



ENGINEERING STUDENTS' SOCIETY

ESS Council Positions Roles and Responsibilities Overview

A brief overview of the roles and responsibilities of each UVic ESS Council position are outlined in this document. The descriptions of each position are 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.





Contents

Glossary	2
Overview	3
Nomination	3
Council Positions	4
President	4
Vice President Internal	4
Vice President Finance	5
Vice President External	5
Vice President Student Life	5
Vice President Communications	6
Vice President Events	6
Vice President Corporate Relations	6
Equity Officer	7
First Year Representative	7
Other Ways to Get Involved	7
Semesterly Elected Positions	7
Appointed Positions	8
Common Responsibilities for Each Position	8
Relevant Links	9



Glossary

Council Member	<i>A person elected in an official ESS General Election for a yearly term.</i>
CRO	<i>Chief Returning Officer</i>
ESS	<i>Engineering Students' Society</i>
Semesterly Elected	<i>An ESS position elected at an SGM in position for the duration of the elected school term</i>
SGM	<i>Semesterly General Meeting</i>
UVEC	<i>University of Victoria Engineering Competition</i>
UVic	<i>University of Victoria</i>



Overview

In the late Spring term, the President and then the rest of the Council is elected by the student body during fair and open general elections which are organized by the Chief Returning Officer and Adjudication Committee. A Council Members term is a year long, starting from the beginning of the Summer term to the end of the Spring term. The Council has direct power over altering the Policy Manual and ratifying other policy decisions such as Semesterly Elected and Appointed Positions. Each Council member also usually has a small team of Semesterly Elected Executives with which they perform their duties and responsibilities. To run for a Semesterly Elected Position, please see the Semesterly Elected Positions document on the ESS [Get Involved Page](#), or email the current president at essPresident@engr.uvic.ca for more information.

Nomination

First, the Presidential elections take place with the rest of the council nominations and elections following the end of the president election period. Note the First Year Representative is elected in the Fall term. To be nominated for a Council Position, a provided nomination form must be filled in and sent to the Chief Returning Officer during the nomination period. Nomination forms, process procedure, and timelines will be provided to every undergraduate engineering student before the nomination period begins. Nomination forms contain information on the individuals platform and the individual themselves to be shared to engineering members.

The Campaign period will follow the nomination period and each last at least 72 hours. Campaigning rules and regulations are strictly set to ensure fairness for any candidates including those with special circumstances or on co-op. An online election period starts near the end of the campaign period and ends at the same time as the campaign period. A time to debate ones platform will be provided before the election period ends.

Once the election period ends, the votes will be made public on the online voting system. The CRO will also distribute the results via email. The individual with the most votes for their position will be ratified into that position starting in the Summer term. Before ratification, campaigns and election processes will be ensured fair by the CRO and an adjudication committee. At any point if the election does not seem fair or the CRO is not acting in good faith, one may bring this problem to the adjudication committee for review.

For more thorough information and explicit guidelines, please see the ESS Constitution Article 6: Elections and Referenda and ESS Policy Manual Article 9: Elections and Referenda. ***In essence, the process is as follows:***

1. Wait for the CRO to request nominations in late Spring (early Fall for First Year Rep)
 - a. Optional: do research on your positions
2. Fill in the nomination form with your platform and information about yourself and send it in to the CRO before the deadline
3. Now that you are an official nominee, review the campaigning guidelines
4. Once campaigning period opens, prepare for the debate and any other campaigning material
5. Remind people to vote in the election during election period



6. Await the results once election period ends
 - a. If any problems arise at any time with the process, another Candidate, or CRO, bring it up with the CRO or the unbiased adjudication committee

Council 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.

President

It goes without saying the President is the most crucial role on the Council. The President is in charge of ensuring the wants and needs of the Engineering Student Body are heard and acted on. This position is responsible for the entirety of the ESS, both internally and externally. At the end of the day, the President is the main representative and is responsible for the actions of the ESS. A large umbrella of responsibilities cover this position, with many of them not explicitly written down. This position works closely with outgoing Presidents to ensure proper transitions.

The President is responsible for:

- a) Ensuring that all positions fulfill their responsibilities, and raising concerns to the Council as a whole when needed,
- b) Maintaining all governing documents for the ESS,
- c) Being the spokesperson for the ESS and the Council during any crisis, and;
- d) Acting as Chair of the Council,
- e) Ensuring that accurate meeting minutes are kept and published of Council meetings, and;
- f) Managing the access to any space the Council is responsible for,
- g) Serving as the Council's representative to the Corporation of the Seven Wardens' Camp 23,
- h) Actively reviewing the ESS' operations to maximize the benefit received by the regular members,
- i) Organizing and running the ESS General Meetings with the support of the Council,
- j) Managing the on-boarding of all Council members,
- k) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- l) Ensuring compliance with all mandates that were passed through a quorate referendum.



Vice President Internal

The Vice President Internal serves as the main point of contact between the ESS Council and the University of Victoria faculty and other University organizations (Department of Engineering or otherwise). The VPI's main responsibility, however, is to advocate on behalf of engineering students to the Faculty. The VPI is there to aid in any issues students may have academically, or with the actions of Faculty members. They also coordinate among the engineering discipline representatives.

The Vice President Internal is responsible for:

- a) Acting as the President during midterm vacancies of the President until such a time as a new Acting President is selected by the Council or a new President is elected,
- b) Serving as the main liaison between the Council and the Faculty of Engineering or other University of Victoria staff,
- c) Advocating on behalf of engineering students to the Faculty of Engineering or other University of Victoria staff,
- d) Coordinating the Discipline Representatives,
- e) Assisting VP Student Life in organising academic tutorials,
- f) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- g) Ensuring compliance with all mandates that were passed through a quorate referendum.

Vice President Finance

The VP Finance is responsible for managing and budgeting the finances of the ESS, and processing invoices when required. It is important that the Student Fees are managed in a respectful and appropriate manner. It is also important that this information is free for all to see.

The Vice President Finance is responsible for:

- a) Managing the finances and accounts of the ESS in accordance with this policy manual,
- b) Drafting a budget every term to be approved at the Semesterly General Meeting,
- c) Ensuring spending is managed in a reasonable and fair manner,
- d) Filing, storing and reimbursing invoices in a timely fashion,
- e) Providing an updated budget on request within one week of receiving a request,
- f) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- g) Ensuring compliance with all mandates that were passed through a quorate referendum.



Vice President External

The primary duty of the VP External is to act as the liaison between the UVIC ESS council and the Western Engineering Students' Society (WESS), the Canadian Federation of Engineering Students (CFES), and Engineers & Geoscientists of BC (EGBC). Through this, the VP Ex is also a point of contact between other engineering student societies. The VP Ex then also becomes very well versed in Policy and Procedures. They are also responsible for communicating with local industry on behalf of the UVic ESS and assisting in organizing UVEC.

The Vice President External is responsible for:

- a) Serving as the Council's representative to the Western Engineering Students' Society, the Canadian Federation of Engineering Students, and Engineers Geoscientists BC,
- b) Communicating on behalf of the UVic student engineering body with other engineering schools and their societies,
- c) Overseeing advertisement of, and organizing delegations to, ESS recognized conferences,
- d) Ensuring UVEC is organized within the standards of this policy manual,
- e) Ensuring competitions are designed and judged fairly and without bias,
- f) Managing relationships with local industry and engineering professionals on behalf of the ESS,
- g) Assisting the Council in the policy writing process,
- h) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- i) Ensuring compliance with all mandates that were passed through a quorate referendum.

Vice President Student Life

The VP SL is responsible for everything involving engineering student life at UVic. This includes engineering club communication, Eng Merch, mental health initiatives, ESS services, ESS space, and overseeing the development of a positive engineering community at UVic. The VP Student Life is the heart and soul of the ESS.

The Vice President Student Life is responsible for:

- a) Serving as the main point of contact for, and overseeing the funding of, engineering clubs,
- b) Managing campaigns to support the health and wellness, including mental health, of engineering students,
- c) Managing the services that the ESS provides to engineering students, including; locker administration, the ESS store, and the academic tutorials,
- d) Managing any space the ESS is responsible for,
- e) Overseeing the development of a positive community within the engineering student body,
- f) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- g) Ensuring compliance with all mandates that were passed through a quorate referendum.



Vice President Communications

The VP Comms is responsible for communicating the work of the ESS to the student body. This position is the conduit for what the student body wants from the ESS, and what the ESS can do for the student body. The VP Comms is thus responsible for the material on the website, social media, advertising material, and any other communicative material for the ESS.

The Vice President Communications is responsible for:

- a) Conveying information about ESS events and services to the membership,
- b) Maintaining the ESS website, social media accounts, and server,
- c) Creating social media, website posts, posters, and advertising material,
- d) Creating and editing of any regular communication published by the ESS,
- e) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- f) Ensuring compliance with all mandates that were passed through a quorate referendum.

Vice President Events

Any events that the ESS holds, were planned and scheduled by the VP Events often with help from other council members. It is important that ESS events are as inclusive as possible and any circumstances that may prohibit an individual's enjoyment be considered. They are also responsible for event safety and the organization of at least one charity event per term.

The Vice President Events is responsible for:

- a) Scheduling and planning of ESS run events,
- b) Organizing at least one charity event per term,
- c) Ensuring that all events run by the ESS are safe for all attendees,
- d) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- e) Ensuring compliance with all mandates that were passed through a quorate referendum.

Vice President Corporate Relations

The VP of Corporate Relations is a mostly self-explanatory position. They assist the Council in securing sponsorship for anything from UVEC to office improvements to events. This role is great for gaining experience in communicating and networking with business both engineering and otherwise.

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.



Equity Officer

The Equity Officer's responsibility is to ensure the ESS is as equitable and fair as possible for engineering undergrads. This includes finding ways to support the minority and marginalized groups in the Engineering industry as a whole.

The Equity Officer is responsible for:

- a) Researching potential changes the ESS could make to support minorities and marginalized groups in engineering,
- b) Reviewing the ESS' operations and raising concerns where anything may limit any individual from benefiting from the ESS' events and services,
- c) Ensuring that the ESS fulfills its responsibilities as laid out in the Student Equity Diversity and Inclusion Committee's Terms of Reference; and,
- d) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- e) Ensuring compliance with all mandates that were passed through a quorate referendum.

First Year Representative

It should be noted first that this position is elected in the Fall instead of late spring. The First Year Rep is the chair on the First Year's Council, and act as a point of contact between the First Year students and the ESS council. They are also responsible for identifying concerns of first year engineering students and working with the VP Internal on these issues.

The First Year Representative is responsible for:

- a) Acting as Chair of the First Year Council,
- b) Acting as the main liaison between first year engineering students and the Council,
- c) Supporting the Vice President Events and the Vice President Student Life with organizing events and services for first year engineering students,
- d) Supporting the Vice President Internal with identifying concerns of first year engineering students,
- e) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- f) Ensuring compliance with all mandates that were passed through a quorate referendum.

Other Ways to Get Involved

Council Positions are a lot work and often aren't ideal for someone just starting to get involved. If one would like to get involved in a lower commitment role they could run for a Semesterly Elected Position, volunteer for an Appointed position, or volunteer as a Director At Large.

Semesterly Elected Positions

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.



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.

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.

The ESS Council explicitly shall direct the business of the ESS in the best interests of the membership and shall:

1. Hold regular meetings (at least 1 per term) that are open to the membership where the Council reports on the activities, business and finances of the ESS and takes questions from the membership.
2. Ensure that the ESS provides value to all Regular Members.
3. Follow all mandates that are passed by referenda.
4. Ensure that all decisions made by the Council are easily available for the members to review in the form of meeting minutes.



Relevant Links

ESS Website

ess.uvic.ca

**Constitution and Policy
Manuals**

ess.uvic.ca/about-us/constitution/

**List of Current Executives
with Contacts**

ess.uvic.ca/about-us/current-executive/

How to get involved page

ess.uvic.ca/get-involved/

Council Positions Overview

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Appointed Positions Overview

[UVicESS_GE_AppointedPositionOverview20](#)

President Contact

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