

# SOCIETY ELECTIONS POSITIONS: ENGINEERING SOCIETY

---

## OPEN POSITIONS

*All positions have one (1) vacancy unless otherwise stated.*

- President
- VP Academic Affairs
- VP External Affairs
- VP Finance and Administration
- VP Internal Affairs
- VP Marketing and Design
- VP Social Affairs

## QUALIFICATIONS

In addition to the eligibility requirements outlined in the Society Elections Policy & Procedure and the OTSU Bylaws, candidates must also have the following qualifications:

- Must not be on a co-op/placement/internship.
- Must be an engineering student.
- Additional qualifications may be required for certain positions.

## TERM OF OFFICE

Elected positions can serve a maximum of one year, commencing May 1, 2025 to April 30, 2026.

## VOTING PROCESS

The Ontario Tech Engineering Student Society has adopted a Vote of No Confidence on their election ballot.

---

## PRESIDENT

### Role and Responsibilities

- Be aware of and ensure compliance with the Ontario Tech Engineering Students' Society Constitution, By-laws, and Policies
  - Ensure that the Executive Council has adequate knowledge of and adheres to the aforementioned documents;
  - Ensure the aforementioned documents are maintained.

- The President shall be regarded as the primary liaison with the Clubs & Societies Coordinator.
- Supervise all activities of the EngSoc Executive Council;
  - Lead in the development of the short and long term goals and objectives for EngSoc in partnership with the Executive Council;
  - Ensure that the Executive Council are setting and meeting the goals and objectives.
- Act as the spokesperson for EngSoc;
  - Represent all of EngSoc in a positive and professional manner at all times.

## VP ACADEMIC AFFAIRS

### Role and Responsibilities

- Run seminars and workshops related to education, professional development, extracurricular activities, etc.
- Support and oversee academic initiatives between the Faculty (FEAS) and EngSoc.
  - Class Representative Initiative.
  - Career Fair.
- Initiate, plan and run educational and professional development events with other Engineering clubs, teams, societies and organizations.
- Partnered workshops with OTU Engineering Design teams.
- SolidWorks Certification Program.
- Advise and represent students regarding issues of academics, educational experience and professional development opportunities.
- Advocate for the improvement of the educational experience for all OTU Engineering students.
- Promote professional development and participation in the wider Engineering field

## VP EXTERNAL AFFAIRS

### Role and Responsibilities

- Liaise and work with all student and professional organizations that interact with EngSoc, including but not limited to:
  - The Engineering Student Societies' Council of Ontario (ESSCO);
  - Western Engineering Student Societies' Team (WESST);
  - The Canadian Federation of Engineering Students (CFES);
  - Professional Engineers of Ontario (PEO);
  - Ontario Society for Professional Engineers (OSPE);
  - Industry for involvement, sponsorship, support, and/or feedback
- Represent EngSoc in a positive and respectful manner at all times through any of the above listed interactions;
- Chair the Sponsorship Committee or appoint a Committee Chair;
- Attend all supported conferences as the EngSoc Executive team as the Head Delegate, or find a suitable replacement or appoint a Committee Chair;
- Chair the Delegation Selection Committee, for all conferences that EngSoc will be sending a delegation to, unless otherwise delegated by the executive team
- Manage a team of External Relations Ambassadors to achieve the above responsibilities and other specific goals identi-

fied for the External Relations of EngSoc

## VP FINANCE AND ADMINISTRATION

### Role and Responsibilities

- Organize, file and keep all EngSoc files in order to retain records;
  - All receipts to be kept along with the files.
- Prepare an annual budget, which encloses all executives' financial budgets to be included within;
  - Update the budget to reflect each semester accordingly in a timely manner
- Iteratively analyze paperwork for proper grammar, logic, intent, and syntax
- Create the budget that shall be presented at the annual AGM for the EngSoc. Organize the first year Handbook
  - Manage advertising, sponsorship package, and payments to be made;
- Work with the VP of External Affairs as well as manage potential directors to contact industry for new and returning sponsorships.
- Manage all EngSoc finances and financial statements accordingly, including:
  - Regularly signing off on finance forms and updating the budget accordingly
  - Implementing an application for potential supplementary funding from EngSoc.

## VP INTERNAL AFFAIRS

### Role and Responsibilities

- The VP Internal has the opportunity to connect, build and maintain relationships with the sub-societies, engineering clubs and design teams. The role presents a main point of contact between EngSoc and other societies/clubs/teams to introduce and promote student events and initiatives.
- Provide opportunities for improving student mental health such as offering Mental Health First Aid Certification sessions, de-stress events and workshops.
- Organize internal competitions for Ontario Tech engineering students including:
  - Internal Engineering Competition which serves as the Ontario Tech qualifier for the yearly Ontario Engineering Competition.
  - Ontario Tech Hackathon which allows students to hone and use their programming skills to solve a challenge.
  - **Note:** The VP Internal has the opportunity to introduce other internal competitions such as design competitions etc. which can be in collaboration with other societies/clubs/teams.

## VP MARKETING AND DESIGN

### Role and Responsibilities

- Manage all marketing and designing for EngSoc and related activities within the marketing department.
- Adhere to, and follow the branding and logo standards as presented in the document named "The Branding and Logo Standards of Ontario Tech EngSoc".
- Coordinate marketing campaigns for; events that EngSoc is hosting, sales of EngSoc merchandise, as well as any services that EngSoc is Providing.
- Overlook the responsibility of perpetuating the society's identity.
- Maintain effective internal communications to ensure that all society executives are kept informed of marketing objectives.

- Manage and be responsible for all of EngSoc’s social media accounts, the website, and any online presence.
- Maintain an updated inventory of all merchandise and marketing materials in EngSoc’s possession, as well as being responsible for keeping track of merchandise leaving inventory and entering inventory.
- Be responsible for the designing, or the overseeing the designing, of all EngSoc related material, which includes but is not limited to:
  - Posters
  - Any images pertaining to advertising EngSoc activities (both physically and online)
  - Patches
  - Any and all merchandise items representing EngSoc (such as; scarfs, leather jackets, hoodies, etc)
  - Coveralls
  - The EngSoc logo and any other items relating to branding (while still complying with the logo and branding standards).
- Be responsible for making sure that all events and activities hosted by EngSoc will be sufficiently covered through the mediums of photography, videography, and will furthermore be reported on EngSoc’s social media platforms and web-sites in an organized manner.

## VP SOCIAL AFFAIRS

### Role and Responsibilities

- The Vice President of Social for Ontario Tech Engineering society is a leadership position responsible for arranging and directing social activities for society members. This person is responsible for establishing a pleasant and engaging atmosphere for members to interact and network.
- The Vice President of Social is required to work closely with other members of the society’s executive board and with other departments and groups on campus to organize and execute a range of activities. This role may be responsible for coordinating volunteer activities, social trips, and community service events.
- The ideal applicant for this position should possess excellent leadership and organizational abilities, as well as the capacity to interact effectively with members and other stakeholders. In addition, they should be creative, outgoing, and passionate about establishing an environment that is friendly and inclusive for all parts of society.
- Overall, the Vice President of Social for an Engineering society is a crucial position that plays a major role in boosting the social experience of members and developing a strong sense of community within the organization. Few perks of holding this position are, networking, public speaking skills, confidence, event management, leadership skills and many more.