



UBC CIVIL ENGINEERING CLUB
Volunteer Manual

September 6, 2017

1 TABLE OF CONTENTS

Volunteer Hierarchy	4
EXECUTIVE	4
Duties	4
COORDINATORS	4
Duties	4
REPRESENTATIVES	5
Duties	5
YEAR REPRESENTATIVES	6
Volunteer Descriptions	7
PRESIDENT PORTFOLIO	7
Grad Trip Coordinator	7
Graduation Representative	7
ACADEMIC PORTFOLIO	8
Professional Development Coordinator	8
ADMIN PORTFOLIO	9
Facilities Manager	9
Secretary	9
Publicity Coordinator	10
UNDERGROUND EDITOR	10
PHOTOGRAPHER	10
WEBMASTER	11
MERCHANDISE COORDINATOR	11
EXTERNAL PORTFOLIO	12
SPONSORSHIP COORDINATOR	12

FINANCE PORTFOLIO	13
STUDENT LIFE PORTFOLIO	14
Social Coordinator	14
Sports Coordinator	14
E-week Representative	15

2 VOLUNTEER HIERARCHY

2.1 EXECUTIVE

The Executives of the Civil Club shall, as a whole, be responsible for the direction and management of Civil Club. The Executives shall be responsible to the EUS Board of Governors, and shall act in accordance with any decisions of that body.

2.2 Duties

Each Executive Officer shall:

1. Be an Active Member of the Society during the term they are serving.
2. Serve for one full year from May 1 to April 30.
3. Receive one vote on motions brought to the Executive for approval.
4. Sit as a voting member on the Council.
5. Inform and consult the entire executive on matters related to their portfolio.
6. Report their actions and decisions to Council.
7. Oversee the Coordinators and Representatives for which they are assigned and ensure that they fulfill their roles in a satisfactory manner.
8. Regularly report their activities to the Council.
9. Absorb, re-delegate, or otherwise be responsible where necessary for any and all duties not satisfactorily carried out by those Coordinators and Representatives assigned to them.
10. In the case where a Coordinators or Representative is not filled, the Executive Officer shall absorb, re-delegate, or otherwise be responsible for all duties of that position.
11. Assign an assistant to manage some of the duties assigned to their portfolio as necessary.
12. Attend or assign a proxy to attend all Assigned Committees.

The Executive shall:

1. Coordinate and administer the day-to-day affairs of the Council.
2. Ensure the execution of the Council's decisions.
3. Uphold the Constitution and policies of the Council.
4. Promote the Civil Club to both the Civil Club Members and the community-at-large.
5. Mentor potential replacements throughout their term.
6. 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 role properly.

2.3 COORDINATORS

Coordinators are the highest non-elected volunteers in the Society. The Coordinators shall consist of the following positions. One person should occupy each position but Co-Coordination may be appointed for the position with approval from the EUS Executive of Governors.

2.4 Duties

Each Coordinator shall:

1. Be an Active Member of the Society during the term they are serving.
2. Occupy only one position within the Civil Club.
3. Serve from when appointed by Executive 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 Civil Club.
7. Ensure the Representatives for which they are responsible are properly trained.
8. Oversee the Representatives for which they are assigned and ensure that they fulfill their roles in a satisfactory manner.
9. Regularly report their activities and the activities of their assigned volunteers to the Executive Officer to which they are assigned.
10. Absorb, re-delegate, or otherwise be responsible where necessary for any and all duties not satisfactorily carried out by those Representatives assigned to them.
11. In the case where a Representative is not filled, the Coordinator shall absorb, re-delegate, or otherwise be responsible for all duties of that position.
12. Promote the Civil Club to both the Civil Club Members and the external community.
13. Assign an assistant to take care of some of the duties assigned to his or her portfolio as necessary.
14. Coordinate with executives and other Coordinators as needed to ensure the logistics of their event or service are carried out.
15. 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.
16. Have other duties as assigned.

2.5 REPRESENTATIVES

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

2.6 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 and Coordinator to which they are assigned.
4. Be expected to dedicate approximately 5 hours a week or as necessary during their term.
5. Uphold the Constitution and Policies of the Club.
6. Regularly report their activities to their assigned Coordinator and Executive Officer.
7. Promote the Club to both the Civil Club Members and the community-at-large.
8. 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.
9. Have other duties as assigned.

2.7 YEAR REPRESENTATIVES

The Year Reps shall be the Second Year Rep, Third Year Rep, and Fourth Year Rep. Their duties shall be as follows:

1. Coordinate academic support services for students in their respective year.
2. Act as a primary point of contact between students in their respective year and the Executive.
3. Make class announcements publicizing Club activities, coordinating with the VP Student Life.
4. Share Club Academic Documents with active members in respective year.
5. Encourage Club involvement and participation in Club events by active members in respective year.
6. Coordinate Academic Feedback sessions with the VP Academic.

3 VOLUNTEER DESCRIPTIONS

3.1 PRESIDENT PORTFOLIO

The President's portfolio contains the following volunteers:

COORDINATORS	REPRESENTATIVES
Grad Trip Coordinator Iron Ring Coordinator Iron Ring Dinner Coordinator	-None-

3.2 Grad Trip Coordinator

The Graduation Representative shall:

1. Report to the President.
2. Attend the EUS Graduation Committee.
3. Communicate information from EUS Graduation Committee to all graduating students.
4. Organize Grad Trip

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
President	-None-	-None-	EUS Graduation Committee

3.3 Graduation Representative

The Graduation Representative shall:

1. Report to the President.
2. Attend the EUS Graduation Committee.
3. Communicate information from EUS Graduation Committee to all graduating students.
4. Organize an official after-grad event with the EUS Graduation Committee.
5. Compile lists of graduating students and the fees owed by Clubs for Iron Ring and Slipsticks, and share these lists with the EUS Graduation Coordinator in a timely manner.
6. Facilitate grad headshots.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
President	-None-	-None-	EUS Graduation Committee

3.4 ACADEMIC PORTFOLIO

The VP Academic’s portfolio contains the following volunteers:

COORDINATORS	REPRESENTATIVES
-None-	-None-

3.5 Professional Development Coordinator

The Professional Development Coordinator shall:

1. Report to the VP External.
2. Develop a professional development plan for their term.
3. Be responsible for organizing professional development events and opportunities for civil club members.
4. Promote and communicate external professional development opportunities to civil club members.
5. Represent the Civil Club at the EUS Industry Committee.
6. Be responsible for the coordination of all alumni relations.
7. Liaise with the Alumni Relations Office on other events through the year.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Academic	-None-	-None-	-None-

3.6 ADMIN PORTFOLIO

The VP Admin’s portfolio contains the following volunteers:

COORDINATORS	REPRESENTATIVES
Facilities Manager Publicity Coordinator	-None-

3.7 Facilities Manager

The Facilities Manager shall:

1. Report to the Report to the VP Administration.
2. Provide general upkeep, maintenance, operation, improvement and expansion of the Civil Club’s Student Space. This includes both the Civil Club Loft and Design Studio.
3. Plan, execute, and report on the operation and expenditure for the Club’s Student Spaces.
4. Maintain a clean and tidy environment within the Loft, encourage members using the Loft to be tidy, and ensure that proper recycling services are available.
5. Manage the rental of lockers in the Loft.
6. Identify possible repairs and upgrades in the Loft and notify the club executive of the necessary and potential that could be implemented in the Loft, and oversee the upgrades and repairs when these occur.
7. Stock merchandise in both the candy & pop machine, and, when needed, make purchases on behalf of the club to ensure adequate supply of merchandise.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Admin	-None-	-None-	-None-

3.8 Secretary

The Secretary shall:

1. Report to the VP Administration.
2. Be the official minute taker for Civil Club Council.
3. Ensure the safe storage of Civil Club council minutes, Underground, contracts, and any other official documents and publications of the Civil Club.
4. Record minutes of weekly club executive meetings and send these to all executive officers before the following meeting.
5. Coordinate the election of executive officers in March.
6. Assist executive officers with paperwork related to club activities.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
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VP Admin	-None-	-None-	-None-
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3.9 Publicity Coordinator

The Publicity Coordinator shall:

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

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Admin	-None-	Webmaster, Underground Editor, Slipstick Rep Photographers.	-None-

3.10 UNDERGROUND EDITOR

The Underground Editor shall:

1. Report to the Publicity Coordinator and VP Administration.
2. Be responsible for the coordination of the Underground.
3. Ensure relevant articles are written.
4. Create layouts, edit articles, and proof the final copy in a timely manner.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Admin	Publicity Coordinator	-None-	-None-

3.11 PHOTOGRAPHER

The Photographer shall:

1. Report to the Publicity Coordinator and VP Administration.
2. Take pictures at all Civil Club Events attended.
3. Ensure proper storage and easy accessibility of all pictures taken.
4. Provide the pictures to the Publicity Manager.

3.12 WEBMASTER

The Webmaster shall:

1. Report to the Publicity Coordinator and VP Administration.
2. Be responsible for the content and operation of the Club Website.
3. Update the website frequently to advertise for upcoming events and services as directed by the Executive and Executive.
4. Ensure all websites are easy to navigate, contain accurate information on the operation of the society, and follow current Civil Club branding.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Admin	Publicity Coordinator	-None-	-None-

3.13 MERCHANDISE COORDINATOR

The Merch Coordinator shall:

1. Report to the VP Finance
2. Be responsible for the purchase and sale of Civil Club paraphernalia.
3. Work with the Civil Club to create a budget.
4. Maintain a minimum number of open store hours, as directed by the Executive.
5. Be responsible for the purchase and safe storage of Civil Club merchandise.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Admin	Publicity Coordinator	-None-	-None-

3.14 EXTERNAL PORTFOLIO

The VP External’s portfolio contains the following volunteers:

COORDINATORS	REPRESENTATIVES
-None-	-None-

3.15 SPONSORSHIP COORDINATOR

The Sponsorship Coordinator shall:

1. Report to the VP External.
2. Work with the Executive to develop sponsorship packages for Society events.
3. Oversee the sponsorship activities as outlined in section 11.2

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP External	-None-	-None-	-None-

3.16 FINANCE PORTFOLIO

The VP Finance's portfolio contains the following volunteers:

COORDINATORS	REPRESENTATIVES
-None-	-None-

3.17 STUDENT LIFE PORTFOLIO

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

COORDINATORS	REPRESENTATIVES
-None-	-None-

3.18 Social Coordinator

The Social Coordinator shall:

1. Report to the VP Student Life.
2. Plan and organize the Civil Club’s Social events, particularly those that involve alcoholic licenses and bands. These may include but are not limited to:
 - a. Beer Gardens
 - b. BBQ’s
 - c. Concerts
 - d. Parties
3. Remain well versed with BC Liquor Laws, Food Safe procedures, and related policies of such on Campus, and ensure all assigned volunteers are aware of the relevant laws and procedures
4. Will be required to obtain a Serving It Right Licence upon appointment, with costs covered by the Civil Club

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Student Life	-None-	-None-	EUS Events Committee

3.19 Sports Coordinator

The Sports Coordinator shall:

1. Report to the VP Student Life.
2. Organize sporting events for the Society.
3. Coordinate with UBC Recreation Intramurals in promoting civil engineers’ participation in sporting events.
4. Inform the Civil Club of the current sports activities.
5. Retrieve team registration receipts from club’s team captains and submit these to the EUS Sports Promote, maintain, and carry out the Civil Club’s Sports Subsidy Program.
6. Organize at least three inter-departmental sporting events per year.
7. Represent the Civil Club at the EUS Sports Committee
8. Organize one outdoors excursion for club members.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Student Life	-None-	-None-	EUS Sports Committee

3.20 E-week Representative

The EWEEK Representative shall:

1. Report to the VP Student Life.
2. Coordinate the efforts of the club during Engineering Week. This includes ensuring that the club puts forward entries in the Ball Model, FilmfEUSt, and Chariot Race competitions as well as motivating the participation of club members in the week’s various events.

Assigned Executive	Assigned Coordinator	Assigned Representatives	Assigned Committees
VP Student Life	-None-	-None-	EUS EWeek Committee