

Science FUNdamentals University of Manitoba

Executive Roles

2026-2027

President

This position can only be filled by an individual who has been a Science FUNdamentals executive for a minimum of 1 year. The SciFUN President is expected to be the contact person for UMSU, attending Assembly of Club Executives (ACE) Meetings, as well as Board of Student Groups (BOSG) Meetings on behalf of SciFUN. The President must also be the contact person for the Science FUNdamentals UofA branch. The President must provide direction to the group, resolving conflicts when necessary, and advising and/or overriding executive decisions whenever required. The President must preside over all club meetings and prepare a meeting agenda before every meeting. The President must maintain order of the executive committee and support the other executive members in their tasks through reminders, advice, and assistance. The President is also responsible for ensuring that the club is compliant with its constitution and UMSU regulations.

Vice-President

The Vice President is responsible for recording minutes during Executive Committee meetings, cultivating and maintaining partnerships and sponsorships, and identifying and applying for grant opportunities. This role also involves addressing and resolving issues among volunteers, executives, teachers, and participating schools. The Vice President is required to attend weekly meetings, support recruitment efforts, and assist with overall club operations. In the absence of the President, the Vice President will assume responsibility for chairing and hosting club meetings. Additionally, the Vice President serves as a signing authority for SciFUN and supports the President and other members of the executive team in fulfilling their duties. The role includes overseeing the planning and execution of FUNday at the University of Manitoba, as well as supervising committees of Science FUNdamental volunteers assigned to specific aspects of FUNday preparation.

Finance Director

The Finance Director is responsible for constructing a balanced, feasible budget for the academic year. They will also reimburse volunteers/exec by writing cheques and manage, handle and store the receipts, bank statements and other financially sensitive information of Science FUNdamentals. They will also help to predict future financial goals for fundraising and donations. They must file taxes every year. They are also in charge of seeking and filling out grant and sponsorship applications such as long-term funding from industry, university associations, and/or faculties. They will also be writing and mailing tax receipts to donors. They are also responsible for planning and organizing fundraisers for Science FUNdamentals. These fundraisers may take various forms, and in previous years have included bake sales, t-shirt sales, dance fundraisers, and cookie dough tub sales. For this, they may assemble and lead a committee within the executive to plan and orchestrate events. The Finance Director must attend weekly meetings and aid in recruitment and club operations.

Co-Volunteer Director (2)

As the Volunteer Director, the main role is pairing volunteers up with each other and with a teacher/school and troubleshooting any volunteer issues that may arise throughout the school year. This position requires a large time commitment during the months of August, September, October and January - most of the time is spent determining volunteer pairings. Throughout the months of September and January, the Volunteer Director is also involved with volunteer recruitment and reaching out to both new and returning volunteers as well as continuous development of the application/interview process. The Volunteer Director will coordinate volunteer selection by reviewing interview results with the rest of the Executive Committee. They are responsible for managing the SciFUN point system, and keeping track of all the volunteers to make sure they meet the minimum requirement of 3 points. Lastly, this position is responsible for continuing to work on the development of a community atmosphere for the program, including implementation of a volunteer appreciation program through social events and awards. The Co-Volunteer Director must attend weekly meetings and aid in recruitment, fundraising, and club operations.

Activities Director (2)

As the Activities Director, you will be responsible for designing new demo ideas and adding components to existing demonstrations that are affordable, safe, entertaining and relevant to the curriculum. Working with a partner, this position requires a large time commitment in the summer and a steady commitment throughout the year. Your duties in the summer involve improving existing demos by test running each one to assess viability, as well as incorporating demo evaluation feedback provided by volunteers. During the year, you will be responsible for creating physical demonstration bins and performing inventory, maintaining supplies, assisting other executives on how to lend out equipment and to check it upon return. In addition to your role in the organization you will be part of the FUNday planning committee which we plan to start in the upcoming school year. Additionally, you will be creating new demos and making sure all demos are in working order with up-to-date safety information. The Activities Director must attend weekly meetings and aid in recruitment, fundraising, and club operations.

External Director

The External (Academic) Director is responsible for overseeing classroom and external volunteer opportunity recruitment for Science FUNdamentals. There is a larger time commitment over the summer months, and especially in the months of August and September, with variable time commitment throughout the academic year. They will be responsible for maintaining professional contact with all teachers and resolving conflicts that arise between volunteers and classrooms. The External Director must attend weekly meetings and aid in recruitment, fundraising, and club operations.

SciFUN Day Director

The SciFUN Day Director is responsible for the planning, coordination, and execution of the annual SciFUN Day event, typically held in March. SciFUN Day is an annual event where youth and families will come to the campus and experience a day full of events such as many experimental demonstrations, tours of different laboratories, kid-friendly talks from professionals, and the immersion in a University science setting. This role involves developing the overall event structure, including scheduling, participant capacity, and collaboration with student groups, faculty, and external partners. The Director leads the recruitment and management of a dedicated SciFUN Day team, facilitating regular meetings to track progress and ensure alignment on event objectives. A key component of the role includes securing funding through sponsorships and grants, both within the University of Manitoba and from external organizations, as well as developing and maintaining a comprehensive event budget. Throughout the planning process, the SciFUN Day Director oversees logistics such as venue bookings, registration systems, volunteer coordination and training, inventory management, and promotional activities. The Director is also responsible for maintaining clear communication with participants, and volunteers, including the distribution of schedules, updates, and event materials. On the day of the event, the Director ensures smooth operations by coordinating volunteers, managing real-time issues, and maintaining effective communication across teams.