

SES Executive Duties 2013

A. President

- Plan agenda and preside over Executive meetings and AGM
 - o Book meeting room
 - o Provide notice of meeting to Executive
- Respond to inquiries from members and public
- Represent the SES at SES –sponsored functions
- Represent the SES at APEGS AGM
- Represent the SES at invited events
- Act as a signing officer for the SES
- Submit required documentation to APEGS
 - o Annual report of activities
 - o Request for annual funding.
- Ensure that mailbox is checked on a regular basis.
- Ensure that sufficient volunteers are in place for SES – hosted events.

B. Vice-President

- Preside over Executive meetings and AGM in absence of the President
- Act as a signing officer for the SES
- Chair Professional Development Funding Application Committee
 - o Select two other Executive members for committee
 - o Receive applications from members
 - o Select recipients for the funding as part of the committee
 - o Follow-up with applicants
 - o Ensure that reimbursement is made to successful applicants
 - o Report to the Executive on a monthly basis
- Emcee the Innovative Design and Student Papers Night.

C. Treasurer

- Control all financial activities of the SES
 - o Act as a signing officer for the SES
 - o Co-ordinate the preparation of a budget for presentation at the AGM
 - o Maintain financial records of accounts and investments
 - o Co-ordinate annual review of financial statements
 - o Report monthly to the Executive on account balances.
 - o Ensure that SES bills get paid
 - Post-Office box
 - Website hosting with Blacksun
 - Website maintenance with DLP Software
 - College of Engineering SES Book Prize
 - College of Engineering Library Donation
 - Prizes for Innovative Design and Papers Presentation Competitions

D. Past-President

- Chair nominations committee
 - o Co-ordinate filling of Executive positions for the coming year.
- Chair yearly awards committee
 - o Co-ordinate invitations for applicants
 - o Select Engineer of the Year as part of the committee
 - o Select Educator of the Year as part of the committee.

E. Secretary

- Record minutes of Executive meetings and AGM.
- Co-ordinate notices to members sent out through on-line e-mail list.
- Send requests to APEGS staff to promote upcoming events.

F. U of S Rep

- Report monthly on news at the College of Engineering
- Co-ordinate Innovative Design and Student Papers Night
 - o Set time, date, and location.
 - o Book room and food.
 - o Notify College of Engineering Capstone Design Class Co-ordinators.
 - o Co-ordinate requests for funding
 - APEGS, College of Engineering, and U of S Vice-President of Research
 - o Collect student names and project names from each program sending representatives.
 - o Ensure that computer, audio-visual equipment, and poster backboards are available.
 - o Locate perpetual trophies.
 - o Prepare the program for the event.
 - o Co-ordinate selection of judges from industry.
 - o Marshal set-up of Innovative Design displays.

G. APEGS Rep

- Report monthly on news from APEGS.

H. SESS Rep

- Report monthly on news from the Saskatoon Engineering Student's Society.
- Co-ordinate requests for funding and report on outcomes from funds received.
- Act as a liaison between the SES and other SESS Exec members for student mentoring events.

I. As Required (Directors)

- Industry Celebrating Excellence Event (typically during Engineering Week)
 - Set time, date, and location.
 - Book room and food.
 - Co-ordinate invitations to potential guests and corporate attendees.
 - Attend event.
 - Marshal the set-up of corporate displays.

- Nooners or Evening Seminars
 - Set time, date, and location.
 - Book room and speaker.
 - Ensure that audio-visual equipment is in place for the speaker.
 - Ensure that speaker is introduced at event.
 - Present speaker gift.
 - Take speaker out to lunch on behalf of the SES.

- Mixers
 - Set time, date, and location.
 - Attend event.
 - Act as host to a pre-determined limit on behalf of the SES.

- Website Updating
 - Update upcoming events.
 - Update calendar.
 - Upload photos from SES events.
 - Liaise with DLP Software for website maintenance issues.
 - Update automatic forwarding of SES email to Executive members.

- Recognition
 - Co-ordinate obtaining plaque and gift for outgoing President.
 - Co-ordinate obtaining plaques for SES annual of-the-year awards.

- Reservations for Events
 - Receive emails of persons interested in attending SES events.
 - Confirm receipt of emails.
 - Supply total numbers of attendees to event co-ordinator.

- Organize SES AGM (typically in mid-September)
 - Set time, date, and location.
 - Co-ordinate promotion and method for reservations.
 - Book room and food.
 - Work with President to confirm agenda and events.