A brief overview of the roles and responsibilities of each Semesterly Elected UVic ESS position is outlined in this document. The descriptions of each position is generalised and approximated; each position is only held specifically to the responsibilities outlined in the ESS Constitution and Policy Manual (ess.uvic.ca/about-us/constitution/). For more information, contact the current president at ESSPresident@engr.uvic.ca.
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Glossary

(council member) A person elected in an official ESS General Election for a yearly term.

(ESS) Engineering Students’ Society

(Semesterly Elected) An ESS position elected at an SGM in position for the duration of the elected term

(SGM) Semesterly General Meeting

(UVEC) University of Victoria Engineering Competition

(UVic) University of Victoria
Overview

At the beginning of every semester, certain ESS positions are elected by the student body during an SGM. Persons nominated for these positions are voted by the members attending the meeting and then ratified by the Council. These positions are filled only for the elected term. Note that these positions are not Council positions and do not get voting rights for council decisions. To run for a member of Council, please see the UVicESS_GE_CouncilPositionOverview document, visit ess.uvic.ca/get-involved/, or email the current president at essPresident@engr.uvic.ca for more information.

Nomination

To be nominated for a Semesterly Elected Position, one must have their intention to run addressed verbally, or in writing, to the president during or before the SGM either by themselves or someone else on their behalf. There will be a call to nomination for each position before votes are cast during the SGM; this is the ideal time to nominate yourself or a friend. Someone will then second your nomination. Once nominations are in, time for a speech and questions will be given to each nominee. Written speeches may be read by other members if required. Note that at this time nominees may choose to run as teams instead of individuals. Once the question period is over, nominees will be asked to exit the room while the anonymous votes are cast. All engineering undergrads present may vote.

I.E.:

- Nominate yourself or a friend at the SGM when called upon
- Give a quick speech if desired (recommended)
- Give intentions of running individually or as a team
- Answer crowd questions
- Leave the room for an anonymous vote by engineering undergrads present
- Get elected! Congrats!

Appointed Positions

If one does not get elected or does not want to run for an elected position, there are appointed positions available! These positions are less commitment and are always needed. Ask about being a Director at Large for case by case projects. See the UVicESS_GE_AppointedPositionOverview document, visit ess.uvic.ca/get-involved/, or email the current president at essPresident@engr.uvic.ca for more information.
Semesterly Elected Positions

Below is a brief description followed by a snippet of each roles responsibilities from the ESS Policy Manual. Below that is a brief description of common duties for all positions.

Director of Services
Do you like slushies, ENGR merch, and snacks? Well then thank the tireless work of the Director of Services. Their job is to make slushies every Friday, order and improve any merchandise and swag, and to assist in getting snacks for events. Oh right, and they get the delicious bean juice that keeps engineering students alive and functional.

The Director of Services shall be responsible for:

a) Managing and stocking the ESS Store,
b) Overseeing the design process for new ESS merchandise,
c) Managing and stocking the ESS coffee and tea supply,
d) Ensuring there are slushies in the ESS Lounge on Fridays during a term, and;
e) Managing the ESS Locker System.

Director of Corporate Relations
The Director of Corporate Relations is the money maker of the ESS. They assist the Council in securing sponsorship for anything from UVEC to office improvements. This role is great for gaining experience in communicating and networking with business both engineering and other.

The Director of Corporate Relations shall be responsible for:

a) Acting as the main point of contact between the ESS and local industry,
b) Working to secure sponsorship and industry attendees for relevant ESS events, and;
c) Ensuring that the process for contacting industry members is professional and respectful.

Director of Sports
Each term the ESS hosts an engineering intramural sports team. The Director of Sports acts as the coach and team lead for this team! They also host other sports events like Royals Night. Required for this position: lots of spirit, knows of a sport, can yell.

The Director of Sports shall be responsible for:

a) Organizing a sporting event each term with approval from the Vice President Events,
b) Managing the ESS intramural team(s), and;
c) Ensuring that the ESS pays for the next terms’ intramural team(s) before the end of the term.
**Director of Information Technology (DirIT)**
The Director of IT is the go to IT guy/gal/person that holds the ESS website and computers together. For most engineers, this position is a walk in the park, though, it can still be a good way to brush up on html and managing hardware. No judgements.

The Director of Information Technology shall be responsible for:

a) Managing all online services offered by the ESS, and;
b) Managing all digital tools that the ESS uses

**Director of Publications**
The ESS has a newsletter, it’s semi-serious but mostly fun. The Director of Publications (previously Chief Newsletter Editor) is in charge of finding stories, dank memes, any interesting tid-bits of information, and compounding it into a newspaper-esque format.

The Director of Publications shall be responsible for:

a) Overseeing the creation and publication of the ESS Newsletter at the frequency set by the ESS Council.

**Secretary**
The Secretary takes notes at the Weekly ESS Meetings, but more importantly, takes care of the office plants. This is a very important role as engineers often don’t go outside; they require office plants around them to remind them that nature does indeed exist.

The Secretary shall be responsible for:

a) Taking meeting minutes at ESS Council meetings,
b) Collecting any mail for the ESS from the Engineering Undergraduate Office at least weekly,
c) Ensuring that the ESS Lounge has a plant that is alive,
d) Working with the President to ensure governing documents are updated as required, and;
e) Ensuring that updated governing documents and Council meeting minutes are available to the regular membership in a timely manner.

**Clubs Coordinator**
Organizes monthly Club Council meetings and assists the VP Student Life in advocating and providing support for the many awesome engineering clubs at UVic. *Note: Elected by Clubs Council at Clubs Council Meeting*

The club coordinator acts as the liaison between the ESS clubs and the ESS Council. The roles, responsibilities, and selection of the club coordinator are up to the discretion of the Club Council as outlined in the Club Policy Manual. The club coordinator is not exempt from any rules or regulations outlined in ESS governing documents.
Common Responsibilities for Each Position

All Council members, Semesterly Elected members, and Appointed members are expected to act in an ethical manner with the best interests of the membership at heart. Common responsibilities include Office Hours in which each member who is in class during a given term will be scheduled to be in the ESS Lounge for at least two hours per week to ensure that the ESS Lounge is regularly open to students. Council members and Officers are expected to ensure the following while in the lounge:

- That every person who enters the Lounge is promptly acknowledged in a friendly way,
- That any music or video being played is appropriate and does not contain profanity,
- That anyone in the Lounge act in a respectful manner and do not discuss inappropriate topics,
- That the Lounge is kept clean and organized,
- That they are not wearing headphones or earphones that cover both their ears, and;
- That before the last person leaves the Lounge, the garbage is placed in the bin in the hallway, the coffee heaters are turned off, the computer is not playing anything, and the lights are turned off.
ESS Semesterly Elected Position Roles and Responsibilities Overview

Relevant Links

**ESS Website**
[ess.uvic.ca](http://ess.uvic.ca)

**Constitution and Policy Manuals**

**List of Current Executives with Contacts**

**How to get involved page**
[ess.uvic.ca/get-involved/](http://ess.uvic.ca/get-involved/)

**Council Positions Overview**
UVicESS_GE_CouncilPositionOverview20

**Appointed Positions Overview**
UVicESS_GE_AppointedPositionOverview20

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