



EPSA Constitution New Positions Draft

President

- Oversee and manage the organization, maintain the integrity of the association, and ensure all events and functions are in line with the mission and values of the association.
- Act as official representative of the association in formal business; act as liaison with other Departmental Student Associations, SCSU, Department of Student Life and other campus clubs.
- Serve as official signing officer of the association.
- Hold monthly team meetings and senior executive meetings
- Oversee the financial and organizational stability of the association.
- Must maintain open communication (i.e. in person, by email, etc.) with executives and general members and informing them of important updates
- Call to order and coordinate executive, general and/or emergency meetings, in accordance with Articles 9, 10 and 11.
- Ensure that other executive members are rightfully fulfilling their assigned duties and responsibilities
- Fulfill the responsibilities of any vacant executive position or else ensure they are being fulfilled by another party.
- Enable the transition and continuity of the association from year to year.

Subcommittee: Marketing and Communications

Vice President of Marketing & Communications

- Hold frequent subcommittee meetings; at least on a monthly basis
- Oversee the work of the webmaster, two first- year representatives, three discipline upper year representatives, and the two graphic designers/ social media assistants
- Send out emails to general members regarding upcoming events
- Responsible for marketing EPSA events using all possible media (posters, class announcements, intranet announcements, Facebook, Twitter, etc...)
- Create announcement schedules for EPSA executives based on the office hour schedule for EACH event
- Create a marketing timeline for EACH event; must show this to the other senior execs several days before each event
- Email SCSU prior to EVERY event to upload poster onto the TV screens; ask for them to put our poster on their bulletin boards if appropriate
- Coordinate between senior execs requesting posters and the graphic designers making the poster
- Ensure that the website is being updated WEEKLY, prior to ANY event
- Responsible for creating and developing new marketing strategies for EPSA and all of its events so as to reach out to the largest number of current and potential members
- Ensure that other executive members are helping market events; encourage them when appropriate
- Maintain internal communications within the association and serve as a point of contact with external organizations including other Departmental Student Associations (DSAs), SCSU and other campus clubs

- Maintain a list of general members and ensure all members are informed of on or off-campus events and activities, especially those hosted by EPS
- Ensure that public information regarding the association is kept up to date, including contact lists, website, etc.
- Train First-Year and guide them towards finding strengths and specialties to fulfill their future roles
- Ensuring constant communication between the discipline reps and their respective DPES professors for their courses
- Manage EPSA membership list for the most recent 4 years including current year, sending out CHMA10 and CHMA11 quiz packages as needed

First Year Representative (2) - ELECTED

- Serve as liaisons with the executive for all first-year students in the department.
- Communicate association news and events to all first-year students, with in-class announcements and posters
- Identify concerns relevant to first year students and bring them to the attention of appropriate figures within the association.

Graphic Designer/Social Media Assistant - HIRED

- Designing posters for academic and social events held by the association
- Must upload finished work in a folder in the Google Drive for easy access
- The graphic designer will work closely with the Vice President of Marketing & Communications for deadlines and revisions associated with the poster-making process
- Will post finished posters on Instagram and Facebook; if unavailable to do so the VP of Marketing & Communications will post

Webmaster - HIRED

- Developing, maintaining and updating the association's website
- Respond to emails from students received from the website
- Work closely with the Vice President of Marketing to ensure that all of the association's news and announcements relating to events, executive profiles, resources, aid centers and more were updated on the website
- Update the website on a weekly basis
- Also responsible for putting together the DPES Newsletter while coordinating with Professor Dalili (or whichever faculty member is in charge of it)

Upper Year Representatives - ELECTED

- These three (one for each discipline) will serve as liaisons with the executive for all UPPER-year students in the department.
- Communicate association news and events to all upper-year students, with in-class announcements and posters

- Identify concerns relevant to upper year students and bring them to the attention of appropriate figures within the association
- Aid in event planning and execution of for discipline-specific events. Will work closely with VP academics and event coordinator in this sense.
- Send emails to upper years about EPSA events as requested by VP communications to evenly spread contacts across several emails

Chemistry

- Assist recruitment of panelists, speakers and volunteers from faculty, graduates and students for events
- Communicate opportunities to upper year students in chemistry related disciplines
- Finding external opportunities for students (i.e. summer internships, jobs, conferences)
- Aid in finding sponsorships for EPSA related to chemistry
 - Other tasks as deemed appropriate

Environmental Science & Studies

- May assist in planning professional seminars and career panels related to environmental sciences with the Environmental Science and Studies Director
- May reach out to Alumni and facilitate panels and mix-and-mingles
- Will post job, certification and internship opportunities in an accessible way, can share responsibility with Director
- Will facilitate APGO certification workshop and information sessions with the help of Director

Physics

- Will plan physics related mix and mingles
- Will coordinate with the telescope group and promote any telescope group events
- May assist in planning professional seminars and career panels

Subcommittee: Operations and Finance

Vice President of Operations and Finance

- Serve as President in the event that either the office of President and Vice President Academics are vacant, or these two Executives are otherwise unable to serve.
- Attend meetings related to finance with the department, SCSU and DSL
- Constantly monitor the bank account
- Submitting forms for funding requests and perform reimbursements at a timely manner
- Create budgets for all EPSA events – academic and social
- Oversee current sponsorships
- Oversee the operations and resources of the association
- Serve as a secondary signing office
- Make the office hours schedule every semester
- Oversee office hour attendance of all EPSA executive members
- Responsible for all event room bookings – social and academic
- Serves as the main point of contact for social events
- Assign and oversee the tasks of events coordinators

- Responsible for coordinating team social events & team clothing
- Will oversee lab coat sales
- Manage the office and assign necessary duties to the events coordinators
- Hold monthly subcommittee meetings
- Create instruction sheets and ticket sales forms for events when appropriate
- Is responsible for the hiring and supervision of the positions of: Events Coordinator (4) and photographers (2)

Event Coordinator (4) - HIRED

- Coordinating and/or assisting with the coordination of the association's events such as socials, galas, and mix and mingles
- Will work closely with the Vice President Operations & Finance to develop new events for the association, and will ensure that all academic and non-academic events are executed as efficiently as possible
- Specific tasks may include: calling catering companies, booking buses and venues
- Among the four events coordinators:
 - **One** will be responsible for strictly social events Ex.) Ski trip, paintball, etc.
 - The other three are specific to each discipline under DPES:
 - **Physics events coordinator (1)**
 - Help plan mix and mingles, physics related events
 - **Chemistry events coordinator**
 - Responsible in execution of previous CSU events (together with the Director of Chemistry and Upper Year Chemistry representative)
 - Coordinate rooms, dates, catering and buying resources (will be reimbursed)
 - Suggest other events
 - **Environmental science coordinator (1)**
 - Suggested events may include soil and water sample collection and analysis facilitated in collaboration with the Environmental Science Events coordinator, environmental science lab technicians and professors
 - Can facilitate field trips
 - Can share event responsibility and collaborate with other Events Coordinators
- These three events coordinators are responsible for planning **discipline specific** events and relaying all event planning details to: the VP of Operations & Finance, their respective director, AND to the respective upper year representative
- The event coordinator of each discipline can work with their respective director and to the respective upper year representative to help plan events
- The events coordinators can help plan events (outside of their discipline) as needed but have priorities within their academic field

Photographer (2) - HIRED

- Responsible for taking pictures during any EPSA event
- Responsible to promptly uploading and sending those photos to the VP of Marketing and Communications

Subcommittee: Academics

Vice President of Academics:

- Encourage and actively participate in discourse among students in Physical and Environmental Sciences regarding their concerns and perspectives with respect to their education and academic programming
- Effectively communicate concerns and ideas raised among students in Physical and Environmental Sciences to the administration, faculty, or other student organizations as appropriate, and work to address those concerns in a proactive and constructive way.
- Foster an awareness of students' academic rights and entitlements among students in Physical and Environmental Sciences.
- Serve as a point of referral for students in Physical and Environmental Sciences, directing them to other resources and services as may be most appropriate to their academic needs.
- Is responsible for the supervision of the discipline directors (3) (Chemistry, Environmental Sciences and Physics); these reps in turn are responsible for reporting to the Vice-President Academics
- Ensure with the discipline directors and upper year representatives that the Physics Aid Centre and Chemistry Aid Centre are fully operational for the entirety of the year

Physics/Astrophysics Director - Hired (With Nomination from Prof)

- Will work closely with the Vice President of Academics, Physics & Astrophysics Event coordinator and Physics & Astrophysics Upper Year representative
- Serve as liaisons with the executive for all students in physics and astrophysics, and play a vital role in identifying academic and career-related tools pertaining to physics and astrophysics
- Informs physics and astrophysics students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements and Quercus
- Identify concerns from physics courses and bring them to the attention of appropriate figures within the association.
- Responsible for coordinating and maintaining the Physics Aid Centre, and overseeing the Telescope Group
- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of Physics & Astrophysics representation, events, resources and to implement these (within reason)

Environmental Science and Studies Director (Hired, with Prof nomination)

- Will work closely with the Vice President of Academics, Environmental Science Event coordinator and Environmental Science Upper Year representative

- Informs environmental science and studies students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements, Quercus and e-mails
- Maintain and update the EPSA job posting folder through postings recommended by faculty members for all disciplines
- Will plan and put on an APGO information seminar in the fall semester, Earth Ring order and Ceremony (in collaboration with UESA and JTWC UTM) during second semester
- Will assist in planning professional seminars, career panels and information sessions regarding other undergraduate and graduate program options (such as the various combined degree programs) related to environmental sciences
- Attends Environmental Science and Studies professor candidate presentations, and conducts the student let interview with candidates
- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of Environmental Science and Studies representation, events, resources and to implement these (within reason)

Chemistry/Biochemistry Director - Hired (With Nomination from Prof)

- Will work closely with the Vice President of Academics, Chemistry/Biochemistry Event coordinator and Chemistry/Biochemistry Upper Year representative
- Serve as liaisons with the executive for all students in chemistry, and play a vital role in identifying academic and career-related tools pertaining to the field of chemistry
- Informs chemistry students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements and Quercus
- Identify concerns from chemistry courses and bring them to the attention of appropriate figures within the association.
- Responsible for coordinating the Chemistry Aid Centre, providing updates to the VP Academics when required
- Will assist in planning professional seminars, career panels and information sessions regarding other undergraduate and graduate program options (such as the various combined degree programs) related to chemistry and biochemistry
- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of Chemistry/Biochemistry representation, events, resources and to implement these (within reason)