
MAINTENANCE & MISCELLANEOUS	
Grad Lounge maintenance	100.00
Others - Meeting snacks - Foosball Tournament - Open to suggestions	150.00
SUM	5120.00

Funding sources:

1. Funds from CHBE Department: up to \$4230.25, spent \$500 for the two summer hiking trip



2. Funds from GSS Events fund for indoor or outdoor events (We have to sign up to become an affiliated grad club and send a representative to GSS):
Up to three \$300 if it is done in CHBE or other locations than GSS building,
Up to \$500 if it is done in GSS building.
3. Funds from APSC on Professional Development Seminars.
4. Donations from staff and faculty members.
5. Donations from graduate students and post-doctoral fellows.

How election is run

Timing: an election shall be run at the end of April before students leave for vacations.

Format: An election shall be an event with refreshment at lunch time.

Position to be contested

Presidential candidates have to search for their team of executives to be contested in the election. Presidential candidates need to submit their platform (written in their elected media) to the election committee to be posted in the Facebook Page.

- President
- Secretary
- VP Communications
- VP Fundraising
- VP Academic
- VP Social
- VP Sports

Presidential candidates give a 2-minute speech (timed) and the executive members give a 1-min speech (timed).

Voting procedure

Option 1: Casting ballots

Option 2: By raising of hand (with green colour paper as “YES” and red paper as “NO”)