

## **CO-PRESIDENTS:**

- 1. MEETINGS:**
  - a. Host all meetings Bi-Monthly
  - b. Chair the meetings
  - c. Make sure that each representative has been well informed and kept performing their tasks.
  - d. Responsible for advising the Campus Groups Administrator of any changes in the executive or signing officers.
- 2. MAKE FINAL DECISIONS ON EVENT PLANS:**
  - a. Overview the financial spending & use signing authority of the C.U.B.E account
  - b. Must take responsibility for the group if any issues occur.
- 3. DISCUSSION WITH DEAN OF ENGINEERING:**
  - a. Acting liaison between the Department of Biomedical engineering and other campus groups.
- 4. SEPARATION OF TASKS:**
  - a. make sure all planned tasks are met by the directors and representatives
  - b. Step in to assist in any of the projects that are lagging
  - c. Make sure the documented for turnover purposes at the end of each academic year is completed

## **DIRECTOR OF INTERNAL AFFAIRS:**

- 1. MEETINGS:**
  - a. Shall chair all meetings in the absence of both Co-Presidents
  - b. Take the meeting minutes for the IT & Publications Director
- 2. BRING GROUP INITIATIVES TO THE CO-PRESIDENTS:**
  - a. If members of the group have initiatives the hope to start or outside students have inputted any possible plans they should be brought to the bi-weekly meetings
  - b. Any internal problems (between directors or office issues) will be handled by the internal director with the help of the Co-Presidents (if requested), any changes will be discussed in meetings
- 3. OVERVIEW:**
  - a. make sure all internal plans are being handled by directors (indicate issues to the Co-Presidents)
  - b. hold office hours to answer any questions brought to the group by students
  - c. Will work alongside Co-Presidents in the summer to oversee project completion

## **DIRECTOR OF EXTERNAL AFFAIRS:**

- 1. HOST EVENTS:**
  - a. Work alongside the representative and the financial director to set up social events for the students given approval by Co-Chairs during bi-weekly meetings
  - b. Take input from the External Representative on students thoughts
  - c. Responsible for planning activities and projects
  - d. Help External Representative in the advertising planned events

## **2. CAMPUS INTERACTIONS:**

- a. Work as liaison between campus groups alongside the Co-Presidents
- b. Promote activity between different groups to deepen bonds and form better events for the students (ie. The graduation Ball that has occurred between ASME, BMES, CUBE, IEEE, IIE, & RECESS)
- c. Use website & facebook to promote public affairs.

## **EXTERNAL REPRESENTATIVE:**

### **1. INFO:**

- a. The representative will release info to the students through class discussion, postings on facebook
- b. Responsible for advertising and marketing the events to the biomedical engineering student body
- c. Take part in helping the Director of External Affairs to host events
- d. Responsible for submitting event expense proposals to be approved by the executives

## **FINANCIAL DIRECTOR**

### **1. HANDLING OF FUNDS:**

- a. proper documentation of the groups spending
- b. deal with IT & Publications director to obtain required forms/ store documentation
- c. Fill out and hand in RSU forms for reimbursement of spending
- d. Give update on funds during group meetings
- e. Fill out applications for awards/extra funding
- f. No more than \$50 may be kept in the office, bring money to RSU for deposit into accounts (leatrice)
- g. take part in social events (collection of funds, what the best options are for spending)
- h. Fundraising, donations and sponsorship revenues

## **IT & PUBLICATIONS DIRECTOR**

### **1. WEBSITE DESIGN:**

- a. update the existing website to a design similar to: ([www.ee.ryerson.ca/~ieee](http://www.ee.ryerson.ca/~ieee))
- b. Post all applicable material provided by the group

### **2. MONITOR EMAIL ACCOUNTS:**

- a. Specifically the gmail account as it is linked to the ryerson email

### **3. FACEBOOK UPDATES:**

- a. release info for events, competition, & answer questions if required
- b. Keep communication happening between CUBE and other groups on campus

### **4. IMAGES/VIDEO:**

- a. Images or video footage of events will be taken by the director and released to the appropriate individuals

### **5. PAPERWORK:**

- a. properly file documents by folder type in the locking cabinet (until purchase place in office trays)
6. **HAND OUT RSU FORMS TO DIRECTORS:**
- a. print material (posters, flyers)
7. **MEETINGS:**
- a. Release meeting minutes (taken by Internal Director) and information to the directors, place documentation in office folder