

# INVOLVEMENT PACKAGE

2017-2018



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# **DIRECTORSHIPS**

# DIRECTORSHIPS

## Creative Director

✉ [creative.director@mcgilleus.ca](mailto:creative.director@mcgilleus.ca)

Workload



5-10 HOURS

- Oversee sub-committees under the creative portfolio of the VP Communications: Plumbers' Student Design and The Plumber's Station.

Recruitment Period  
MARCH

- Direct creative projects of significant scale such as murals and apparel design (scarf, tuque, etc.)

Method

📄 APPLICATION

- Acts as a consultant for creative endeavors in the EUS.

## Corporate Relations Director

✉ [corporate.relations@mcgilleus.ca](mailto:corporate.relations@mcgilleus.ca)

Workload



5-10 HOURS

- Work under the supervision of VP Finance in order to find sponsors for the EUS.

Recruitment Period  
MARCH

- Ensure the compliance of our contracts and works towards creating official relations with external corporations and organizations.

Method

📄 APPLICATION

- Chair the Corporate Relations Committee.

## External Relations Director

✉ [external.relations@mcgilleus.ca](mailto:external.relations@mcgilleus.ca)

Workload



0-3 HOURS

In addition to 5 weekends

- Prepare for and attend QCESO meetings as one of the representatives of the EUS and participate in the discussion on issues and topics affecting the Engineering schools in the province of Quebec.

Recruitment Period  
MARCH

- Represent students and prepare material for CFES meetings throughout the year.

Method

📄 APPLICATION

- Assist the VP External with any impending duties or assignments.

## Funds Director

✉ [funds.director@mcgilleus.ca](mailto:funds.director@mcgilleus.ca)

Workload



5-10 HOURS

- Oversee the administering of 4 out of 6 of the EUS funds: the Design Team Fund, Clubs Fund, Student Space Fund, and Departmental Trips Fund.

Recruitment Period  
MARCH

- Involve chairing funding committees, receiving applications to the funds, and reviewing these applications for fund allocation.

Method

📄 APPLICATION

- Work with the EUS VP Finance in order to find new investment ideas.

## Finance Director

✉ [finance.director@mcgilleus.ca](mailto:finance.director@mcgilleus.ca)

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Work with the EUS VP Finance to create the annual EUS operating budget, set the budgeting timeline, prepare and distribute budgeting forms, assist groups in their budgeting process, and chair the Budget Review Committee.
- Act as the Official Auditor of the EUS and operates to ensure the financial stability of the EUS.
- Assist the EUS VP Finance with other accounting tasks such as online payments, budget verification for EUS Groups, and internal auditing. Additional tasks relating to the VP Finance portfolio such as online payment services, project management, and payment processing.

## IT Director

✉ [it.director@mcgilleus.ca](mailto:it.director@mcgilleus.ca)

Workload



10-15 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Maintain the EUS's servers and all infosys and EUS office computers, including user management.
- Assist, offer technical support and consultation, and manage the Webmasters, Wiki Curator, and TeN Managers.
- Be consistently available to the EUS as a resource and fulfilling requests and demands of the exec.

# INDIVIDUAL POSITIONS

# INDIVIDUAL POSITIONS

## Handbook Chair

✉ [handbook@mcgilleus.ca](mailto:handbook@mcgilleus.ca)

Workload



5-10 HOURS

Only April-July

Recruitment Period

MARCH

Method

👤 SIGN UP

- Organize the page ladder and developing the theme of the handbook.
- Work with VP Comm to collect content.
- Curate content with the interest of engineering students in mind.

## Chief Returning Officer

✉ [cro@mcgilleus.ca](mailto:cro@mcgilleus.ca)

Workload



3-5 HOURS

Recruitment Period

SEPTEMBER

Method

📄 APPLICATION

- Organizing the EUS Executive elections, including debate moderation & candidate oversight
- Facilitating fair campaigning during the electoral and referendum periods
- Overseeing the Departmental Returning Officers during the departmental elections

## Speaker

✉ [council.speaker@mcgilleus.ca](mailto:council.speaker@mcgilleus.ca)

Workload



2-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Chair all meetings of the EUS Council & General Assembly, including organizing the agenda
- To ensure the orderly flow of business in EUS Council in an impartial manner by enforcing Robert's Rules of Order

## TeN Manager

✉ [ten@mcgilleus.ca](mailto:ten@mcgilleus.ca)

Workload



3-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Upload and organize TeN Slides.
- Routine maintenance on TeN clients.
- Installing new TeN clients [hardware knowledge recommended but not required].

## Wiki Curator

✉ [wiki.meta@mcgilleus.ca](mailto:wiki.meta@mcgilleus.ca)

Workload



3-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Communicate with members of the EUS community to coordinate creation, maintenance and improvement of wiki content.
- Lead efforts at new features (ex. class pages) of the wiki which aim to benefit the EUS community.
- Aid wiki contributors in matching the style of and including media in wiki articles.

## Webmaster

✉ [webmaster@mcgilleus.ca](mailto:webmaster@mcgilleus.ca)

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Maintain and develop the main EUS website, mcgilleus.ca.
- Upon request, assist subsidiary EUS groups with the design of their websites.
- Explore useful additions to websites and publicize to relevant EUS websites.



# COMMITTEES



## BLUES PUB

✉ [blues.pub@mcgilleus.ca](mailto:blues.pub@mcgilleus.ca)

🌐 [fb.com/mcgillbluespub](https://fb.com/mcgillbluespub)

Blues Pub is a student run bar that occurs on a weekly basis in the McConnell Engineering Common Room. A long withstanding tradition in the faculty of engineering, Blues Pub is a place to gather, drink beverages, and relax from a long week of trying academics. You must be 18+ to be at Blues Pub, IDs are checked at the door.

### Head Manager

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Overseeing the general running of BP, and is responsible for most executive decisions that must be made (in conjunction with the VP Internal of the EUS).
- Responsible for delegation of duties for other managers, and any special projects that they deem useful to the improvement of BP.
- Acting as a liaison with higher powers (McGill Events Planning, McGill Security, SPVM, La Regie, etc.)

### Space Manager

Workload



2-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Responsible for carrying out any small space improvements / jobs assigned by the Head Manager.
- Work with the Common Room manager on projects that will impact BP.
- Responsible for counting and logging the use of our reusable cups.

### Communications Manager

Workload



2-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Liaison with the departments hosting BP's, as well as any groups/ clubs that wish to table during BP.
- Supervise the posts on the Facebook page by patrons and hosts alike, and ensuring messages are promptly replied to.
- Help with ad creation and even blurbs like this!

## Food Manager

Workload



2-5 HOURS

Recruitment Period

MARCH

Method

 APPLICATION

- Orders food from our supplier (Metro), and keeps proper track of our stocks to ensure hosts don't run out of food to serve during BP.
- Generally responsible (in tandem with the Head Manager) to ensure there is an appropriate amount of cleaning supplies to run a hygienic BP, and to clean-up afterwards.
- Ensures there is ample equipment (panini grills, utensils, microwave), and that it is kept in a functional / clean condition.

# CORPORATE RELATIONS COMMITTEE

✉ [corporaterelations@mcgilleus.ca](mailto:corporaterelations@mcgilleus.ca)

The Corporate Relations Committee is mandated to assist the VP Finance of the EUS with Corporate Relations duties. They include the maintaining current relations with the EUS' sponsors, finding new ones and ensures the proper implementation of sponsorship contracts

## Corporate Relations Director

Workload



2-5 HOURS

- Work under the supervision of VP Finance in order to find sponsors for the EUS.

Recruitment Period

MARCH

- Ensure the compliance of our contracts and works towards creating official relations with external corporations and organizations.

Method

📄 APPLICATION

- Chair the Corporate Relations Committee.

## Corporate Relations Representative

Workload



2-5 HOURS

- Help to find new sponsors and create durable and strong relations with new partners.

Recruitment Period

MARCH

- Promote the EUS to the various organizations and corporations.

Method

📄 APPLICATION

## Compliance Manager

Workload



0-5 HOURS

- Works with the CR Director towards ensuring that both parties respect the contract.

Recruitment Period

MARCH

- Helps maintaining the current relations that the EUS has with organizations and corporations.

Method

📄 APPLICATION

- Helps the rest of the CR committee to find new sponsors.



## E-WEEK COMMITTEE

✉ [eweek@mcgilleus.ca](mailto:eweek@mcgilleus.ca)

🌐 [fb.com/mcgilleweek](https://fb.com/mcgilleweek)

The E-Week committee is tasked with organizing E-Week which takes place at the start of the Winter semester. E-Week Coordinators work on the planning of E-Week events, running the events, coordinating with E-Week captains and ensuring that participants are having a good time.

### Co-Chief Coordinator

Workload



5-10 HOURS  
+5 full days

Recruitment Period  
OCTOBER

Method

📄 APPLICATION

- Assume all of the duties of an E-Week coordinator, but from a leadership perspective.
- Work closely with the VP Internal and the other Chief Coordinator to manage the E-Week Committee.
- Make administrative decisions and act on behalf of the E-Week committee towards external parties, McGill, etc.

### Coordinator

Workload



5 HOURS  
+5 full days

Recruitment Period  
OCTOBER

Method

📄 APPLICATION

- Organize and implement all of E-Week's activities within a team of 10-12 coordinators.
- Attend weekly meetings & various sub-committee meetings, retreats, dinners, social events, etc.
- Previous event planning experience is an asset but not required.

### E-Staff

Workload



5 FULL DAYS

Recruitment Period  
OCT-NOV

Method

📄 APPLICATION

- Help the E-Week Coordinators run the events. E-Staff are given a number of shifts during E-Week and can attend all events.
- Be available at a moments notice if a coordinator needs help with an emergency situation.
- Be generally hype and show engineering spirit.



## ENGINEERING ADVENTURE COMMITTEE

✉ [eac@mcgilleus.ca](mailto:eac@mcgilleus.ca)

🌐 [fb.com/engadventures](https://fb.com/engadventures)

The Engineering Adventure Committee is dedicated to organizing great outings beyond McGill. In the past, events included rock climbing, LaRonde outing and rafting. If you are looking for something fun to do, the EAC will definitely have something to appeal to you

### Chair

Workload



5-10 HOURS

Recruitment Period  
SEPTEMBER

Method

📄 APPLICATION

- Manage the EAC team by planning meetings, budgeting and consistent communication.

- Logistics and implementation of EAC events; Acting as financial officer for the EAC.

### General Member

Workload



0-3 HOURS

Recruitment Period  
SEPTEMBER

Method

👤 SIGN-UP

- Coming up with great new event ideas.

- Helping to coordinate and plan events.

- Tabling and advertising for events.



## ENGINEERING SOCIAL COMMITTEE

✉ [esc@mcgilleus.ca](mailto:esc@mcgilleus.ca)

The EUS Social Committee organizes fun events and excursions for engineering students and their friends, typically involving drinking. We believe getting adventurous, silly and hydrated is gloriously effective for making good friends and lasting memories!

### VP Communications

Workload



3-5 HOURS

- Responsible for leading and organizing all promotional activities, such as social media, posters, tabling, and ticket sales.

Recruitment Period  
SEPTEMBER

- Coordinate with EUS VP Internal to broaden the committee's communications network.

Method

📄 APPLICATION

- Maintain the social media platforms and ensure they are up to date on specific happenings of the committee.

### VP External

Workload



3-5 HOURS

- Responsible for expanding and maintaining relationships with external organizations, sponsors and departments.

Recruitment Period  
SEPTEMBER

- Coordinate with our external partners to organize events and excursions.

Method

📄 APPLICATION

- Establish clear roles with effective, trust-based relationships between the Committee and our partners.

### General Member

Workload



0-5 HOURS

- Responsible for attending weekly meetings, assisting with organization, advertising and facilitation of events.

Recruitment Period  
SEPTEMBER

- Bring ideas and enthusiasm to meetings.

Method

👤 SIGN-UP

- Ensure the success of the Committee's events by assisting with planning, outreach and advertisement.



# ENGINEERING PEER TUTORING SERVICE

✉ [epts@mcgilleus.ca](mailto:epts@mcgilleus.ca)

🌐 [epts.mcgilleus.ca](http://epts.mcgilleus.ca)

We provide free tutoring for all U0 and U1 classes as well as host midterm and final exam review sessions. Our room is located in FDA 6B which is in the FDA hallway. The schedule will be posted outside so stop by to see when tutoring for your classes is held!

## Manager

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Hire tutors.
- Schedule tutoring office hours and review sessions.
- Manage the EPTS room (FDA 6B).

## General Tutor

Workload



3-5 HOURS

Recruitment Period

SEPTEMBER

Method

📄 APPLICATION

- Hold regular office hours 3 hours/week.
- Plan and hold review sessions.
- Attend tutor training.





## EQUITY COMMITTEE

✉ [equity@mcgilleus.ca](mailto:equity@mcgilleus.ca)

🌐 [fb.com/eusequity](https://fb.com/eusequity)

McGill's EUS Equity Committee promotes diversity, inclusion and social equity in Engineering at McGill. Social equity states that everyone should have access to the same resources and be able to succeed in our society. Contrarily to equality equity takes into consideration people's identities and how that allows them to move through society.

### EUS Equity Commissioner

Workload



5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Promote diversity, inclusivity and equity in engineering at McGill.
- Process equity complaints and facilitate discussions/resolutions.
- Sit on the Faculty of Engineering Equity Committee.

### Workshop Coordinator

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Responsible for all the logistics associated with the EUS Equity workshop series.
- Organize the booking and scheduling of equity facilitators.
- Attend Equity Committee Meetings.

### Financial Officer

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Responsible for all financial operations of the Equity Committee.
- Apply for funding opportunities for the Equity Committee.
- Attend Equity Committee Meetings.

### Forum Coordinator

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

 APPLICATION

- Organize a equity forum per academic semester.
- Promote the equity forum to the engineering community.
- Attend Equity Committee Meetings.

### Committee Member

Workload



0-5 HOURS

Recruitment Period

ANYTIME

Method

 SIGN-UP

- Discuss about issues pertaining to equity in the engineering community.
- Participate in Equity Committee projects.
- Attend Equity Committee Meetings.



## EUS SPORTS

✉ [sports@mcgilleus.ca](mailto:sports@mcgilleus.ca)

🌐 [fb.com/engsports](https://fb.com/engsports)

EUS sports is proud to offer to its members soccer and flag football leagues in the fall, as well as the infamous broomball league in the winter. Departmental teams are the norm but are not the rule, so if you have a bunch of friends in other departments you can certainly form your own team.

### Sports Commissioner

Workload



0-5 HOURS

- Responsible for the organization and logistics of the EUS Sports Committee.

Recruitment Period

SEPTEMBER

- Organize teams, determine the playing and refereeing schedule and organize the final tournaments for each league.

Method

📄 APPLICATION

- Management and procurement of sports equipment.

### Referee

Workload



0-5 HOURS

- Submit availability schedules and receive refereeing shifts based on the availability given.

Recruitment Period

SEPTEMBER

- Know the rules of the sport being officiated. EUS Sports has slightly adapted rules for each sport to better fit our leagues. The rules are posted on our website.

Method

📄 APPLICATION

- Paid \$10/game.

# GRADUATION COMMITTEE

✉ [gradcom@mcgilleus.ca](mailto:gradcom@mcgilleus.ca)

The Graduation Committee is a relatively small, event-based committee. It has three major events throughout the academic year, so the time commitment peaks around these event dates (one in each semester). The committee is overseen by the committee chair, and tasks are distributed among committee members based on availability and interest.

## GradComm Chair

Workload



10+ HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Leads and organizes committee meetings.
- Main communicator with MESC to organize Iron Ring related events and activities.
- Ensure that all major bookings are completed for the winter semester Plumber's Ball.

## General Member

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

👤+ SIGN-UP

- Attend committee meetings.
- Aid in planning, organization, and volunteering at Grad Comm events.
- Keep the graduating class informed via the pipeline, social media, and word of mouth.



# MCGILL ENGINEERING COMPETITION

✉ [engineering.competition@mcgilleus.ca](mailto:engineering.competition@mcgilleus.ca)

🌐 [mec.mcgilleus.ca](http://mec.mcgilleus.ca)

The McGill Engineering Competition (MEC) is an annual interdisciplinary event bringing together McGill's brightest engineering students to test their skills in varying competitions. The goal of MEC is to foster relationships between students while providing them a setting for professional engineering practice as well as networking opportunities.

## Chair

Workload



5-10 HOURS

Recruitment Period

NOVEMBER

Method

📄 APPLICATION

- Set vision and direction for MEC.
- Follow up with execs and assist them in their duties.
- Keep contact with EUS VP External and QEC's Organizing Committee.

## VP Logistics

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

📄 APPLICATION

- Book rooms and ensure security presence.
- Oversee fundraisers and organize tabling.
- Organize the opening ceremony and the closing cocktail.

## VP Operations

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

📄 APPLICATION

- Purchase materials.
- Prepare and order T-shirts, medals, gifts, etc.
- Organize and ensure food and BEvERage supplies for the weekend.

## VP Finance

Workload



5-10 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Act as financial officer and liaison with EUS VP Finance.
- Prepare the budget and follow up in case of discrepancy.
- Approve purchases and keep records of spendings.

## VP Sponsorship

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Prepare Sponsorship package.
- Contact potential sponsors and follow up with them.
- Organize promotions events with companies (at career fairs and conferences).

## VP Communications

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Ensure strong community presence through pipeline and class vannonouncements.
- Oversee social media activity (Facebook, Twitter and Instagram).
- GET THE WORD OUT!

## Competition Director

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Prepare material needed for their category.
- Oversee their category and answer competitors' questions.
- Work with VP Competitions in solving ruling issues.

## Industry Liaison

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Contact alumni and industry people as potential judges.
- Assist VP Sponsorship in following up with potential sponsors.
- Assist in money and goods collection.

## IT Director

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Responsible for the website creation and update.
- Supervise electronic sign-up procedures.
- Assist in solving tech issues during the competition.

## Creative Director

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Responsible for the general image of MEC.
- Prepare design for posters, banners and other promotional items.
- Design T-shirts and gifts (medals, certificates...).

## VP Competitions

Workload



0-5 HOURS

Recruitment Period

NOVEMBER

Method

APPLICATION

- Recruit Competition Directors.
- Adapt Competition packages and prepare list of materials to be purchased.
- Oversee all competitions and the application of the rules.



# MCGILL ENGINEERING GAMES

✉ [enggames@mcgilleus.ca](mailto:enggames@mcgilleus.ca)

🌐 [enggames.mcgilleus.ca](http://enggames.mcgilleus.ca)

Engineering Games is a community of engineering undergraduate students from Quebec universities and technological institutes. The community participates in many social events year-round, and is driven by a 5 day competition, known as The Games, during the first week of January. Schools take turns hosting The Games each year.

## Chief

Workload



0-5 HOURS

Recruitment Period  
JANUARY

Method

📄 APPLICATION

- Lead the exec team in their operations.
- Relay communications to and from delegations from other schools' chefs.
- Be a spirit powerhouse.

## VP Promotions

Workload



5-10 HOURS

Recruitment Period  
NOVEMBER

Method

📄 APPLICATION

- Plan recruiting strategy for delegation.
- Create promotional material for events & recruitment.
- Work with EUS bodies for TeN screen usage & other promo media.

## VP Gear

Workload



5-10 HOURS

Recruitment Period  
NOVEMBER

Method

📄 APPLICATION

- Conceptualize delegation gear.
- Work with VP Finance to meet budgetary restraints.
- Add input for theme selection.

## VP Communication

Workload



0-5 HOURS

Recruitment Period  
JANUARY

Method

📄 APPLICATION

- Create e-mail lists for racers (possible delegates) during race period.
- Be one with cats, memes, GIFs and other social media tools.
- Take minutes at meetings for optimal work output.



## VP Finance

Workload



0-5 HOURS

Recruitment Period

JANUARY

Method

APPLICATION

- Plan a budget for the delegation.
- Aid exec members in various financial tasks.
- Authorize all transactions via EUS procedures.

## VP Machine

Workload



0-5 HOURS

Recruitment Period

JANUARY

Method

APPLICATION

- Lead the machine team in design operations.
- Recruit coders & builders into the design team.
- Compete in machine competition at games.

## VP Sponsorship

Workload



0-5 HOURS

Recruitment Period

JANUARY

Method

APPLICATION

- Create sponsorship package.
- Nurture relationships with industry partners.
- Relay with VP Finance on budgetary matters.

## VP Events

Workload



0-5 HOURS

Recruitment Period

JANUARY

Method

APPLICATION

- Organize race events by McGill delegation.
- Coordinate with VP events from other schools.
- Schedule the McGill race for optimal racer participation.

## VP Mac Campus

Workload



0-5 HOURS

Recruitment Period

JANUARY

Method

APPLICATION

- Promote the games and its race to Mac Campus students.
- Bring spirit of the games to Mac Campus students.
- Coordinate Mac Campus student participation.



## O-WEEK COMMITTEE

✉ [o-week@mcgilleus.ca](mailto:o-week@mcgilleus.ca)

🌐 [frosh.mcgilleus.ca](http://frosh.mcgilleus.ca)

Frosh is coordinated by students with the cooperation of the Campus Life and Engagement Office and McGill Engineering Student Center. The Frosh Coords plan events within Engineering as well as joint events with other faculties. Highlights include a concert, activities on campus, Bar Tour, and Beach day.

### Chief Coordinator

Workload



10-15 HOURS

Recruitment Period  
MARCH

Method

📄 APPLICATION

- Manages the O-Week Committee, runs meetings and keeps track of deadlines.
- Interacts heavily with other faculties during the planning process.
- Assumes all the duties of the other coordinators, although from a leadership perspective while working closely with the VP Internal.

### Coordinator (8-10)

Workload



5-10 HOURS

Recruitment Period  
MARCH

Method

📄 APPLICATION

- Organize a variety of events for Engineering Orientation Week under 6 subcommittees: day events, night events, pub crawl, communications, equity & sponsorship.
- Being present in Montreal for the majority of the summer to attend weekly meetings and meet with external parties.
- Attend inclusivity and problem solving training during the summer. and reflect these traits when working with leaders and staff.

### Frosh Leader

Workload



1 FULL WEEK

Recruitment Period  
MARCH

Method

📄 APPLICATION

- Paired with 3 other leaders, the frosh leader serves as a guide/mentor/new friend to his/her group of incoming engineering students.
- Help new students integrate into the engineering community and bring generally high levels of hype.
- Continue to serve as a mentor to the new students throughout their time at McGill.

## O-Staff

Workload



1 FULL WEEK

Recruitment Period

MARCH

Method

 APPLICATION

- Help the O-Week coordinators with running specific events assigned to you prior to orientation.
- Help new students integrate into the engineering community and bring generally high levels of hype.
- Be able to help off-shift if one of the coordinators needs urgent help.



## OPEN AIR PUB

✉ [oap@mcgilleus.ca](mailto:oap@mcgilleus.ca)

🌐 [oap.mcgilleus.ca](http://oap.mcgilleus.ca)

OAP is that wonderful festival of barbecue & beer which welcomes students back to McGill with great music, food, and the coldest refreshments on campus! The week before and after Labor Day, you'll find us hanging out in Three Bares Park. With a very relaxed and friendly atmosphere, and live music every night, it's the best way to catch up with old friends and to meet new people.

### OAP Managers

#### Workload



30hr/ WEEK, 2 WEEKS  
in SEPTEMBER

8hr/ DAY, 2 DAYS  
in APRIL

Recruitment Period  
NOVEMBER

#### Method

📄 APPLICATION

- Responsible for ensuring that every step of OAP works as planned such as beer serving, food serving, ticket tent, live music and much more.
- Work during OAP at different stations and help delegate the work between the volunteers as well as doing a lot of the physical work themselves.
- Work before and after OAP to improve on the previous years, and to prepare the following ones.

### Volunteer

#### Method

👤 SIGN-UP

- Work at the food station: grilling burgers, assembling burgers, serving customers.
- Work at the beer tent: pouring beers, serving customers.
- Help with set-up and take down of OAP.



## PLUMBERS' STUDENT DESIGN

✉ [psd@mcgilleus.ca](mailto:psd@mcgilleus.ca)

🌐 [fb.com/psdeus](https://fb.com/psdeus)

Plumbers' Student Design (.PSD) is a student-run service providing innovative (and free!) graphic design solutions for EUS members and organizations. Our services include, but are not limited to: logos, posters, flyers, sponsorship packages, business cards, etc. We also organize free graphic design workshops on programs like Illustrator, Photoshop and InDesign.

### PSD Chair

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Organize and facilitating weekly meetings.
- Oversee volunteer/client relations and procedures.
- Promote PSD services.

### Tutorial Supervisor

Workload



5 HOURS

Recruitment Period

SEPTEMBER

Method

📄 APPLICATION

- Book a room and a date for open graphic design workshops.
- Organize the tutorial (presentation, professional guest).
- Responsible for the tutorial budget.

### Designer

Workload



0-5 HOURS

Recruitment Period

ANYTIME

Method

👤 SIGN-UP

- Ensure of the good communication between the requesting committee and PSD.
- Find a graphic design solution to their request (designing a logo, tee shirt, poster, sticker...).
- Archive the projects.



# SUSTAINABILITY IN ENGINEERING AT MCGILL

✉ [seam.chair@mcgilleus.ca](mailto:seam.chair@mcgilleus.ca)

🌐 [seam.mcgilleus.ca](http://seam.mcgilleus.ca)

Sustainability in Engineering at McGill is a committee within the EUS. The committee was formally founded in 2014. SEAM's purpose is to foster and promote a culture of sustainability in the Engineering community.

## SEAM Chair

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Promote a culture of sustainability within the engineering community at McGill through events & initiatives.
- Lead the SEAM Team as the committee chair
- Act as an institutional memory for sustainability initiatives on campus.

## VP Academic

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Act as the E.U.S. liaison to the McGill Office of Sustainability (MOoS) and the Sustainability Projects Fund (SPF).
- Promote opportunities for student engagement in sustainability including applied student research & sustainability projects' fund.
- Work to integrate sustainability related content into the curriculum.

## VP Communication

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Develop SEAM's social media and outreach strategy.
- Create and send biweekly SEAM newsletters.
- Advertise & promote other events & initiatives related to sustainability in engineering events to the EUS community

## VP Administration

Workload



0-5 HOURS

Recruitment Period  
MARCH

Method

APPLICATION

- Act as the catalyst to implement SEAM's initiatives & large scale events.
- Create small working groups for SEAM projects.
- Coordinate SEAM's consulting projects.

## VP External

Workload



0-5 HOURS

Recruitment Period  
MARCH

Method

APPLICATION

- Act as a liaison between the SSMU Environment Committee and SEAM.
- Meet with sustainability or environmentally conscious groups on campus to discuss initiatives and events.
- Coordinate collaboration between SEAM and sustainability groups contained in other faculty student societies.

## VP Finance

Workload



0-5 HOURS

Recruitment Period  
MARCH

Method

APPLICATION

- Responsible for all financial operations of SEAM.
- Submit a budget request to the Vice President Finance of the E.U.S.
- Apply for funding opportunities.



## TECHFAIR

✉ [techfair@mcgilleus.ca](mailto:techfair@mcgilleus.ca)

🌐 [mcgilltechfair.com](http://mcgilltechfair.com)

Techfair is a career fair run by and for engineering students in collaboration with the McGill Engineering Student Center. It's an excellent opportunity to meet with employers, find job and internship opportunities, and leave a lasting impression on potential future employers. Don't miss out on this invaluable opportunity to achieve leadership and event planning experience!

### TechFair Chair

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Organize Techfair.
- Chair the Techfair committee.
- Liaising with McGill Engineering Student Center.

### VP Communications

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Promoting techfair to students through tabling, website, and other promotional materials

### VP Logistics

Workload



0-5 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Selecting volunteers, training volunteers, organizing volunteers at TechFair.





## TECHWEEK

✉ [techweek@mcgilleus.ca](mailto:techweek@mcgilleus.ca)

🌐 [techweek.mcgilleus.ca](http://techweek.mcgilleus.ca)

TechWeek is a week long event focused on showcasing the engineering profession and learning more about career prospects, current trends in engineering and ongoing research here at McGill. The event occurs at the end of January each year, and in the past has included guest speakers wine and cheese evening panels, speed-networking and much more.

### TechWeek Chair

Workload



5-10 HOURS

Recruitment Period

APRIL

Method

📄 APPLICATION

- Organize TechWeek.
- Chair the TechWeek committee.
- Liaising with various EUS Groups and McGill Engineering Student Centre.

### Sponsorship Officer

Workload



0-5 HOURS

Recruitment Period

SEPTEMBER

Method

📄 APPLICATION

- Investigate sponsorship opportunities from different compaines/ restautrants.
- Liaise with the VP Finance of EUS on financial planning for the club to ensure adequate funds are generated.
- Formulate sponsorship proposals and ensure sponsorship requirements are met.

### General Executive Team Member

Workload



0-5 HOURS

Recruitment Period

SEPTEMBER

Method

📄 APPLICATION

- Responsible for planning out the week in advance.
- Taking responsibility for one or more events.
- Ensuring the smooth functioning of the event during TechWeek.



## THE PLUMBER'S FAUCET

✉ [faucet@mcgilleus.ca](mailto:faucet@mcgilleus.ca)

🌐 [faucet.mcgilleus.ca](http://faucet.mcgilleus.ca)

The Plumber's Faucet is entirely written and produced by students, and features all of the humour, sarcasm, and superiority complex we deserve as members of the greatest faculty on campus. We are always looking for new writers, illustrators, and layout people - the only prerequisite is a sense of humour, and literacy is optional!

### Editor-in-Chief

Workload



~10 HOURS

Recruitment Period  
MARCH

Method

📄 APPLICATION

- Organizing and overseeing the production of every issue of the Plumber's Faucet: choosing a theme, hosting weekly editorial meetings, printing & distributing, and more. This includes proofreading, copy editing, and content editing, and/or recruiting writers to aid in minor proofreading for large issues.
- Managing the pitching, assigning, writing, editing, and layout of all articles, keeping in touch with the writer.
- Accepting and vetting spec submissions and deciding what content will go in what issue, on the web, and maintaining a backlog of articles.

### Webmaster

Workload



5 HOURS

Recruitment Period  
SEPTEMBER

Method

👤 SIGN UP

- The duties of the webmaster are to maintain and update the website using a competent knowledge of computer science and basic web design.

### Layout & Design Editors

Workload



5 HOURS

Recruitment Period  
MARCH

Method

👤 SIGN UP

- Organizing articles and illustrations into a professional-looking magazine with a working knowledge of the relevant software as well as a sense of design, using common programs such as Photoshop and InDesign.
- Coordinating writers and illustrators to work out what design elements will accompany which pieces where, prior to doing layout on a finished issue.
- Working with the printers at CopiEUS to ensure the issue is published as planned.



## THE PLUMBER'S LEDGER

✉ [ledger@mcgilleus.ca](mailto:ledger@mcgilleus.ca)

🌐 [ledger.mcgilleus.ca](http://ledger.mcgilleus.ca)

The Plumber's Ledger is the (non-satirical) newspaper of the EUS. If you're looking to improve your communication or formatting skills, or just looking to help in some way, the Ledger is always looking for contributors. Though we do cover topics relevant to McGill engineers, there are practically no restrictions on subject matter.

### Editor-in-Chief

Workload



~10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Organizing and overseeing the production of every issue of the Plumber's Faucet, from choosing a theme and hosting weekly editorial meetings all the way to print day and distributing the new issue on the stands; this includes Proofreading, copy editing, and content editing, and/or recruiting writers to aid in minor proofreading for large issues.
- Managing the pitching, assigning, writing, editing, and layout of all articles, keeping in touch with the writer.
- Accepting and vetting spec submissions and deciding what content will go in what issue, on the web, and maintaining a backlog of articles.

### Contributor

Method

👤 SIGN UP

- Write or create content for the Ledger both online and in print.
- Consistently produce material on time, and on any range of topics.
- Engage the readership.

### Layout & Design Editors

Workload



5 HOURS

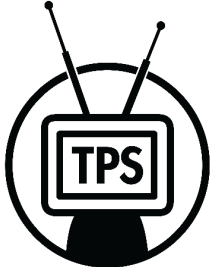
Recruitment Period

MARCH

Method

👤 SIGN UP

- Organizing articles and illustrations into a professional-looking magazine with a working knowledge of the relevant software as well as a sense of design, using common programs such as Photoshop and InDesign.
- Work with contributors and editor-in-chief to format issue for print.
- Knowledge of Adobe InDesign and Photoshop is key.



## THE PLUMBER'S STATION

✉ [station@mcgilleus.ca](mailto:station@mcgilleus.ca)

🌐 [union.mcgilleus.ca](http://union.mcgilleus.ca)

The Plumber's Station is an exciting video publication that will broadcast all year for your viewing pleasure. Showcasing videos shot and edited by McGill Engineers (and friends), the Station features event videos as well as creative videos/short-films. If you want to go to events for free or you're interested in acting in front of a camera or have a knack for working on videos behind the scenes, feel free to send us an email.

### Co-Chairs

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Oversight on project development & volunteer coordination
- Manages relations with external parties
- Guides the general direction of the Station

### VP Finance

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Act as financial officer and liaison with EUS VP Finance.
- Prepare the budget and follow up in case of discrepancy.
- Approve purchases and keep records of spendings.

### General Contributors

Workload



0-5 HOURS

Method

👤 SIGN UP

- Volunteer as a writer, director, videographer, sound technician, photographer, actor, & more!
- Attend meetings and actively work on projects throughout the year
- Assist the director & videographer achieving shots

# SERVICES



## COPi-EUS

✉ [copieus@mcgilleus.ca](mailto:copieus@mcgilleus.ca)

🌐 [copieus.mcgilleus.ca](http://copieus.mcgilleus.ca)

Copi-EUS is your one stop shop for anything related to printing (except for 3D Printing, that would be The Cube). Located in the EUS Mall in McConnell Engineering, CopiEUS is one of four major Services offered by the EUS.

### Manager

Workload



5-10 HOURS

Recruitment Period  
MARCH

Method

📄 APPLICATION

- Human resource duties such as hiring employees, scheduling, training and submitting employee payroll.
- Managing the finances, determining pricing and preparing a budget.
- Taking inventory, managing equipment and ordering supplies.

### Employee

Workload



2-5 HOURS

Recruitment Period  
APRIL

Method

📄 APPLICATION

- Provide good customer service and helping customers with their printing needs.
- Refill printing supplies and being able to fix any minor technical difficulties with the printings.
- Prepare bills for orders and processing payments on the till.



## FROSTBITE

✉ [frostbite@mcgilleus.ca](mailto:frostbite@mcgilleus.ca)

🌐 [frostbite.mcgilleus.ca](http://frostbite.mcgilleus.ca)

Frostbite is a student run ice cream store at McGill University in Montreal, Canada. We are known for our hype tracks, dope employees, and of course, our delicious ice cream. Frostbite can be found in the McConnell Engineering Building, inside the EUS Mall.

### Manager

Workload



5-10 HOURS

Recruitment Period  
MARCH

Method

📄 APPLICATION

- Keeping inventory of ice cream, cups and spoons and ordering supplies.
- Human resource duties such as hiring employees, scheduling and sending the billable hours of each employee to the VP Services for payroll.
- Opening and closing the store everyday. This includes counting the money and doing daily cash deposits.

### Employee

Workload



2-5 HOURS

Recruitment Period  
APRIL

Method

📄 APPLICATION

- Serve ice-cream.
- Upkeep of the store during your shift, including replacing spoons, cups, napkins and changing the water when needed.
- Replace tubs when empty and wash emptying tubs lids.



## GENERAL STORE

✉ [generalstore@mcgilleus.ca](mailto:generalstore@mcgilleus.ca)

🌐 [fb.com/mcgillgeneralstore](https://fb.com/mcgillgeneralstore)

The EUS General Store is your one-stop student store! Find coffee, snacks, freshly-made sandwiches, school supplies, calculators, clothing, and anything else you might need, all in one location!

### Manager

Workload



5-10 HOURS

Recruitment Period  
MARCH

Method

📄 APPLICATION

- Human resource duties such as hiring employees, training and completing employee payroll.
- Monitor and order supplies and stock as well as coming up with innovative new ideas to offer more services to students.
- Manage the G-Stores finances, making sure everything is within the proposed budget.

### Employee

Workload



2-5 HOURS

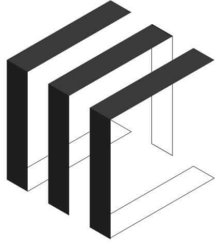
Recruitment Period  
APRIL

Method

📄 APPLICATION

- Provide good customer service and being familiar with products sold and services provided.
- Brew coffee and stock shelves.
- Perform transactions with customers and EUS groups.





## THE CUBE

✉ [cube@mcgilleus.ca](mailto:cube@mcgilleus.ca)

🌐 [cube.mcgilleus.ca](http://cube.mcgilleus.ca)

The Cube is a student-operated 3D printing service for McGill students. We're here to help you with any kind of personal or course-related design project. We offer free consultation on additive manufacturing and design. Come say hi! We're located in MD264, in the Macdonald Engineering Building.

### Manager

Workload



5-10 HOURS

Recruitment Period

MARCH

Method

📄 APPLICATION

- Manage technicians and act as a technician when required.
- Ensure lab has adequate supplies/equipment.
- Oversee the finances including determining pricing and putting together the budget.

### Systems Admin

Workload



2-5 HOURS

Recruitment Period

APRIL

Method

📄 APPLICATION

- Maintain and modify online platform.
- Work with databases and Python/Django.
- Work to improve the service's workflow and reduce technician labour.

### Technician

Workload



2-5 HOURS

Recruitment Period

APRIL

Method

📄 APPLICATION

- Evaluate print builds and consult with clients.
- Operate and maintain the machines.
- Repair the machines when needed.

# EUS Directory

## Executives

President	<a href="mailto:president@mcgilleus.ca">president@mcgilleus.ca</a>	VP Finance	<a href="mailto:vpfinance@mcgilleus.ca">vpfinance@mcgilleus.ca</a>
VP Academic	<a href="mailto:vpacademic@mcgilleus.ca">vpacademic@mcgilleus.ca</a>	VP Internal	<a href="mailto:vpinternal@mcgilleus.ca">vpinternal@mcgilleus.ca</a>
VP Clubs & Admin	<a href="mailto:vpadmin@mcgilleus.ca">vpadmin@mcgilleus.ca</a>	VP Services	<a href="mailto:vpervices@mcgilleus.ca">vpervices@mcgilleus.ca</a>
VP Communication	<a href="mailto:vpcomm@mcgilleus.ca">vpcomm@mcgilleus.ca</a>		
VP External	<a href="mailto:vpexternal@mcgilleus.ca">vpexternal@mcgilleus.ca</a>		

## Officers

Webmaster	<a href="mailto:webmaster@mcgilleus.ca">webmaster@mcgilleus.ca</a>	Corporate Relations Director	<a href="mailto:corporaterelations@mcgilleus.ca">corporaterelations@mcgilleus.ca</a>
Speaker of Council	<a href="mailto:council.speaker@mcgilleus.ca">council.speaker@mcgilleus.ca</a>	External Relations Director	<a href="mailto:external.relations@mcgilleus.ca">external.relations@mcgilleus.ca</a>
CRO	<a href="mailto:cro@mcgilleus.ca">cro@mcgilleus.ca</a>	Finance Director	<a href="mailto:finance.director@mcgilleus.ca">finance.director@mcgilleus.ca</a>
EUS Senator	<a href="mailto:senator@mcgilleus.ca">senator@mcgilleus.ca</a>	Funds Director	<a href="mailto:space.director@mcgilleus.ca">space.director@mcgilleus.ca</a>
SSMU Reps	<a href="mailto:ssmu.rep@mcgilleus.ca">ssmu.rep@mcgilleus.ca</a>	Space Director	
IT Director	<a href="mailto:it.director@mcgilleus.ca">it.director@mcgilleus.ca</a>		
Creative Director	<a href="mailto:creative.director@mcgilleus.ca">creative.director@mcgilleus.ca</a>		

## Clubs

American Society of Heating, Refrigerating and AC Engineers	<a href="mailto:ashrae@mcgilleus.ca">ashrae@mcgilleus.ca</a>
Canadian Society of Civil Engineers	<a href="mailto:csce@mcgilleus.ca">csce@mcgilleus.ca</a>
Engineers Without Borders	<a href="mailto:president@mcgill.ewb.ca">president@mcgill.ewb.ca</a>
McGill Additive Manufacturing Student's Society	<a href="mailto:president@mamss.ca">president@mamss.ca</a>
McGill Students Flying Club	<a href="mailto:msfc@mcgilleus.ca">msfc@mcgilleus.ca</a>
National Organization for Business & Engineering	<a href="mailto:president@nobemcgill.ca">president@nobemcgill.ca</a>
National Society for Black Engineers	<a href="mailto:nsbe@mcgilleus.ca">nsbe@mcgilleus.ca</a>
Promoting Opportunities for Women in Engineering	<a href="mailto:powe@mcgilleus.ca">powe@mcgilleus.ca</a>
Queer Engineer	<a href="mailto:queer.engineer@mcgilleus.ca">queer.engineer@mcgilleus.ca</a>
Reboot McGill	<a href="mailto:reboot@mcgilleus.ca">reboot@mcgilleus.ca</a>
Sustainable Engineering Practices	<a href="mailto:sep@mcgilleus.ca">sep@mcgilleus.ca</a>

## Departments

<department>.<position>@mcgilleus.ca

Architecture.....	asa
Mining .....	cmeus
Mechanical .....	mame
Chemical.....	chess
Materials.....	meus
Civil .....	ceus
Electrical, Computer, Software .....	ecsess

president	u1rep
vpacademic	u2rep
vpcomm	u3rep
vpexternal	u4rep
vpfinance	
vpinternal	

# EUS Directory

## Committees

Conference on Diversity in Engineering	cde2016@mcgilleus.ca
Engineering Adventure Committee	eac@mcgilleus.ca
Engineering Games	enggames@mcgilleus.ca
Engineering Peer Tutoring Service	epts@mcgilleus.ca
Engineering Socials Committee	socials.eus@gmail.com
EUS Equity Committee	equity@mcgilleus.ca
EUS 2020	2020@mcgilleus.ca
EUS Ski trip	ski.trip@mcgilleus.ca
Graduation Committee	gradcom@mcgilleus.ca
Handbook Committee	handbook@mcgilleus.ca
Junior Council	junior.council@mcgilleus.ca
McGill Engineering Competition	engineering.competition@mcgilleus.ca
Mental Health Committee	mental.health@mcgilleus.ca
Open Air Pub Committee	oap@mcgilleus.ca
Orientation Week Committee	oweeek@mcgilleus.ca
Plumber's Faucet	faucet@mcgilleus.ca
Plumber's Ledger	ledger@mcgilleus.ca
Plumbers' Student Design	psd@mcgilleus.ca
Sustainability	seam.chair@mcgilleus.ca
TechFair	techfair@mcgilleus.ca
TechWeek	techweek@mcgilleus.ca
TeN Committee	ten@mcgilleus.ca
Website Committee	webmaster@mcgilleus.ca
Yearbook Committee	yearbook@mcgilleus.ca

## Design Teams

Baja	baja@mail.mcgill.ca
McGill Racing Team	fsae@mail.mcgill.ca
Formula Electric	ev@mcgill.ca
Concrete Canoe	concrete.canoe@mcgilleus.ca
McGill Rocket Team	mcgillrocketteam@gmail.com
Chem-E Car	mcgill.chemecar@gmail.com
Robotics	mcgillroboticsteam@gmail.com

## Services

Copi-EUS	copieus@mcgilleus.ca
The Cube	cube@mcgilleus.ca
Frostbite	frostbite@mcgilleus.ca
G-Store	generalstore@mcgilleus.ca

## Other

Admin Manager	dianne@mcgilleus.ca
Common Room	common.room@mcgilleus.ca
Blues Pub	blues.pub@mcgilleus.ca
EUS Sports	sports@mcgilleus.ca



Do you want to get involved in the Engineering Undergraduate Society? This is the first rendition of the EUS Involvement Package, a missive dedicated to allowing more people to get involved with greater ease. Currently it only includes EUS committees, but fear not!  
A full edition will be available starting Fall 2017.

Want to give feedback? Could this package be improved! Let us know!  
[✉ vpcomm@mcgilleus.ca](mailto:vpcomm@mcgilleus.ca)

Special thanks to Zahra Asghari & Grayce Zhu