



SEAM Recruitment 2020-2021

What is SEAM?	2
How do we operate?	3
Co-Chairs	4
Get Involved!	5
Education	5
Communications	5
Internal	5
Outreach	6
VP Positions	7
VP External (3 - 5 hours/week)	7
VP Internal (3 - 4 hours/week)	7
VP Academic (2 - 4 hours/week)	7
VP Finance (1 - 3 hours/week)	8
VP Communications (3 - 4 hours/week)	8
VP Consulting (3 - 5 hours/week)	8
Director and Coordinator Positions	9
Engagement Director (2 - 3 hours/week)	9
Web Director (2 - 3 hours/week)	9
Plumber's Plates Director (2 - 4 hours/week)	9
Social Media Coordinator (1 - 2 hours/week)	10
TISED Coordinator (1 - 2 hours/week)	10
Corporate Communications Coordinator (1 - 2 hours/week)	10
BRIDGE Case Competition	11
BRIDGE Competition Director	11
BRIDGE Logistics Coordinator	11
BRIDGE Communications Coordinator	11
BRIDGE Academics Coordinator	11
Committees	12

What is SEAM?

Sustainability in Engineering at McGill (SEAM) is the sustainability committee within the EUS dedicated to fostering a culture of sustainability in engineering at McGill. The committee and its impact has grown significantly over the last few years and we continue to strive for a more engaged community.

We improve sustainability through 4 main efforts:

Events	Projects	Consulting	Resources
Professional E.g. Speed networking, industry panels and tours	Initiatives we take to improve and promote sustainability around campus E.g. Sustainability policy, green wall, compost bins	Helping other EUS groups to improve their sustainability practices E.g. Plumber's plates referrals, waste management advising, life cycle assessments, event evaluation	Providing information and resources E.g. bi-weekly newsletters, social media posts and resource compilations
Academic E.g. Faculty presentations, SURE networking			
Social E.g. Zero-waste apartment crawl, DIY workshops			Plumber's Plates Dishware Lending Service

How do we operate?

Executive meetings

Who: VPs and co-chairs

What: portfolio specific updates

When: weekly 30-minute meetings, may go to an hour around to events

How: through application and interview in April 2020

Committee meetings

Who: consulting, external engagement, and project-specific members

What: working on projects for a specific topic

When: weekly 30-minute meetings to work on projects for a specific topic

How: sign up in April and September

General meetings

Who: anyone wanting to learn more about sustainability

What: discussion on current sustainability-related topics to learn

When: bi-weekly 30-minute meetings

How: sign up in September

Events

Who: anyone, usually planned by VPs and directors

What: a variety of topics

When: throughout the school year

Co-Chairs

This year's SEAM co-chairs are Annie Coulter and Kalyssa Volk.

Goals

The goals of SEAM will be identified through discussion with the committee, however the chairs this year would like to facilitate:

- ★ Easy and systematic implementation of the EUS Sustainability Policy
- ★ Wider event outreach to EUS and McGill Community
- ★ Solidify past achievements and continue to improve the quality of SEAM events, initiatives, and services
- ★ Encourage and include general members in event planning and execution

Responsibilities

The co-chairs are responsible for:

- ★ Supporting executive members with their portfolios
- ★ Representing SEAM to the general community and acting as spokespeople
- ★ Ensuring smooth operation of the committee

Get Involved!

The following outlines the different ways to be involved in SEAM, along with an estimated time requirement (hours/week).

- Applications for VP Positions will be open until **mid-April**.
- Coordinator, director, and committee applications will be opened at the **end of April**.
- General member recruitment will occur in **September**.

Education

These positions work to help students learn about sustainability.

[VP Academic](#) (2-4 hrs/wk)

[TISED Coordinator](#) (1-2 hrs/wk)

Communications

These positions work to create the communications of SEAM.

[VP Communications](#)
(3-4 hrs/wk)

[Social Media Coordinator](#) (1-2
hrs/wk)

[Web Director](#) (2-3 hrs/wk)

Internal

These positions work within the EUS to promote sustainability.

[VP Internal](#) (3-4 hrs/wk)

[VP Consulting](#) (3-5 hrs/wk)

[VP Finance](#) (1-3 hrs/wk)

[Consulting Team](#) (1-2 hrs/wk)

[Plumber's Plates Director](#) (2-4
hrs/wk)

Outreach

These positions work with non-EUS groups and professionals and non-EUS groups, bringing sustainability in the broader community to students.

[VP External](#) (3-5 hrs/wk)

[Corporate Communications
Coordinator](#) (1-2 hrs/wk)

[Engagement Director](#) (2-3
hrs/wk)

[External Engagement
Committee](#) (1-2 hrs/wk)

BRIDGE Case Competition

Directors from both engineering and management will work together to organize BRIDGE, an annual interdisciplinary case competition where students from both the management and engineering faculties collaborate to solve a pressing sustainability problem. The case is provided by WSP Canada.

[BRIDGE Competition
Director](#)

[BRIDGE Academics Coordinator](#)

[BRIDGE Logistics
Coordinator](#)

[BRIDGE Communications
Coordinator](#)

VP Positions

Average Workload: Depends on the position and the week! Some weeks you might have to commit more time if you are preparing for an event or running one so be prepared to spend more time than usual at those times. Other weeks, you might commit less but still be an active participant in meetings and discussions.

As a VP on SEAM, you will be a representative of SEAM to engineering students as a whole.

You will be expected to attend weekly exec meetings, in addition to the items under your portfolio as outlined here.

VP External (3 - 5 hours/week)

Main Responsibilities:

- ★ Organize SEAM's annual speed networking event with support from committee members
- ★ Introduce students to sustainability-related career paths through networking events, industry tours and tech talks, to name a few
- ★ Work alongside the Corporate Communications Coordinator to reach out to potential partners
- ★ Organize subcommittee meetings to plan your initiatives and discuss ideas with members of the subcommittee

VP Internal (3 - 4 hours/week)

Main Responsibilities:

- ★ Lead SEAM's biweekly general meetings
 - Act as a point of contact between general members and execs to assist with implementation of ideas/projects and involvement
- ★ Apply for sustainable events certification for our events
- ★ Coordinate SEAM's Blues Pub alongside the VP Finance
- ★ Maintain SEAM calendar based on other VP activities
- ★ Work with the Plumbers Plates Director

VP Academic (2 - 4 hours/week)

Main Responsibilities:

- ★ Promote opportunities for student engagement in sustainability by:
 - Working to integrate sustainability related content into the curriculum
 - Organizing sustainability education opportunities with TISED Coordinator

- Promoting SEAD courses and organizing a networking event for students to learn more about SURE projects
- ★ Provide information about SPF (Sustainability Projects Fund) and Applied Student Research (ASR)
- ★ Sit on SEAM's Advisory Board bi-semesterly with SEAM Co-Chairs, faculty and staff members

VP Finance (1 - 3 hours/week)

Main Responsibilities:

- ★ Create, distribute, and periodically update the funds in SEAM's annual budget
- ★ Assist any exec who is seeking funding from annually compiled sources including (but not limited to) the SSMU Environment Fund, MESC Student Initiative Fund, and EUS Student Space Fund
- ★ Research sponsorship opportunities and compile a sponsorship package with the VP External
- ★ Complete deposits and cheque requisitions for SEAM's revenues and expenses
- ★ Coordinate SEAM's Blues Pub alongside the VP Internal

VP Communications (3 - 4 hours/week)

Main Responsibilities:

- ★ Work with Social Media Director to inform of upcoming events and promotional materials needed
 - Coordinate photography and promotion of our events and initiatives
- ★ Create and send biweekly SEAM newsletters
- ★ Inform students of initiatives of interest through the EUS Pipeline, Departmental Newsletters and TeN screens

VP Consulting (3 - 5 hours/week)

Main Responsibilities:

- ★ Conduct trainings for the team on how to consult and how to problem solve
 - Work alongside VP Academic to bring in professionals and professors to teach specific consulting skills
- ★ Organize meeting times, make an agenda and take minutes/notes to send to clients after consultation
- ★ Contact event planning committees and EUS facilities to arrange for check-ins and consultations
 - Coordinate 2 consultants to attend the group's meeting to come up with a concrete plan
- ★ Increase awareness that the team exists and can and should be used by event planning committees
- ★ Continuously brainstorm new ideas to present to the team, and facilitate brainstorming sessions
- ★ Explore opportunities to provide consultation services to external groups

Director and Coordinator Positions

As a director or coordinator on SEAM, you are not expected to attend exec meetings. However, you will be meeting and communicating with your respective VP frequently.

The time commitment indicated beside the position is an average amount of hours you will be asked to give to your role. However, the values may vary depending on the week and the timing of events.

Engagement Director (2 - 3 hours/week)

Main Responsibilities:

- ★ Planning community sustainability initiatives and fun sustainability-related social events within SEAM and the EUS
- ★ Reaching out to the EUS community to promote sustainable events and culture of living
- ★ Working closely with the VP Communications to make these more accessible and engaging to the engineering community

Web Director (2 - 3 hours/week)

Main Responsibilities:

- ★ Maintaining SEAM's website, gathering content, and updating it monthly at minimum
- ★ Thoroughly updating SEAM's wiki page annually, or more often as you like
- ★ Working with VP Communications to find content for the website, and with the rest of the committee to keep the resources page up to date

Plumber's Plates Director (2 - 4 hours/week)

Reports to: VP Internal

Main Responsibilities:

- ★ Overseeing Plumber's Plates, a dishware borrowing service for EUS groups to reduce the use of single-use items at events
 - Making a volunteer schedule and assigning weekly shifts as needed
 - Keeping inventory of all items and organizing where items are held with changes in demand
 - Organizing bookings for use of the Plumber's Plates service
 - Maintaining communication with the EUS VP Services and the EUS Office
- ★ Working with VP Communications and the consulting subcommittee to promote the service to EUS groups

Social Media Coordinator (1 - 2 hours/week)

Reports to: VP Communications

- ★ Create promotional materials for SEAM events to share through our communication channels (e.g. Facebook event covers, website event cards, photo editing, etc.)
 - Experience or interest in graphic design is an asset
- ★ Work closely with VP Communications to post and manage SEAM Facebook
- ★ Assist in promotion of other group's sustainable events/initiatives in engineering
- ★ This is a new position with lots of flexibility on how SEAM promotes its event and engages with the engineering community, bring your ideas!

TISED Coordinator (1 - 2 hours/week)

Reports to: VP Academic

- ★ Execute with the Trottier Institute for Sustainability in Engineering and Design (TISED) for academic events and opportunities
- ★ Work alongside the VP Academic to execute these events
 - *Examples: SEAD course info session (Fall), Sustainability and Research Wine and Cheese (Winter)*

Corporate Communications Coordinator (1 - 2 hours/week)

Reports to: VP External

- ★ Assist the VP External with outreach to our professional network
- ★ Create at least one newsletter per semester to send to the network highlighting the events SEAM has accomplished and the progress that has been made
- ★ Manage SEAM LinkedIn page
- ★ Create a monthly biography of a professional in sustainability

BRIDGE Case Competition

This year's Competition Director is Chloë Ryan.

The BRIDGE Committee will be composed of one director and one of each coordinator from each faculty (2 directors and 6 coordinators). The committee will be chosen by the Competition Directors in Spring 2020.

BRIDGE Competition Director

- ★ Coordinate with the team to ensure the event is planned according to schedule
- ★ Bolster relationships with the sponsor (WSP) and the clubs organizing the events
- ★ Oversee strategic expansion of the competition to other universities in Montreal as well as ensure financial viability
- ★ Responsible for recruitment and selection of portfolio Coordinators
- ★ Responsible for planning and overseeing a large budget

BRIDGE Logistics Coordinator

- ★ Responsible for BRIDGE's logistics, including venue, catering, liquor permit, equipment, technology, registration, etc.
- ★ Organize and manage volunteers
- ★ Responsible to submit reimbursements forms and handle cheques

BRIDGE Communications Coordinator

- ★ Design a unique marketing campaign and logos for the competition
- ★ Work closely with co-chair to increase visibility before, during and after the event
- ★ Recruit students from both faculties to participate-Responsible of communication with participants and team formation
- ★ Technical skills are an asset (Adobe Photoshop, Illustrator,etc)

BRIDGE Academics Coordinator

- ★ Responsible for the academic aspect of the competition including co-writing the case-Work closely with co-chair to design and select a format for the competition, and create case materials-Organize and create workshop content for before the event>Create informational booklet on the case for teams to refer to

Committees

★ Consulting Team

- Led by the VP Consulting through weekly hour-long meetings
- Each meeting is a consultation with a different EUS event planning committee, design team, or facility
- Participate in consulting training run by the VP Consulting
- Optionally participate in case competitions with the team to develop skills
- Under the direction of the VP Consulting, attend external meetings with EUS groups to provide consultation services

★ External Engagement

- Led by VP External and Engagement Director through 30-min weekly meetings
- Exploring corporate and student sustainability initiatives
- Brainstorming events and initiatives to involve EUS community
- Assist with organization and execution of professional events
- Assist with organization and execution of engagement events