MCMASTER ENGINEERING SOCIETY

2026-2027 MES Vice-President Positions

Hi there!

These positions are a great way to get involved with the McMaster Engineering Society. For 68 years, the MES has been dedicated to helping Engineering students learn, experience community and develop their professional skills during their time at McMaster and beyond. We are so excited that you are interested in joining our team!

Below is an overview of what we're looking for this year. These are a few expectations we have for all of our vice-presidents and any other positions.

- Enthusiastic, strong interpersonal skills and strong verbal and written communications skills.
- Able to set personal deadlines and motivate yourself to complete assigned work.
- A team player, who is willing to help others and work together in a manner that provides a safe(r) and inclusive environment.

This document provides a summary and a breakdown of responsibilities of the following Vice-President positions: Academic, Communications, Finance, Internal, Student Life, External. Additional details of each position can be found in our bylaws.

If you have any questions or concerns, please contact us at exec@macengsociety.ca or the individual position holder's email.

Will Scott (He/Him)
2026-2027 President
McMaster Engineering Society

MCMASTER ENGINEERING SOCIETY

Vice President, Academic

Questions? **Email** → Maliha Mahjabin **-** vp.academic@macengsociety.ca

Hours per week (average) : 8-12 hours

General Description & Scope of the Role

The Vice-President, Academic, is responsible for overseeing all academic and professional development initiatives run by the McMaster Engineering Society. They liaise with Faculty and other relevant stakeholders to advocate on issues on behalf of the student body and to organize new initiatives. They are also responsible for hiring and overseeing a team of appointed positions listed below.

Preferred Skills and Knowledge

- Good written and verbal communication skills
- Good organizational skills
- Leadership experience
- Interested in academic-related initiatives and advocacy

Responsibilities Breakdown

General Executive Responsibilities (20%)

- Attend executive team meetings.
- Attend executive-directors team meetings.
- Attend council meetings.

Supporting Appointed Positions (10%)

- The following positions are under the Vice-President, Academic:
    - Director of Academic Resources
    - MacLab Chair
    - Mentorship Coordinators
    - Director of Professional Development
    - Director of First Year Council
    - Special Projects Coordinator
    - Any Pitch Your Own Idea positions that are delegated to the Academic portfolio

- Organize regular meetings with appointed positions for updates and check-in about progress.
- Support positions with their events and initiatives.

Communication/Meetings with Stakeholders and Advocacy (45%)

- Attend meetings with faculty:
    - Undergraduate Curriculum Policy Committee
    - Associate Dean, Undergraduate Studies
    - Assistant Dean, Undergraduate Studies
    - Student Success Centre
    - Department Undergraduate Chairs
    - Department/Program Chairs
- Support students in resolving academic concerns.
- Advocate on behalf of the student body on issues impacting them.
- Meet as needed with other relevant stakeholders: program representatives, program societies, faculty societies, first year representatives.
- Attend any faculty or student-led Ad-Hoc committee meetings.

Academic Initiatives (25%)

- Develop plans over the summer/part of the year for academic-related initiatives that you want to pursue during the school year.

Possible Future Projects

- Academic accommodations summary/flowchart on MES website
- Anything you want to do! :)

MCMASTER ENGINEERING SOCIETY

Vice-President, Communications

Questions? **Email** → Lina ElGheriany **-** vp.communications@macengsociety.ca

Hours per week (average) : 3-10 hours

General Description & Scope of the Role

The Vice President, Communications, is responsible for overseeing all digital and physical MES communications and publications. They work with various roles and committees to ensure all communications are easily accessible, available, and appropriate for the undergraduate Mac Eng student body.

Preferred Skills and Knowledge

- Good written and verbal communication skills
- Good organizational skills
- Leadership experience
- Graphic design experience
- Knowledge of MES publications

Responsibilities Breakdown

General Executive Responsibilities (20%)

- Attend executive team meetings.
- Attend executive-directors team meetings.
- Attend council meetings.

Supporting Appointed Positions (10%)

- The following positions are under the Vice-President, Communications:
    - Frequency Editor(s)
    - Frequency Writer(s)
    - Graphic Designer(s)
    - Handbook Editor(s)
    - Publications Editor
    - Social Media Coordinator(s)
    - TikTok Coordinator(s)

    - Videographer(s)/Photographer(s)
    - Any Pitch Your Own Idea positions that are delegated to the Communications Portfolio
- Organize regular meetings with appointed positions for updates and check-in about progress.
- Support positions with their initiatives.

Overseeing Portfolio Work (60%)

- Ensuring internal work and tasks are distributed and completed on schedule.
- Ensuring that all publications follow accessibility guidelines and are appropriate for printing and distribution.
    - Done alongside the Publications Team.
- Ensuring all social media posts are easy to read and follow the designated theme.
- Proposing and facilitating new initiatives, social media campaigns and takeovers, and ideas.

Supporting Ideas from Other MES Position-Holders (10%)

- Completing requests from other MES position-holders.
    - I.e., Design merchandise.
- Ensuring events and initiatives hosted by the MES (or those the MES partakes in) are covered on social media as applicable. If required, photographers/videographers are also utilized.

Possible Future Projects

- Weekly posts to give an overview of “this week's events” within the Mac Eng community.
- Adding a historical list of Fireball award winners to the website.
- Adding a historical list and review of Mac Eng-hosted conferences to the website.
- Anything else you want to do! :)

MCMASTER ENGINEERING SOCIETY

Vice-President, Finance

Questions? **Email** → Khushi Madhwani **-** vp.finance@macengsociety.ca

Hours per week (average) : 10 - 20 hours

General Description & Scope of the Role

The Vice-President, Finance, is responsible for handling an annual operating budget of one million dollars. This involves drafting the budget over the summer months, holding budget consultation meetings and defending the budget to student groups, MES Council, and the entire student population. Throughout the school year, alongside the Financial Operations Team that the VPF leads, this role manages reimbursements and payments, and the accounting and recordkeeping that goes along with that. The term of VPF is 16 months, with the final four months involving an active transition with your successor, while also completing an audit and tax returns alongside external accounting and auditing firms. This role also involves modernizing and increasing MES' financial capabilities, updating MES' financial policies, and providing support and advice to individuals and student groups on financial best practices.

Preferred Skills and Knowledge

- Experience in a club or team, specifically in a leadership role
- Awareness of the scope of events and activities of the MES and all of the engineering student groups
- Prior administrative experience
- Prior experience with data analysis and/or spreadsheet dashboards
- Interest in financial management

Responsibilities Breakdown

General Executive Responsibilities (10%)

- Attend executive team meetings.
- Attend executive-directors team meetings.
- Attend council meetings.

Supporting Appointed Positions (10%)

- Organize regular meetings with appointed positions for updates and check-in about progress.
- Ensure the Drain Coordinator(s) and Financial Operations Team are able to execute their roles confidently and efficiently.

Reimbursements and Payments (20%)

- Reviewing reimbursement and payment requests.
- Keeping up to date on requests to ensure prompt turnarounds.

Accounting and Record Keeping (20%)

- Ensuring completion of monthly bank reconciliations.
- Maintain up-to-date ledgers.
- Prepare in advance for tax returns and annual audit to ensure faster completion.

Internal Communication (20%)

- Supporting individuals within the MES and Engineering Groups with financial-related questions.
- Providing advice and insight into best practices pertaining to fiscal management.

External Communication (10%)

- Communicating professionally with individuals and groups outside of Engineering (e.g. Faculty, University, MSU, banks, accountants, and auditors).
- Prepare and execute 1:1 meetings.

Miscellaneous Side Quests (10%)

- Overseeing the entire Financial portfolio involves many random things that pop-up, including, but not limited to:
    - Financial policy research and investigation (e.g. CRA documentation, university policy, etc.)
    - Development of new internal financial policies
    - Looking into past financial records for complete or incomplete payments
    - Pursuing new initiatives to continue modernizing MES finances and improve our capabilities

Possible Future Projects

- Stability in tax returns and audit (completing them on time)
- Timely monthly reconciliations
- Continued migration of club accounts to FirstOntario
- Improved Drain record keeping and payments to student groups
- Increased capabilities of the Financial Operations Team
- Anything else you want to do! :)

MCMASTER ENGINEERING SOCIETY

Vice-President, Internal

Questions? **Email** → Armina Aryaie **-** vp.internal@macengsociety.ca

Hours per week (average) : 10-20 hours

General Description & Scope of the Role

The Vice-President, Internal, is responsible for ensuring the proper handling of all physical and digital assets of the McMaster Engineering Society. They ensure smooth communication and support between clubs/teams, handle space allocations and access, as well as plan and run SAGM. This role involves a very operational and administrative portfolio as it covers the needs of clubs, maintains the MES website (which includes hatch booking portal, website, clubs/team portal...) and plans for council meetings.

Preferred Skills and Knowledge

- Experience in a club or team, specifically in a leadership role
- Strong written and verbal communication skills
- Excellent organization and time-management skills
- Knowledge of the different MES physical and digital assets
- Ability to manage and liaise with multiple teams
- Event planning and internal coordination
- Ability to keep calm under pressure and make rational decisions

Responsibilities Breakdown

<u>General Executive Responsibilities (15%)</u>

- Attend weekly executive team meetings.
- Attend monthly executive-directors team meetings.
- Attend bi-weekly council meetings.
- Attend weekly meetings with certain members of Faculty.
- Attend any requested meetings with clubs/teams.

<u>Supporting Appointed Positions (30%)</u>

- The following positions are under the Vice-President, Internal:
    - Administrator
    - Gerald Hatch Coordinators

    - Lounge Coordinators
    - Website Coordinators
    - Trailer Coordinators
    - Infratech Technology Managers (manages the Infratech team)
    - Director of Clubs (manages the Club Support Team)
    - Director of Operations (in charge of rentals and assists you with operations)
    - Any Pitch Your Own Idea positions that are delegated to the VPI portfolio
- Organize regular meetings with appointed positions for updates and check-in about progress.
- Support positions with their events and initiatives.

Operations (30%)

- Handle council and team meeting minutes.
    - Work with the administrator to book and plan council meetings
- Handle space allocations and hatch access - which involves attentiveness to your email and working with the Hub.
- Ensure cleanliness of the MES office and all other MES spaces.
- Liaise with University Health and Safety and ensure all MES and Program Society social activities abide by its guidelines.
- Mitigate any issues that occur in relation to operations.

Event Planning & Student Engagement (25%)

- Oversee any internal or lounge related events.
- Collaborate with other executives to ensure events and initiatives run smoothly.
- Plan the Semi-Annual General Meeting (SAGM) that occurs each semester.

Possible Future Projects

- Continued improvements on Hatch Booking, such as furthering cybersecurity
- Implementing an efficient cleaning schedule for MES spaces
- Always advocate for more space and optimize current space
- Get an MES TRUCK?! (with Faculty approval)
- Anything else you want to do! :)

MCMASTER ENGINEERING SOCIETY

Vice-President, Student Life

Questions? **Email** → Nesa Gonsalves **-** vp.studentlife@macengsociety.ca

Hours per week (average) : 12-20 hours

General Description & Scope of the Role

The Vice-President, Student Life is responsible for representing and improving the lives of the average engineering student. Being the second in command, it is a leadership role that provides support and coordinates the coordinators that provide the engineering experience. The role also organizes large-scale events such as Faculty Frenzy, Back2School Week, Spread the Love Week, and Frost Week, The EVENT, among others. The VPSL role also liaises with other faculties to organize events and improve relations, as well as faculty for UHS approvals and other needs. Lastly, the role oversees and chairs pivotal committees for student policies and the operations of the society.

Preferred Skills and Knowledge

- Extensive leadership experience
- Event planning experience
- Great communication skills
- Crisis management skills
- Knowledge of MES policies and processes
- Critical thinking and flexible leadership
- Financial responsibility

Responsibilities Breakdown

<u>General Executive Responsibilities (20%)</u>

- Attend executive team meetings.
- Attend executive-directors team meetings.
- Attend council meetings.

<u>Supporting Appointed Positions (40%)</u>

- The following positions are under the Vice-President, Student Life:
    - Director of Events
    - Fireball Coordinators

    - Grad Formal Coordinators
    - Sustainability Director
    - Sports Directors
    - Wellness Directors
    - Any Pitch Your Own Idea positions that are delegated to the VPSL portfolio
- Organize regular meetings with appointed positions for updates and check-in about progress.
- Support positions with their events and initiatives.
- Advocating for appointed positions through administrative venues.
- Organizing appointed position appreciation events.

<u>Organize Events (20%)</u>

- Organize, plan, and execute:
    - Faculty Frenzy and aid VPA with Back2School Week
    - Frost Week
    - Spread the Love
    - The EVENT
    - Collaborative events with other clubs/teams within the MES
    - Collaborative events with other faculties
    - Your own initiatives
- Liaise with faculty on UHS matters.

<u>Administrative Work (20%)</u>

- Approving reimbursements with President and VPF.
- Refill hygienic dispensers in Hatch Lobby
- Coordinate popcorn at SAGM
- Serve on the following committees:
    - Coverall Selection Committee
    - Elections Committee
    - Hatch Operating Committee
    - Awards Selection Committee

MCMASTER ENGINEERING SOCIETY

Vice-President, External

Questions? **Email** → Will Scott **-** vp.external@macengsociety.ca

Hours per week (average) : 15-20 hours

General Description & Scope of the Role

The Vice-President, External Relations is responsible for upholding agreements with all external and affiliated organizations on behalf of the MES, and to be a voice representing McMaster Engineering students on Provincial, and National levels. The VP External role attends the Canadian Federation of Engineering Students (CFES) and the Engineering Students Societies Council of Ontario (ESSCO) meetings as the voting member for McMaster. This role also oversees Coordinators for the Leadership and Development Conference (LDC), the McMaster Engineering Competition (MEC), and the Director of Interschool Relations (DoIR). The VP External liaises with the Professional Engineers Ontario (PEO), the Ontario Society of Professional Engineers (OSPE), and other external organizations that would provide benefit to McMaster Engineering Students.

Preferred Skills and Knowledge

- Administrative organization
- Logistics planning experience
- Effective communication skills (both written and oral)
- Crisis management skills
- Knowledge of MES policies and processes
    - Knowledge of Robert's Rules of Order
- Critical thinking and flexible leadership
- The ability to put the opinions and views of the majority above their own

Responsibilities Breakdown

General Executive Responsibilities (10%)

- Attend executive team meetings.
- Attend executive-directors team meetings.
- Attend council meetings.

Supporting Appointed Positions (15%)

- The following positions are under the Vice-President, External:
    - LDC Coordinators
    - MEC Chair(s)
    - Director of Interschool Relations
    - Any Pitch Your Own Idea positions that are delegated to the VPX portfolio
- Organize regular meetings with appointed positions for updates and check-in about progress.
- Support positions with their events and initiatives.

Oversee Event Organization (10%)

- Oversee the organization, planning, and execution of:
    - Leadership Development Conference (LDC)
    - McMaster Engineering Competition (MEC)
    - External Facing Events (with other Universities)

Administrative Work (25%)

- Chair the Coverall Selection Committee, and all coverall event and individual applications.
- Oversee all delegate selections for ESSCO and CFES Conferences:
    - Choose and Chair the Delegate Selection Committee.
    - Grade applications and interviews of all conference candidates in a timely fashion.
- Serve on the following committees/councils:
    - Coverall Selection Committee
    - Conference Delegate Selection Committee
    - CFES Voting Council
    - ESSCO Voting Council

External Organization Responsibilities (40%)

- Attend all ESSCO and CFES Conferences where voting council meetings are hosted.
    - Attend all Affiliate conferences as head delegate or send an appropriate head delegate.
- Attend all monthly ESSCO TC (teleconference) Meetings.
- Attend all Quarterly Online CFES Meetings/events.

- Attend any and all ESSCO and CFES training events/meetings.
- Liaise and keep in contact with External Organizations (ie.OSPE, PEO).

Possible Future Projects

- More awareness and information about conferences and external events at SAGM
- Improvements to the Coverall Selection Committee
- Addition of appointed positions to inspire more external events and collaborations with other universities
- Improvements to the Delegate Selection Committee
- Increased advocacy efforts to better represent student needs
- Anything else you think :)