

## **ESSA Executive Role Descriptions**

### **VP Administration**

1. VP Administration is responsible for distributing the weekly agenda, recording and distributing meeting minutes, and sending out summary e-mails.
2. VP Administration is responsible for collecting and recording member sign-up and fees.
3. VP Administration is responsible for submitting all membership documentation to AMS.
4. VP Administration is responsible for organizing all bookings (room, projectors, parking passes etc.) for all events.
5. VP Administration is responsible for ESSA room management (maintaining supplies, bookings for study sessions and meetings).
6. VP Administration is responsible for managing all ESSA files (physical records and Google Drive account).
7. VP Administration is responsible for maintaining the monthly event calendars, both physical and electronic copies.
7. VP Administration is responsible for maintaining the Alumni list.

### **VP Finance**

1. VP Finance is responsible for creating an annual budget for ESSA. The preliminary AMS budget is due before September. Once the executive team has set a plan for the year, VP Finance will develop a more detailed budget that includes a fundraising goal.
2. VP Finance is responsible for attending AMS Treasurer Orientation.
3. VP Finance is responsible for providing a weekly bank account update to the executive team.
4. VP Finance is responsible for depositing all membership fees and managing reimbursements.
5. VP Finance responsible for filling out any grants.
6. VP Finance is responsible for sitting on Undergraduate Club Council Finance Committee.

### **VP Communications**

1. VP Communications is responsible for managing the e-mail account and organizing e-mails into the appropriate folders.
2. VP Communications is responsible for managing all internal and external ESSA communications: i.e. all communications between ESSA and the student body, and ESSA and the outside community (administration, organizations, etc.).
3. VP Communications is responsible for compiling and sending out a monthly newsletter to the ENSC student body.

### **VP Promotions**

1. VP Promotions is responsible for maintaining and updating all ESSA social media (Facebook, Blog, Twitter.)

2. VP Promotions is responsible for designing and implementing all advertising campaigns (poster design and distribution, class room announcements).

### **VP Professional Relations**

1. VP PR is responsible for organizing and running ESSA's annual Career Fair. (Second in command will be VP Social).
2. VP PR is responsible for organizing industry/professional talks for the ENSC student body.  
\*Potential project in the coming years: designing and implementing a peer mentoring program.

### **VP Social**

1. VP Social is responsible for the organization and running of at least two social events per term (Welcome Back, Meet-the-Prof, Beer Gardens, EOAS Undergrad events, intramural teams, etc).
2. VP Social is responsible for helping VP PR as needed with Career Fair.

### **VP Academic**

1. VP Academic is responsible for hosting at least two academic events per term (Peer review, degree planning, etc).
2. VP Academic is responsible for organizing and running resume and networking workshops prior to Career Fair.
3. VP Academic, if needed, is responsible for sitting on Curriculum Review Committee.
4. VP Academic is responsible for building and maintaining ESSA library and course materials.
5. VP Academic represents ESSA as a community partner in the Environmental Science Outreach (ESO) program, running the ESO volunteer committee in collaboration with ENVR 400 and Norma Rose Point Elementary School.

### **VP Sustainability**

1. VP Sustainability is responsible for posting at least one volunteering opportunity a week.
2. VP Sustainability is responsible for researching, and posting if found, one intern/work opportunity a week.
3. VP Sustainability is responsible for promoting any sustainability talks/events.
4. VP Sustainability is responsible for connecting with other sustainability related groups on campus.

\*If there is a sustainability project that is of interest to this member, they may also use this position to pursue that project.

### **Grad Rep\***

1. Grad Rep is responsible for communication between the upper year ENSC students and the ESSA executive team.
2. Grad Rep is responsible for compiling and sharing all relevant graduation info to that year's potential grad class. This includes:
  - a. Reminders for science and specialization grad checks

- b. Grad photo dates and reminders, plus any necessary details
  - c. Reminders to apply for graduation
  - d. Publicizing graduation date
  - e. Collecting photos for graduation slideshow
3. Grad Rep is responsible for helping out VP Academic, as needed, with collecting and organizing study materials.
  4. Grad Rep is responsible for organizing an end of the year event for all graduating students. This has consisted of a graduate dinner in the past and will hopefully evolve into a graduate trip in the future.
  5. Grad Rep is responsible for organizing the executive team photo, as well as the gradating class composite with Artona Group.

Note: In past years grad rep has also planned and run grad school workshops, and helped with planning of the Dawson annual semi-formal

**2<sup>nd</sup> and 3<sup>rd</sup> Year Reps\*** (One for each year)

1. Year Reps are responsible for communicating between their respective years and the ESSA executive team.
2. Year Reps are responsible for organizing study sessions as needed for their peers.
3. Year Reps are responsible for organizing and running events/projects to meet the fundraising goal as set out by the Treasurer.
4. Year Reps are responsible for helping out VP Academic, as needed, with collection and organization of study materials.

\*Elected in September

Note: If there are sections of ENVR 200 or 300 in both first and second semester, 2 grad reps from the respective year will be elected in order to ensure an ESSA representative is enrolled in each ENVR course.

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For Presidents description see next page.

## **Co - Presidents**

**Overview:** The president's role is split between two co-presidents. Both members are expected to split the work evenly. Overall their role is to set the direction of the club for the year and enable the executive team to achieve their goals.

### **Responsibilities:**

#### **ESSA Executive Team:**

1. Presidents must develop a focus/goal for the year and present it to the executive team for discussion and approval.
2. Presidents are responsible for ensuring that the executive team develops a schedule for the year within the first two weeks of first term.
3. Presidents are responsible for meeting with each executive member at the beginning of the year to discuss role responsibilities and provide necessary information/guidance.
4. Presidents are responsible for setting weekly agendas and running meetings.
5. Presidents are responsible for checking in regularly with all executives and ensuring that they are completing their duties.
6. Presidents are responsible for facilitating the executive team as it works towards projects/goals.
7. Presidents are responsible for resolving any issues within the team.
8. Presidents are responsible for maintaining club morale and encouraging the executive members.
9. Presidents are responsible for ensuring that ESSA completes all necessary AMS and SUS requirements, including:
  - Attending AMS President's training
  - Ensuring Treasurer completes AMS training
  - Submitting club members list
  - Completing any other tasks set out by AMS/SAC
  - Attending SUS orientation
  - Participating in SUS Science Week
  - Participating in SUS term review events
10. Presidents are also responsible for ensuring that ESSA communicates with the program head of ENSC, and participates/helps out with any necessary events. In the past that has included:
  - Beyond First Year
  - Meet-Your-Major
  - EOAS Welcome Back Event
11. Presidents are responsible for reviewing and updating the executive club roles each year before elections, and senior president is responsible for running elections each March.
12. Presidents are responsible for ensuring that all transition reports are completed and submitted each year.

#### **Undergraduate Club Council (UCC)**

The UCC is made up of representatives from all four undergraduate EOAS clubs: ESSA, G.M. Dawson, GeoRox, and Storm, and the Head of Undergraduate Affairs. Potentially, if they prove sustainable, the oceanography

specialization may create a club and become a voting member of the council. The intent of the UCC is to advocate for and liaise between the EOAS undergraduate student body and the administration. Currently two of the committees are running: the President's Committee and the Finance Committee.

### **The President's Committee**

This committee is made up of the presidents of the undergraduate clubs and the Head of Undergraduate Affairs. The intent of the committee is to promote inter-club interactions, build the EOAS undergraduate student community, and to manage the student lounge space. Duties for the ESSA presidents include:

- Attend bi-weekly meetings
- Attend (subject to availability) monthly departmental meetings
- Help in the planning and running of inter-club events
- Participate, or assign ESSA executive to attend, departmental events. This has included:
  - industry talks (Shell, Chevron)
  - UBC alumni events (RoundUp)

### **The Finance Committee**

This committee is made up of the presidents and treasurers of the undergraduate clubs and the Head of Undergraduate Affairs. The intent of this committee is to evaluate applications to and distribute the Undergraduate Activities Fund (UAF). There are four votes, one for each club. Duties for ESSA presidents include:

- attending 4-5 finance meetings per term
- evaluating UAF applications according to guidelines and rubric
- help to maintain current sources and establish new funding sources for the UAF