



2016 UMES Council Position Information Package



APPLICATIONS ARE DUE: Sunday, March 27, 2016 at 4:30pm either in the Senior
Stick mailbox in UMES E2-292 or by submission of the electronic Google form at
<http://goo.gl/forms/mHrKeZfE3e>.



There are 14 directorships and 2 executive positions that are appointed. This document is designed to provide information to interested applicants on all the appointed UMES council positions. For further information please contact the current occupants of the positions. If you require further information please contact the current Senior Stick André Marchildon (ss@umes.mb.ca) or the incoming Vice-Stick Internal Hunter Loewen (vsa@umes.mb.ca).

DUTIES

- Attend all UMES council meetings that occur biweekly throughout the school year.
- Work with and assist all other UMES council members in their efforts throughout the year.
- Work a minimum of one weekly Window shift for an entire term (approx. 10 hours total).
- Have a valid UMSAFE card.
- Volunteer at UMES events held by other directorships.

Eligibility to apply

- You must be an undergraduate engineering student.
 - If you are not yet in engineering but are applying to the program then you may still apply but you must indicate this to the selection committee.
- If you plan to be on a co-op work term during either the fall or winter term you must indicate this to the selection committee.

HOW TO APPLY

- You can either apply individually or in a team of up to a maximum of 5 students.
- You are encouraged to indicate at least your top three choices. You will only be appointed to one position or directorship.
- Applications are due **Sunday, March 27, 2016 at 4:30pm** either in the Senior Stick mailbox in UMES E2-292 or by submission of the electronic Google form.
- Application forms can be found at the Window, in your student emails or posted on the UMES Facebook group.
- PLEASE NOTE: You must have a minimum Cumulative GPA (CGPA) of 2.20 at the time of application.



INTERVIEW PROCESS

The Selection Committee will interview all applicants the afternoon and evening of March 28th. Each interview requires approximately 10 to 20 minutes. The Selections Committee consists of the following individuals:

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|--|-----------------------|
| • Senior Stick | André Marchildon |
| • Incoming Vice Stick Internal | Hunter Loewen |
| • Incoming Vice Stick External | Joshua Mitchell-Dueck |
| • Incoming Vice Stick Academic | Kim Laberinto |
| • Incoming Vice Stick Communications | TBA |
| • Incoming Vice Stick Socials | Ryan Kostynuik |
| • Outgoing Member of UMES Council Member | Ben Cram |

Directorship Positions

The purpose of directorship positions is to take on a set of related events and services that are organized by UMES council. There are fourteen directorship positions available this year, and each has its own character in terms of the type of skills required due to the wide range of events and services that are involved.

Directorships normally consist of a team of between two and five students who work together towards accomplishing the goals of the directorship. The recommended size of a given directorship is based on the number of people that historically it has been shown are needed to comfortably accomplish the job at hand. If you are applying with more or less people than the recommended range be prepared to justify your team size to the selections committee. **Note, this year you may not apply with a team larger than five students.**

Each team applying for a directorship must nominate a team member to act as Head Director, who shall be responsible for the activities of the directorship and hold the directorship vote at council meetings.



Community Involvement

Recommended: 3-4 members

ROLE: Organize and execute all of UMES' charity related events and programs. Promote the importance of philanthropy to the undergraduate engineering students. Facilitate the student's ability to give back to their community.

PAST INITIATIVES INCLUDE:

- The Great Engineering Pi-Throw
- Blood drives
- Coins for Kids
- Movember fundraiser and social
- The dunk tank

SUGGESTED SKILLS & REQUIREMENTS:

- Communication skills required
- Organization skills required
- Human resource management skills required
- Public relations skills an asset
- Past volunteer/charitable experience an asset

For further information about the position please contact the current Community Involvement Team at community@umes.mb.ca

Electronic Communications

Recommended: 2-4 members

ROLE: Manage and maintain all of UMES' major software and hardware. Manage and maintain the UMES website by updating it with UMES' programs, services, and events. Assist other directorships with technological issues.

PAST INITIATIVES INCLUDE:

- The current UMES website
- The EngO website
- The tutor registry
- The textbook exchange

SUGGESTED SKILLS & REQUIREMENTS:

- Web design skills required (Specifically WordPress)
- Proficient in PHP, CSS, SQL, & HTML
- Graphic design skills an asset
- Must be able to work with strict deadlines
- Writing skills an asset
- Networking and computer administration experience an asset

For further information about the position please contact the current Electronic Communications Team at ec@umes.mb.ca.



EngHistory

Recommended: 3-4 members

ROLE: This Ad-Hoc committee was created to oversee two new UMES initiatives. The first is called EngHistory and its goal is to showcase the rich history that we have in our faculty. The second goal is to create department handbooks.

PAST INITIATIVES INCLUDE:

- EngHistory
- Department Handbook

SUGGESTED SKILLS & REQUIREMENTS:

- Writing skills required
- Organization skills required
- Time management required

For further information about the position please contact the current EngHistory Ad-Hoc committee at history@umes.mb.ca.

Frosh Integration

Recommended: 3-4 members

ROLE: Act as the liaison for first year students to the faculty. Orientate first year students to the faculty by providing them with the information they need in order to succeed. Ensure first year students are aware of and welcome to all UMES events. Promote the Frosh Intern council positions. Help first year students make an educated decision when selecting departments. This year the Frosh Integration team will be in charge of all exam cram events.

PAST INITIATIVES INCLUDE:

- EngO
- Frosh night
- Exam cram
- Pick Your Poison
- Frosh industry tours

SUGGESTED SKILLS & REQUIREMENTS:

- Public speaking skills required
- Organizational skills required
- Human resource management skills required
- Previous orientation experience an asset

For further information about the position please contact the current Frosh Integration Team at frosh@umes.mb.ca



Graduation

Recommended: 2-4 members

ROLE: Organize and execute all UMES Graduation events and fundraisers. Ensure graduating students are well informed and supportive of these events and fundraisers.

PAST INITIATIVES INCLUDE:

- The engineering year end formal - graduation dinner and dance
- Iron ring ceremony
- Iron ring after party
- Graduation photos
- Fundraiser sales (samosas, spring rolls etc.)

SUGGESTED SKILLS & REQUIREMENTS:

- Long term planning skills required
- Organizational skills required
- Self-motivated work style an asset
- Event planning experience an asset

For further information about the position please contact the current Graduation Team at grad@umes.mb.ca

International Student Representative

Recommended: 1-2 members

ROLE: To provide an international student perspective on UMES council and to maintain UMES council informed of issues for international students in engineering. Furthermore, individuals in this role are to keep international students informed of what is happening in engineering and on UMES council.

PAST INITIATIVES INCLUDE:

- Academic integrity session
- Multicultural booths
- Communication with international students
- Attend all meetings for International Students' Cacuss.

SUGGESTED SKILLS & REQUIREMENTS:

- Good understanding of international student issues
- New ideas for the position

For further information about the position please contact the current International Student Representatives at isr@umes.mb.ca



Merchandise

Recommended: 3-4 members

ROLE: Provide students with an outlet to purchase UMES merchandise, event tickets, and cheap food and drinks by operating The Window and ensuring it is well stocked and staffed. Schedule and encourage council members to sign up for Window Shifts. Coordinate and promote the design and purchase of all Engineering merchandise. Manage and sell lockers to undergraduate engineering students.

PAST INITIATIVES INCLUDE:

- New cash register and corresponding software
- Fire sales in the atrium
- Acquiring new lockers
- Free ice cream for failed tests
- Eng swag design competitions

SUGGESTED SKILLS & REQUIREMENTS:

- Organizational skills required
- Sales experience an asset
- Communication skills an asset
- Graphic design an asset

For further information about the position please contact the current Graduation Team at merch@umes.mb.ca

Outreach

Recommended: 3-4 members

ROLE: Promote the University of Manitoba Engineering program to High School students by organizing outreach events and programs. Support the Faculty of Engineering's outreach events by providing ideas, volunteers, and other resources. This year the Outreach directorship will also oversee Lunch n' Learn and summer research sessions.

PAST INITIATIVES INCLUDE:

- High school outreach days
- Engineering is for girls program
- Career symposiums
- Session to promote summer research

SUGGESTED SKILLS & REQUIREMENTS:

- Public speaking skills required
- Organizational skills required
- Human resource management skills required

For further information about the position please contact the Outreach Team at outreach@umes.mb.ca



Professional Relations

Recommended: 3-5 members

ROLE: Assist in the development of the UMES Sponsorship Package to provide corporate sponsorship for UMES events. Facilitate professional development for engineering students by organizing networking and skill related events. Encourage students to meet professionals from Engineers Geoscientists Manitoba (formerly APEGM) by planning a student-professional dinner in conjunction with Engineers Geoscientists Manitoba.

PAST INITIATIVES INCLUDE:

- Wine and Cheese events
- APEGM student-professional dinner
- Promote the UMES golf tournament to professionals
- UMES sponsorship package
- ASE career fair

SUGGESTED SKILLS & REQUIREMENTS:

- Networking skills required
- Communication skills an asset
- Organizational skills required
- Public relations skills an asset

For further information about the position please contact the current Professional Relations Team at pr@umes.mb.ca

Promotions

Recommended: 3-4 members

ROLE: Facilitate the promotion of all UMES events and services. Maintain a list of current events, programs, and services. Assist other directorships in the creation of posters and other promotional material for their events, programs or services. Establish and maintain branding and marketing standards for UMES.

PAST INITIATIVES INCLUDE:

- The Growl (e-mail newsletter)
- UMES basement calendar
- Design of posters for various UMES events
- Creation of a UMES coat of arms

SUGGESTED SKILLS & REQUIREMENTS:

- Graphic design skills required
- Communication and teamwork skills are required
- Familiarity with Adobe Illustrator and Adobe Photoshop (or similar programs) an asset
- Networking and computer administration experience an asset

For further information about the position please contact the current Promotions Team at promos@umes.mb.ca



Publication

Recommended: 3-5 members

ROLE: Create and distribute the UMES magazine known as the Red Lion magazine. Solicit articles and other input from alumni and the student body at large. Ensure the contents of the Red Lion meet the standards of the UMES and the Faculty of Engineering.

NOTE: When applying, please have a clear plan for the members of your team (i.e. Head Editor, Graphics/Layout Editor, Writers)

PAST INITIATIVES INCLUDE:

- Publish four Red Lion issues during the fall and winter semesters
- Submission incentives for students
- Red Lion suggestions box
- Distribute the Red Lion to alumni and other engineering study societies

SUGGESTED SKILLS &

REQUIREMENTS:

- Writing skills required
- Graphic Design skills required
- Page layout experience an asset
- Familiarity with Adobe InDesign, Illustrator and Photoshop (or similar programs) an asset
- Must be able to meet deadlines
- Photography experience an asset

For further information about the position please contact the current Publication Team at pubs@umes.mb.ca.

Socials

Recommended: 3-5 members

ROLE: Organize, execute, and promote all of the UMES' social events. Encourage council member to acquire UMSAFE certification. Ensure that the UMES is abiding by the Manitoba liquor laws.

PAST INITIATIVES INCLUDE:

- The Big One
- ENG 1410
- Out on the Street BBQ
- BEvERage gardens

SUGGESTED SKILLS &

REQUIREMENTS:

- Organizational skills required
- Long-term planning skills an asset
- Working knowledge of Manitoba liquor laws an asset
- Previous Event planning experience an asset

For further information about the position please contact the current Socials team at socials@umes.mb.ca



Spirit

Recommended: 2-4 members

ROLE: Promote student involvement and spirit in the Faculty of Engineering. Maintain, revive, and develop traditions within the undergraduate engineering student body.

PAST INITIATIVES INCLUDE:

- The BNAD
- The Alumni Social (229)
- EngWeek
- Coordinating student tickets to events (Bombers, Bison sports, etc.)

SUGGESTED SKILLS & REQUIREMENTS:

- Organization skills required
- A strong desire to promote student spirit and involvement
- Communication skills required
- Self-motivated work style an asset
- Musical inclination an asset
- Working knowledge of Manitoba liquor laws an asset

For further information about the position please contact the current Spirit team at spirit@umes.mb.ca

Yearbook

Recommended: 2-3 members

ROLE: Create and distribute the Engineering Yearbook and Engenda. Gather photos from undergraduate student events. Gather a list of events from other directorships over the summer to include in the Engenda. Ensure both publications meet the standards of the UMES in terms of quality and content.

PAST INITIATIVES INCLUDE:

- The Engenda
- The Yearbook
- Photo submission incentives for students

SUGGESTED SKILLS & REQUIREMENTS:

- Graphics Design skills an asset
- Page layout experience an asset
- Familiarity with Adobe InDesign, Illustrator and Photoshop or similar programs an asset
- Writing skills required
- Photography experience an asset
- Must be able to meet deadlines

For further information about the position please contact the current Yearbook team at yearbook@umes.mb.ca



Appointed Executive Positions

These positions are filled via the interview process rather than by an election, because unlike the elected executive positions, whose primary roles are to represent all Engineering students, the primary function of these positions is to facilitate and support the operation of UMES council.

These positions are full members of the UMES executive and as such must attend all UMES executive meetings and Faculty Council meetings. Candidates for these positions are required to meet the executive requirement of a minimum 2.5 CGPA.

Vice-Stick Finance

ROLE: Create and manage the UMES council budget with the help of the Finance Committee. Ensure transparency of the UMES budget by providing financial reports to UMES members on a regular basis or when requested.

PAST INITIATIVES INCLUDE:

- Cheque request forms
- GICs and other investments
- Coordinating Engineering Endowment Fund applications

SUGGESTED SKILLS & REQUIREMENTS:

- One year of previous UMES Council experience
- Organizational skills required
- Communication skills required
- Previous financial and budgeting experience an asset
- Must not be on a work term throughout the year

For further information about the position please contact the current Vice Stick Finance at vsf@umes.mb.ca

Secretary

ROLE: To document all UMES council and executive meetings. The secretary is also in charge of maintaining and replenishing office supplies as needed.

PAST INITIATIVES INCLUDE:

- Creating and distributing agendas and minutes
- Creating and maintaining placards for the UMES council meetings
- Organizing the December 6th Memorial

SUGGESTED SKILLS & REQUIREMENTS:

- Must be a first year student going into 2nd year engineering.
- Typing skills required
- Communication skills required
- Must not be on a work term throughout the year

For further information about the position please contact the current Secretary at secretary@umes.mb.ca