

University of British Columbia



ENGINEERING UNDERGRADUATE SOCIETY

Volunteer Manual

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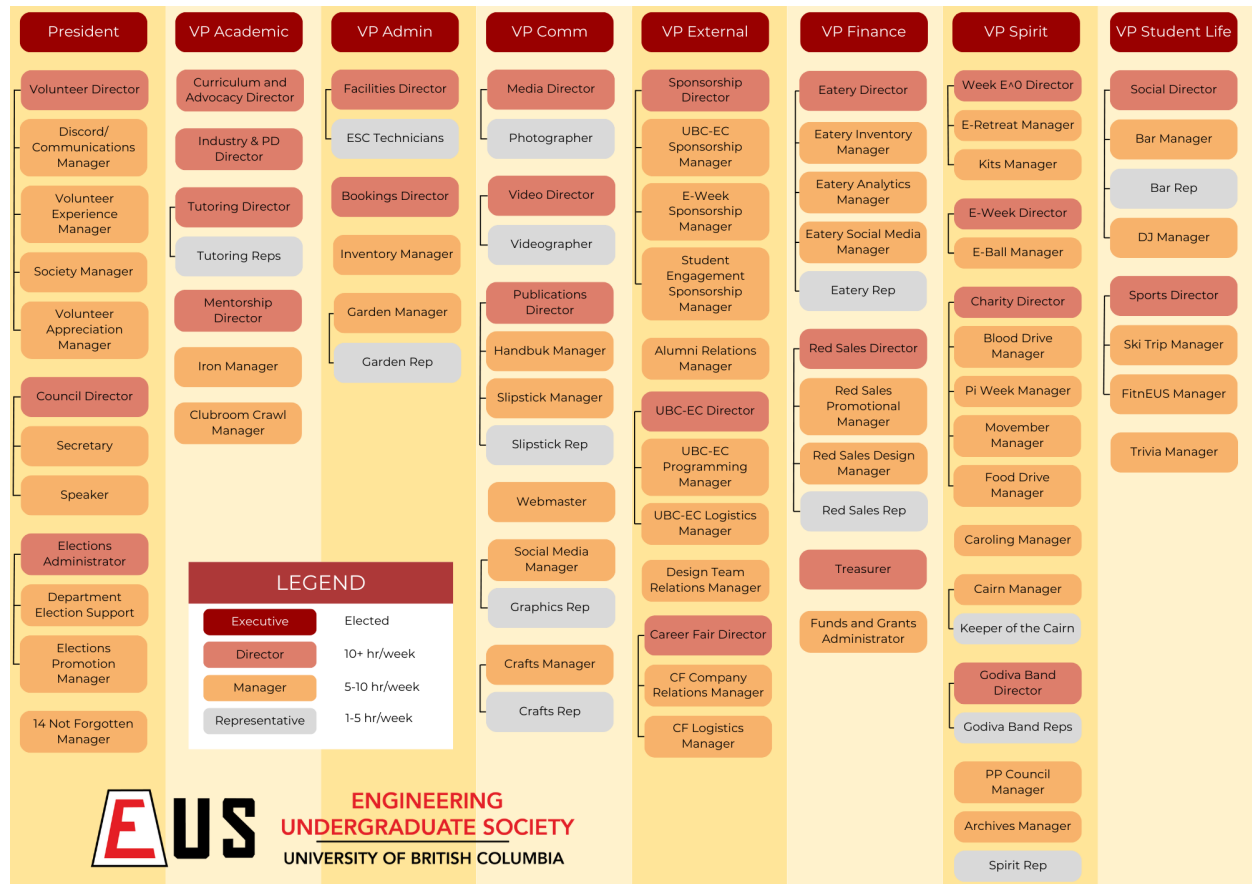
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1 Org Chart



2 Volunteer Hierarchy

2.1 Executive

The Executives of the EUS shall, as a whole, be responsible for the direction and management of EUS, subject to the directions of the EUS Board of Governors. Executives are further described in the policy manual.

2.2 Directors

Directors are the highest non-elected volunteers in the Society. One person should occupy each position but Co-Directors may be appointed for the position with approval from the EUS Council.

2.2.1 Duties

Each Director shall:

1. Be an Active Member of the Society during the term they are serving.
2. Shall receive the approval of council to hold more than one position.
3. Serve from when appointed by Board to April 30.
4. Receive direction from the Executive Officer to which they are assigned.
5. Be expected to dedicate 10 or more hours a week during the academic term.
6. Uphold the Constitution and policies of the Society.
7. Ensure the Managers and Representatives for which they are responsible are properly trained and fulfill their roles in a satisfactory manner.
8. Regularly report their activities and the activities of their assigned volunteers to the Executive Officer to which they are assigned.
9. Absorb, re-delegate, or otherwise be responsible where necessary for any and all duties not satisfactorily carried out by those Managers and Representatives assigned to them.
10. In the case where a Manager or Representative is not filled, the Director shall absorb, re-delegate, or otherwise be responsible for all duties of that position.
11. Promote the Society to both the EUS Members and the external community.
12. Coordinate with executives and other directors as needed to ensure the logistics of their event or service are carried out.
13. Train their replacements at the end of their term and provide them with any relevant files, reports, introductions, and paperwork needed for them to do their roles effectively.

14. Have other duties as assigned.

2.3 Managers

Managers are the mid-level volunteers in the Society. The Managers shall consist of the following positions. One person should occupy each position but Co-Managers may be appointed for the position with approval from the EUS Council.

2.3.1 Duties

Each Manager shall:

1. Be an Active Member of the Society during the term they are serving.
2. Shall receive the approval of council to hold more than one position.
3. Serve from when appointed by Board to April 30.
4. Receive direction from the Executive Officer and Director to which they are assigned.
5. Be expected to dedicate approximately 5 to 10 hours a week during the academic term.
6. Uphold the Constitution and policies of the Society.
7. Ensure the Representatives for which they are responsible are properly trained and fulfill their roles in a satisfactory manner.
8. Regularly report their activities and the activities of their assigned volunteers to the Director and Executive Officer to which they are assigned.
9. Absorb, re-delegate, or otherwise be responsible where necessary for any and all duties not satisfactorily carried out by those Representatives assigned to them.
10. In the case where a Representative is not filled, the Manager shall absorb, re-delegate, or otherwise be responsible for all duties of that position.
11. Coordinate with executives, directors, and other managers as needed to ensure the logistics of their event or service are carried out.
12. Promote the Society to both the EUS Members and the community-at-large.
13. Train their replacements at the end of their term and provide them with any relevant files, reports, introductions, and paperwork needed for them to do their roles effectively.
14. Have other duties as assigned.

2.4 Representatives

Representatives are the entry-level volunteers in the Society. The Representatives shall consist of the following positions. Multiple individuals may be appointed into each of these roles upon the approval of the Executive.

Duties

Each Representative shall:

1. Be an Active Member of the Society during the term they are serving.
2. Serve from when appointed by the Executive to April 30.
3. Receive direction from the Executive Officer, Director, and Manager to which they are assigned.
4. Be expected to dedicate approximately 5 hours a week or as necessary during the academic term.
5. Uphold the Constitution and Policies of the Society.
6. Regularly report their activities to the Manager, Director, and Executive Officer to which they are assigned.
7. Promote the Society to both the EUS Members and the community-at-large.
8. Have other duties as assigned.

3 Volunteer Descriptions

3.1 President Portfolio

The President's portfolio contains the following volunteers:

Directors	Managers	Representatives
• Volunteer Director • Council Director • Elections Administrator	• Discord/ Communications Manager • Hiring Manager • Society Manager • Volunteer Appreciation Manager • Secretary • Speaker	

	• Department Elections Support Manager • Elections Promotion • 14 Not Forgotten Manager	
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3.1.1 Volunteer Director

The Volunteer Director shall:

1. Coordinate the annual EUS Volunteer Orientation and Volunteer Appreciation events.
2. Maintain the ESC Society office for use by all EUS volunteers.
3. Organize recruitment and scheduling of volunteers, including applications for Directors, Managers, and Representatives as well as general volunteers as directed by the Executive.
4. Maintain a database of EUS volunteer contact information.
5. Oversee bi-annual Volunteer Experience survey.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	None	Volunteer Experience Manager Discord and Volunteer Communications Manager Society Manager Volunteer Volunteer Appreciation Manager	None	None

3.1.2 Volunteer Experience Manager

Duties

The Volunteer Experience Manager shall:

1. Organize recruitment of volunteers year-round, including but not limited to: summer hiring, Iron Pin, E-Week, etc.
2. Maintain a database of EUS volunteer information.
3. Run bi-annual EUS Volunteer feedback survey.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Volunteer Director	None	None	None

3.1.3 Discord and Volunteer Communications Manager

Duties

The Discord and Volunteer Communications Manager shall:

1. Maintain the internal EUS Discord server.
2. Maintain a regular newsletter with EUS volunteering opportunities and EUS event advertisement.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Volunteer Director	None	None	None

3.1.4 Society Manager

Duties

1. Maintain the EUS Society office for use by all EUS Directors and Managers.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Volunteer Director	None	None	None

3.1.5 Volunteer Appreciation Manager

Duties

The Volunteer Appreciation Manager

1. Coordinate annual EUS Volunteer Appreciation events, including: All Volunteer Appreciation, Volunteer Mixer, and EUS Awards Night.
2. Plan and organize volunteer community-building events throughout the year.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Volunteer Director	None	None	None

3.1.6 Council Director

Duties

The Council Director shall:

1. Be responsible for facilitating Council activities and interactions.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	None	None	Secretary Speaker	EUS Council

3.1.7 Secretary

Duties

The Secretary shall:

1. Be the official minute taker for EUS Council, Grand Council meetings and Student Advisory Council meeting.
2. Assist in any other tasks as requested by the Council Director.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Council Director	None	None	EUS Council

3.1.8 Speaker

Duties

The Speaker shall:

1. Preside over certain meetings of the Society according to Robert's Rules.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Council Director	None	None	EUS Council

3.1.9 Elections Administrator

Duties

The Elections Administrator shall:

1. Be responsible for organizing and coordinating all Society elections and referenda.
2. Be responsible for ensuring adequate advertisement of elections information, in conjunction with the Publicity Director.
3. Take direction from the Board in cases where the Elections Administrator requests direction.
4. Shall be the penultimate authority in all election decisions. The EA's decisions may be repealed by the EUS Board, which may be repealed by the AMS Council.
5. Oversee and ensure execution of EUS Elections Policy 9.0.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees

President	None	None	None	None
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3.1.10 Department Election Support Manager

Duties

The Department Election Support Manager shall:

1. Work with Department clubs to standardize Election timelines and voting platforms.
2. Help advertise Department Elections.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Elections Administrator	None	None	None

3.1.11 Elections Promotion Manager

Duties

The Elections Promotion Manager shall:

1. Coordinate voting initiatives for all relevant elections, referenda, and AGMs.
2. Lead voting awareness campaign for all relevant elections, referenda, and AGMs.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	Elections Administrator	None	None	None

3.1.12 14 Not Forgotten Manager

Duties

The 14 Not Forgotten Manager shall:

1. Organize 14 Not Forgotten meeting in September with APSC.
2. Attend December 6th committee meetings
3. Ensure there are speakers for 14 Not Forgotten
4. Choose MC for ceremony
5. Liaise with President on all 14 Not Forgotten matters.

6. Work with VP Comm and APSC Marketing/Communications to ensure sufficient poster, facebook group and other advertising materials
7. Ask Student Development Officer to send email blasts to faculty and staff leading up to the event

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
President	None	None	None	None

3.2 VP Academic Portfolio

The VP Academic's portfolio contains the following volunteers:

Directors	Managers	Representatives
• Curriculum & Advocacy Director • • Mentorship Director • Tutoring Director	• Iron Manager • Clubroom Crawl Manager • Academic Archivist Manager	• Tutoring Representative

3.2.1 Curriculum & Advocacy Director

Duties

The Curriculum & Advocacy Director shall:

1. Under the direction of the VP Academic, follow up on concerns raised at Student Advisory Council.
2. Conduct background research on relevant academic issues.
3. Assist the VP Academic in analyzing relevant survey results and preparing recommendations.
4. Assist the VP Academic in advocating for the Health and Wellness needs of UBC Engineering students.
5. Assist the VP Academic with other academic initiatives as required.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Academic	None	None	None	EUS Academic Committee Grand Council Student Advisory Council

3.2.2 Mentorship Director

Duties

The Industry & Professional Development Director shall:

1. Liaise with the APSC Professional Development office in running professional development events and opportunities for constituents.
2. Represent the Society to Engineers and Geoscientists of British Columbia (EGBC), including attending monthly Vancouver Branch meetings and attending the EGBC AGM as the Society's representative.
3. Liaise with visiting companies.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Academic	None	None	None	Conferences Committee Events Committee

3.2.3 Iron Manager

Duties

The Iron Manager shall:

1. Oversee the coordination of all activities concerned with the Iron Ring Ceremony.
2. Be responsible for the Iron Pin Ceremony and all tasks as outlined in the Iron Pin Ceremony Policy Section 12.3.
3. Maintain a list of all department Grad Reps. If no rep exists, the club president will act as the primary point of communication.
4. Coordinate with program Grad Reps to ensure information is adequately communicated to all graduating students.
5. Coordinate with program Grad Reps to organize an official after-grad event.
6. Communicate with the Faculty on scheduling of Iron Ring.
7. Compile lists of graduating students and the fees owed by Clubs for Iron Ring and Slipsticks, and share these lists with the Publications Director and VP Finance in a timely manner.
8. Work with program Grad Reps to facilitate grad headshots.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Academic	None	None	None	

3.2.4 Tutoring Director

Duties

The Tutoring Director shall:

1. Be responsible for the tutoring and exam preparation events of the Society
2. Coordinate the logistics of the EUS' tutoring and exam preparation events, including but not limited to hiring tutors, preparing session material, and booking rooms.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Academic	None	None	Tutoring Representative	None

3.2.5 Tutoring Representative

Duties

The Tutoring Representatives shall:

1. Be responsible for assisting the Tutoring Director in the coordination of tutoring and exam preparation events.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Academic	Tutoring Director	None	None	None

3.2.6 Clubroom Crawl Manager

Duties:

The Clubroom Crawl Manager shall:

1. Plan and organize PP Clubroom Crawl, to help first years connect with upper years of all disciplines and learn about each program.

Assigned	Assigned	Assigned	Assigned	Assigned
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Executive	Director	Managers	Representatives	Committees
VP Academic	None	None	None	None

3.3 VP Administration Portfolio

The VP Administration's portfolio contains the following volunteers:

Directors	Managers	Representatives
• Bookings Director • Facilities Director	• Inventory Manager • Secretary • Speaker	• ESC Technician • Garden Representatives

3.3.1 Bookings Director

Duties

The Bookings Director shall:

1. Shall be registered as one of the two booking representatives of the Society.
2. Be responsible for coordinating all bookings of the Society.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Admin	None	None	None	None

3.3.2 Facilities Director

Duties

The Facilities Director shall:

1. Provide general upkeep, maintenance, operation, improvement and expansion of the Society's Student Space. This includes both the interior and exterior of the ESC, as well as the courtyard.
2. Establish and organize a list of interested volunteers to assist and work in and around the Society's Student Space.
3. Plan, execute, and report to the Board on the operation and expenditure for the Society's Student Spaces.

4. Coordinate the activities of the ESC Technician to ensure continuous operation of any computers, printers and other devices in use by the Society.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Admin	None	None	ESC Technician	None

3.3.3 ESC Technician

Duties

The ESC Technician shall:

1. Be responsible for maintaining the Societies technology.
2. Purchase and install useful software, with permission from the Executive.
3. Setup and teardown audio/visual equipment for EUS events.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Admin	Facilities Director	None	None	None

3.3.4 Inventory Manager

Duties

The Inventory Manager shall:

1. Maintain running inventory of items within the ESC, purchasing items when restock is needed.
2. Develop and maintain good relationships with relevant food and beverage distributors.
3. Work with the assigned Executive to determine the price of goods and services provided through vending machines, arcade machines, and at relevant events.
4. Assist executives with any special purchases pertaining to their portfolios.
5. Possess a BC Class 7 driver's license (N license) or equivalent
Drive places buy shit

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Admin	None	None	None	None

3.3.5 Garden Representatives

Duties

The Garden Representative shall:

1. Maintain and upkeep the ESC garden.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Admin	None	None	None	None

3.4 VP Communications Portfolio

The VP Communication's portfolio contains the following volunteers:

Directors	Managers	Representatives
• Media Director • Video Director • Publications Director	• Webmaster • Social Media Manager • Handbuk Manager • Slipstick Manager • Crafts Manager	• Graphics Representative • Crafts Representative • Photographer • Videographer • Slipstick Representative

3.4.1 Media Director

Duties

The Media Director shall:

1. Be responsible for coordinating all media for the Society, excluding video.
 - a. In the event the Video Director is not hired, the Media Director shall assume their role in coordinating video media.
2. Organize the attendance of photographers at all EUS Events.
3. Maintain the storage of recent EUS media and ensure that media is uploaded to the appropriate digital arenas such as facebook albums or flickr.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees

VP Comm	None	None	Photographer	None
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3.4.2 Photographer

Duties

The Photographer shall:

1. Take pictures at all EUS Events attended.
2. Ensure proper storage and easy accessibility of all pictures taken through collaboration with the Media Director.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	Media Director	None	None	None

3.4.3 Video Director

Duties

The Video Director shall:

1. Develop EUS Video Media Content and share it to the student body through the appropriate channels, such as the Facebook Page or Youtube.
2. Be responsible for the content and operation of the EUS Youtube Channel.
3. Update the EUS Youtube several times per term including videos of events, EUS initiatives, and other EUS media.
4. Oversee the Videographers and
5. Ensure all videos published contain accurate information on the society, and follow current EUS branding.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	None	None	Videographer	None

3.4.4 Videographer

Duties

The Videographer shall:

1. Be responsible for assisting the Video Director in the creation and editing of videos for the Society.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	Video Director	None	None	None

3.4.5 Publications Director

Duties

The Publications Director shall:

1. Coordinate all publications of the Society, including, but not limited to the Handbuk (agenda), and the Slipstick (yearbook).
2. Ensure deadlines are met for all publications.
3. Assist the associated manager in the collection of content for each publication.
4. Proof, to the best of their abilities, publications for any inaccuracies. As such, be familiar with the operations of the EUS.
5. Oversee the production of professional quality publications in line with current EUS branding.
6. Assist with finalizing details as necessary, and assist the associated managers in the training of their volunteers.
7. Coordinate with the publishing company to ensure Publications will be available in a timely manner.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	None	Slipstick Manager Handbuk Manager	Slipstick Representative	None

3.4.6 Handbuk Manager

Duties

The Handbuk Manager shall:

1. Design and edit the Society's Annual Agenda (the Handbuk).
2. Organize volunteers to assist in the editing process.
3. Ensure the accuracy of the information on the events and services of the Society and Ex-Officio clubs, and collect information as needed from all members of the Council.
4. Design and work Publications Director to create a page ladder, layouts, and any graphics associated with the slipstick.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	Publications Director	None	Handbuk Reps	None

3.4.7 Handbuk Representative

Duties

The Handbuk Representatives shall:

1. Create layouts, graphics, and content for the Handbuk alongside the Handbuk Manager.
2. Edit and proof the Handbuk pages in a timely manner.
3. Provide ideas and inputs towards stylistic changes in the Handbuk.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	Publications Director	Handbuk Manager	None	None

3.4.8 Slipstick Manager

Duties

The Slipstick Manager shall:

1. Coordinate the sale, distribution, and printing of the Slipsticks.
2. Design and work with the Slipstick Representatives and Publications Director to create a page ladder, layouts, and any graphics associated with the slipstick.
3. Train Slipstick Representatives to assist in the editing process creating the yearbook.
4. Coordinate with the Program Clubs to ensure that each club submits content.

5. Provide adequate training and documentation to Slipstick Representatives to ensure Program Club content is complete and ready on time.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	Publications Director	None	Slipstick Representatives	None

3.4.9 Slipstick Representative

Duties

The Slipstick Representatives shall:

1. Create layouts, graphics, and content for the Slipstick alongside the Slipstick Manager.
2. Edit and proof the yearbook pages in a timely manner.
3. Provide ideas and input towards stylistic changes in the yearbook.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	Publications Director	Slipstick Manager	None	None

3.4.10 Webmaster

Duties

The Webmaster shall:

1. Be responsible for the content and operation of the EUS Website.
2. Update the EUS website frequently to advertise for upcoming events and services as directed by the Executive and Board.
3. Create the E-WEEK and WEEK E^O websites.
4. Ensure all EUS websites are easy to navigate, contain accurate information on the operation of the society, and follow current EUS branding.
5. Maintain all aspects of our domain names, ubcengineers.ca and ubcengineers.com
6. Manage the EUS email accounts and forwarders.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
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VP Comm	None	None	None	None
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3.4.11 Social Media Manager

Duties

The Social Media Manager shall:

1. Maintain the Society's social media presence, including, but not limited to, Twitter, Facebook, Instagram, and Snapchat.
2. Maintain a schedule for online posts ensuring the promotion of major annual events such as Week E^O or E-WEEK.
3. Accurately represent the society whenever posting content online.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	None	None	None	None

3.4.14 Graphics Representative

Duties

The Graphics Representatives shall:

1. Create designs for print materials, such as posters, flyers and banners, for the advertisement of Society events and activities.
2. Create designs for merchandise, such as t-shirts, mugs, hats and patches, for sale by Red Sales or for use as promotional material for distribution during Society events or activities.
3. Assist with the creation of graphics for the Society's websites and social media activities.
4. Ensure that advertisements for Society events and activities are widely distributed and visible across campus.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	None	None	None	None

3.4.15 Crafts Manager

Duties

The Crafts Representative shall:

1. Create craft projects approved by the VP Communications to enhance society spirit, function, organization, or image.
2. Offer new ideas and artistic vision to the EUS for craft projects.
3. Display all EUS physical publications.
4. Coordinate Crafts Representatives.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	None	None	Crafts Rep	None

3.4.16 Crafts Representative

Duties

The Crafts Representative shall:

1. Create craft projects approved by the VP Communications to enhance society spirit, function, organization, or image.
2. Offer new ideas and artistic vision to the EUS for craft projects.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Comm	None	Crafts Manager	None	None

3.5 VP External Portfolio

The VP External's portfolio contains the following volunteers:

Directors	Managers	Representatives
• Sponsorship Director • UBC-EC Director • Career Fair Director	• UBC-EC Sponsorship Manager • E-Week Sponsorship Manager • Student Engagement Sponsorship Manager • Alumni Relations Manager	

	• UBC-EC Programming Manager • UBC-EC Logistics Manager • Design Team Relations Manager • CF Company Relations Manager • CF Logistics Manager	
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3.5.1 Alumni Relations Manager

Duties

The Alumni Relations Manager shall:

1. Develop relationships between Engineering Alumni and current students.
2. Coordinate an annual alumni event.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	None	None	None	None

3.5.2 Design Team Relations Manager

Duties

The Design Team Relations Manager shall:

1. Maintain relationships between the Society and Design Teams, functioning as a liason between the associations.
2. Support Design Teams when possible.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	None	None	None	None

3.5.3 UBC-EC Director

Duties

The UBC-EC Director shall:

1. Be responsible for the coordination and implementation of UBC Engineering Competition, including but not limited to:
 - a. Working in collaboration with sponsorship team to secure sponsors
 - b. Creating and implementing programming
 - c. Finances
 - d. Logistics

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	None	UBC-EC Programming Manager UBC-EC Logistics Manager UBC-EC Sponsorship Manager	None	None

3.5.4 UBC-EC Programming Manager

Duties

The UBC-EC Programming Manager shall:

1. Coordinate the programming for each competition of UBC-EC.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	UBC-EC Director	None	None	None

3.5.5 UBC-EC Logistics Manager

Duties

The UBC-EC Logistics Manager shall:

1. Coordinate the logistics for UBC-EC, including but not limited to:
 - a. Bookings
 - b. Catering
 - c. Team organization

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	UBC-EC Director	None	None	None

3.5.6 Sponsorship Director

Duties

The Sponsorship Director shall:

1. Develop and maintain good relationships with all current and potential sponsors.
2. Coordinate and acquire various sponsorships for the Society.
3. Track all running sponsorships and contacts for the Society.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	None	UBC-EC Sponsorship Manager E-Week Sponsorship Manager Student Engagement Sponsorship Manager	None	None

3.5.7 UBC-EC Sponsorship Manager

Duties

The UBC-EC Sponsorship Manager shall:

1. Acquire and manage sponsorships for UBC-EC.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
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VP External	Sponsorship Director UBC-EC Director	None	None	None
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3.5.8 E-Week Sponsorship Manager

Duties

The E-Week Sponsorship Manager shall:

1. Acquire and manage sponsorships for E-Week.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External VP Spirit	Sponsorship Director E-Week Director	None	None	None

3.5.9 Student Engagement Sponsorship Manager

Duties

The Student Engagement Sponsorship Manager shall:

1. Acquire and manage sponsorships for parties and large scale EUS events.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External VP Student Life	Sponsorship Director Social Director	None	None	None

3.5.10 Career Fair Director

Duties

The Career Fair Director shall:

1. Be responsible for the coordination of the "Engineer your Career" Fair, including but not limited to:
 1. Contacting companies
 2. Scheduling

3. Finances
4. Creating sponsorship package
2. Coordinate with UBC Careers and APSC Pro-D in planning of the Career Fair.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	None	None	CF Company Relations CF Logistics Manager	None

3.5.11 Career Fair Company Relations Manager

Duties

The Career Fair Company Relations Manager shall:

1. Contact companies via email or cold calling
2. Help Director run “Engineer Your Career” Fair event

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	Career Fair Director	None	None	None

3.5.12 Career Fair Logistics Manager

Duties

The Career Fair Logistics Manager shall:

1. Create tracking documentation
2. Help Director run “Engineer Your Career” Fair event
3. Coordinate with VP Communications portfolio regarding event advertising
4. Assist Director wherever needed

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP External	Career Fair Director	None	None	None

3.6 VP Finance Portfolio

The VP Finance's portfolio contains the following volunteers:

Directors	Managers	Representatives
• Eatery Director • Red Sales Director • Treasurer	• Funds and Grants Administrator • Eatery Inventory Manager • Red Sales Promotional Manager • Red Sales Design Manager	• Eatery Representative • Red Sales Representative

3.6.4 ESC Eatery Director

Duties

The ESC Eatery Director shall:

1. Be responsible for the coordination of the ESC Eatery.
2. Set the Menu for the Eatery in consultation with the EUS Executive.
3. Designate hours of operation for the ESC Eatery.
4. Be responsible for adequately training the ESC Eatery Representatives.
5. Track Eatery financials on a weekly basis.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	None	None	Eatery Representative	None

3.6.5 Eatery Inventory Manager

Duties

The Eatery Inventory Manager shall:

1. Track inventory of the Eatery, creating grocery lists and restock lists.
2. Do as-needed grocery runs for the Eatery.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	Eatery Director	None	None	None

3.6.6 ESC Eatery Representative

Duties

The ESC Eatery Representative shall:

1. Be responsible for assisting in the coordination of the ESC Eatery.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	Eatery Director	None	None	None

3.6.7 Funds and Grants Administrator

Duties

The Funds and Grants Administrator shall:

1. Be responsible for assisting the EUS VP Finance in the collection and review of applications for the EUS' funds and grants.
2. Answer any questions about the EUS' funds and grants.
3. Administer the EUS' funds and grants including, but not limited to the:
 - a. EUS Sports Subsidy;
 - b. Ex-Officio Initiatives Fund;
 - c. Club Benefit Fund;
 - d. Design Team Engagement Awards; and,
 - e. Program Club Engagement Awards.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	None	None	None	

3.6.8 Red Sales Director

Duties

The Red Sales Director shall:

1. Be responsible for the purchase and sale of Engineering sweaters, jackets, and other paraphernalia.
2. Work with their assigned Executive to create a budget.
3. Maintain a minimum number of open store hours, as directed by the Executive.
4. Be responsible for the purchase, safe storage, and tracking of EUS-controlled patches on behalf of the Executive.
5. Not distribute EUS-controlled patches without the explicit permission of the Executive or relevant director.
6. Ensure that volunteer patches are available and that Executives submit lists of eligible recipients in a timely fashion.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	None	None	Red Sales Representative	None

3.6.9 Red Sales Design Manager

The Red Sales Design Manager shall:

1. Create designs for merchandise, such as t-shirts, mugs, hats and patches, for sale by Red Sales.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	Red Sales Director	None	None	None

3.6.10 Red Sales Promotions Manager

Duties

The Red Sales Promotions Manager shall:

1. Main the Red Sales instagram and social media presence to keep students up to date with special sales and hours.
2. Launch promotional campaigns to create hype around Red Sales.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	Red Sales Director	None	None	None

3.6.11 Red Sales Representative

Duties

The Red Sales Representatives shall:

1. Be responsible for assisting in the operation of Red Sales.
2. Assist the Red Sales Director in holding store hours and selling paraphernalia.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	Red Sales Director	None	None	None

3.6.12 Treasurer

Duties

The Treasurer shall:

1. Be responsible for aiding the VP Finance in the organization and submission of reimbursements.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Finance	None	None	None	None

3.7 VP Spirit Portfolio

The VP Spirit's portfolio contains the following volunteers:

Directors	Managers	Representatives
• E-Week Director • Godiva Band Director • Week E^O Director • Cairn Director	• Carolling Manager • E-Retreat Manager • Kit Manager • E-Ball Manager • Blood Drive Manager • Movember Manager • Pi Week Manager • Food Drive Manager	• Godiva Band Representative • Spirit Representative • Keeper of the Cairn

	• Archives Manager • PP Council Manager	
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3.7.1 Carolling Manager

Duties

The Carolling Manager shall:

1. Be responsible for organizing the EUS Carolling student event.
2. Organize the purchase and distribution of gifts to the list of external individuals who have contributed to the EUS.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	None	None	Spirit Representative	None

3.7.2 E-Week Director

Duties

The E-WEEK Director shall:

1. Be responsible for the organization of E-WEEK.
2. Ensure the planning and execution of all events during E-WEEK.
3. Coordinate the Spirit Representatives.
4. Co-chair the EUS E-WEEK Committee.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	None	None	Spirit Representative	None

3.7.3 E-Ball Manager

Duties

The E-Ball Manager shall:

1. Organize logistics for Engineer's Ball, including catering, seating, and ticket sales.

Assigned	Assigned	Assigned	Assigned	Assigned
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Executive	Director	Managers	Representatives	Committees
VP Spirit	E-Week Director	None	None	None

3.7.4 Godiva Band Director

Duties

The Godiva Band Director shall:

1. Manage and organize the members of the Godiva Band.
2. Be responsible for rental, purchase, acquisition and distribution of any sheet music or instruments.
3. Ensure that the Godiva Band performs at important Spirit events held by the Society, as directed by the Executive.
4. Ensure that appropriate patches are distributed to participants in a timely manner, in conjunction with the Red Sales Manager.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	None	None	Godiva Band Representative	None

3.7.5 Godiva Band Representative

Duties

The Godiva Band Representatives shall:

1. Be responsible in aiding the Godiva Band Director in the organization of the Godiva Band.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	Godiva Band Director	None	None	None

3.7.6 Week E^0 Director

Duties

The Week E^0 Director shall:

1. Be responsible for coordinating the Week E^O Events and activities as outlined in Week E^O Section 12.1.
2. Work with the Elections Administrator to promote First Year Elections.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	None	None	Spirit Representative	None

3.7.8 Kits Manager

Duties

The Kits Manager shall:

1. Handle ordering and procurement of E-Week kits, and all items within kits.
2. Collaborate with Ex-Officio clubs to include any flyers and promotional materials.
3. Organize and execute distribution of kits to all first year Engineering students.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	E^O Director	None	None	None

3.7.9 E-Retreat Manager

Duties

The E-Retreat Manager shall:

1. Work in collaboration with the VP Spirit to organize logistics regarding camp booking.
2. Organize transportation to and from E-Retreat.
3. Plan and lead programming during E-Retreat.
4. Take an active role in volunteer recruitment and training for E-Retreat.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	E^O Director	None	None	None

3.7.10 Spirit Representative

Duties

The Spirit Representatives shall:

1. Be responsible for assisting the Week E⁰ Director in organizing events.
2. Be responsible for assisting the Carolling Manager in organizing Carolling.
3. Be responsible for assisting the E-Week Director in organizing E-Week.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	E-WEEK Director, Week E ⁰ Director	Carolling Manager	None	None

3.7.11 Cairn Director

Duties

The Cairn Director shall:

1. Oversee the Cairn and ensure it is always properly restored after any vandalism.
2. Manage the Keepers of the Cairn.
3. Ensure Cairn paint supply of the Society is always well-stocked.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	None	None	Keepers of the Cairn	None

3.7.12 Keepers of the Cairn

Duties

The Keepers of the Cairn shall:

1. Be responsible for painting the Cairn back after vandalism.
2. Be responsible for painting the Cairn for specific events.
3. Work with Facility Director to purchase painting materials

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representative	Assigned Committees
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VP Spirit	-None-	-None-	-None-	-None-

3.7.13 Charity Director

Duties

The Charity Director shall:

1. Plan and organize at least 2 charity initiatives for the Society each term.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	None	Blood Drive Manager Movember Manager Pi Week Manager Food Drive Manager	None	None

3.7.14 Blood Drive Manager

The Blood Drive Manager shall:

1. Organize Blood Drive initiatives on behalf of the Society, both independently and for cross-campus initiatives.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	Charity Director	None	None	None

3.7.15 Movember Manager

The Movember Manager shall;

1. Organize Movember initiatives on behalf of the Society, both independently and for cross-campus initiatives.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	Charity Director	None	None	None

3.7.16 Pi Week Manager

The Pi Week Manager shall:

1. Organize Pi Week initiatives on behalf of the Society.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	Charity Director	None	None	None

3.7.17 Food Drive Manager

The Food Drive Manager:

1. Organize Food Drive initiatives on behalf of the Society.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	Charity Director	None	None	None

3.7.18 Archives Manager

Duties

The Archives Manager shall:

1. Be responsible for overseeing the Archives of the Society.
2. Compile and store both physical and electronic historic engineering memorabilia.
3. Ensure safe storage of copies of all of the Society's publications, and all other official documents produced by the Society.
4. Ensure all archived documents are stored in an organized and easily accessible fashion.
5. Work with the webmaster to ensure digitized archives are accessible to the public.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
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VP Spirit	None	None	None	None
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3.7.19 PP Council Manager

Duties

The PP Council Manager shall:

1. Oversee the PP Council and assist with both transition and event planning.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Spirit	None	None	None	None

3.8 VP Student Life Portfolio

The VP Student Life's portfolio contains the following volunteers:

Directors	Managers	Representatives
• Social Director • Events Director	• Trivia Manager • Sports Manager • Bar Manager • DJ Manager	• Bar Representative

3.8.1 Social Director

Duties

The Social Director shall:

1. Plan and organize the Society's Social events, particularly those that involve alcoholic licenses and bands.
2. Remain well versed with BC Liquor Laws, Food Safe procedures, ESC bookings, and related policies of such on Campus, and ensure all assigned Managers, Representatives, and General Volunteers are aware of the relevant laws and procedures
3. Will be required to obtain a Serving it Right Licence upon appointment, with costs covered by the EUS

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Student Life	None	Bar Manager	None	Event Committee

		DJ Manager		
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3.8.2 DJ Manager

The DJ Manager shall:

1. Coordinate the booking of DJ's for EUS parties.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Student Life	Social Director	None	None	None

3.8.3 Bar Manager

Duties

The ESC Bar Manager shall:

1. Organize and maintain a list of Bar Representatives for the Society's events.
2. Ensure there are sufficient Bar Representatives at all of the Society's events.
3. Maintain the ESC Bar and other equipment.
4. Will be required to obtain a Serving it Right license upon appointment, with cost covered by the EUS
5. Ensure all Bar Representatives are properly trained, including assisting the Social Director in organizing Serving it Right training for assigned Representatives.
6. Remain well versed with BC Liquor Laws, and related policies of such on Campus, and ensure that all assigned Representatives and General Volunteers are aware of relevant laws and procedures.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Student Life	Social Director	None	Bar Representative	None

3.8.4 Bar Representative

Duties

The ESC Bar Representative shall:

1. Assist in the operation of ESC Bar equipment.
2. Actively attend the Society's social functions to perform bartending duties.

3. Will be required to obtain a Serving it Right license upon appointment.
4. Remain well versed with BC Liquor Laws, and related policies of such on Campus.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Student Life	Social Director	ESC Bar Manager	None	None

3.8.5 Events Director

Duties

The Events Director shall:

1. Oversee any non-alcoholic community building events and sports initiatives.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Student Life	None	None	None	None

3.8.6 Trivia Manager

Duties

The Trivia Manager shall:

1. Plan and organize at least 3 trivia events for the Society each term
 - a. This include Genius Bowl once per year
2. These events will be focused on community building and non-alcohol primary
3. Shall maintain and update a list of trivia questions

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Student Life	Events Director	None	None	None

3.8.7 Sports Manager

Duties

The Sports Manager shall:

1. Organize sporting events for the Society.
2. Coordinate with UBC Recreation Intramurals in promoting engineers' participation in sporting events.
3. Organize at least three inter-departmental sporting events per year.

4. Coordinate the Society's participation and efforts to win the UBC Recreation Triple Crown.

Assigned Executive	Assigned Director	Assigned Managers	Assigned Representatives	Assigned Committees
VP Student Life	Events Director	None	None	None