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CONSTITUTION OF ENGINEERS
WITHOUT BORDERS CANADA
UNIVERSITY OF TORONTO CHAPTER



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Toronto U of T Chapter



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1.0 Name

The official name of this organization is Engineers Without Borders, University of Toronto Chapter, hereunto referred to as “EWB U of T” or “the Chapter”.

2.0 Mandate

EWB U of T invests in people, providing learning opportunities and ownership of projects to nurture their growth as leaders in a community that makes an impact on local and global development and social & systemic change. We are committed to challenging our own ideas and misconceptions. We expose our members to the realities of poverty and privilege. Our chapter experiments, fails forward, and adapts to make meaningful progressive impact for sustainable and equitable change in Toronto and the world.

2.1 Internal Mandate

We invest in our members to equip them with the skills to affect social change by providing them with:

2.1.1 Foundational Knowledge

We develop foundational knowledge of local and global development and systems thinking¹ through our Member DevelopmentSpace. We complement this foundational knowledge with experiential learning opportunities provided by our Project Initiatives. We reinforce critical thinking skills by challenging the way our members think about poverty, privilege and development.

2.1.2 Professional Skills

We develop project managers and leaders equipped with problem solving, systems thinking and leadership skills through ownership of self-started or recurring Chapter initiatives. We invest in members creating professional relationships with other individuals and organizations.

¹ Systems thinking is a holistic problem solving approach that relates a wide-reaching problem, like poverty, to a system with various interacting and interrelated elements. Rather than tackling problems in isolation, systems thinking considers and leverages the relationships between system elements.



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2.1.3 Personal Growth

We invest in the personal growth of our members as individuals through guidance, support and mentorship, and work with our members to identify and direct their passions towards meaningful thought, behaviour and action. We work to instill in our members EWB's values of ambition, courage, humility and critical thinking.

2.1.4 Connected Community

We foster a supportive, close-knit community with purpose and excitement. We challenge each other by asking tough questions, while providing a positive and collaborative space that encourages mindful experimentation and failing forward. We are committed to creating open spaces within our chapter, building trust and supporting each other in both chapter related endeavours and personal challenges.

2.2 External Mandate

We collaborate with individuals and organizations on a university level, and on a local and global scale to educate about social development and enact positive change within our communities.

2.2.1 University of Toronto

We introduce students to the complex nature of social change. We collaborate with other student organizations to discuss and challenge our views and approaches to social issues. We collaborate with students and faculty to promote systems thinking, and incorporate these concepts into our educational curriculum.

2.2.2. Locally

We work in our communities to identify, educate about, and address systemic issues within the Greater Toronto Area by leveraging the partnerships developed and maintained with high school students, NGOs, and the Canadian government. We work to tackle issues faced in the University and local communities through development projects, research, and educational programs.

2.2.3 Globally

We support Engineers Without Borders Canada and its [ventures](#) by providing human capital to



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promote our shared goal of creating positive and sustainable change in the world. Specifically, interested members participate in National Office programs and initiatives.



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3.0 Affiliation

EWB U of T's philosophy shall be affiliated with Engineers Without Borders Canada. EWB U of T is an autonomous group with full control over its actions on the U of T Campus. Collaboration with Engineers Without Borders Canada and other post-secondary EWB Chapters will occur on a regular basis to better accomplish the mutually agreed upon goals of our national organization.

4.0 Membership

Full membership in the organization may be granted to any member of the University of Toronto community, including students, staff, faculty, and alumni. Full membership entitles individuals to rights such as voting in elections and on constitutional amendments.

Full membership will be granted once the member fills out the central EWB U of T membership form and joins our virtual community on Discord.

Full membership entitles a person as a club executive or a general member.

A member will lose “full membership” if they commit to an executive or project role and do not follow through with meetings or assigned work. If members do not attend 80% of meetings without a valid reason, their position will be revoked. Examples of valid reasons include, but are not limited to: formal work or academic obligations, medical or health issues, family emergencies, mental health breaks and/or burnout, transportation issues, personal crises, prior commitments, and religious or cultural observances. In unique cases, an official “leave of absence” may be permitted for short periods of time by the President(s). Members who receive such official leave would have valid reasons for not meeting attendance requirements during that period.

Individuals external to the U of T community may become “associate members” and are not entitled to voting privileges, or able to run for or hold executive positions.

EWB U of T and its members shall not discriminate against any individual(s) for reasons of age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity or expression, level of literacy, marital status, place of origin, political affiliation, race, sex, sexual orientation, or receipt of public assistance or record of offences of that individual or those individuals.

There is no membership fee to become a member of EWB U of T.



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4.1 Executive Membership

The executive directors of this organization shall serve for a term of office of one year beginning in May of each year. There are 19 EWB U of T executive director positions for the 2023-24 academic year, including the Co-Presidents. The executive selection process is detailed in Appendix 1.

The general duties of all executive directors include:

- Maintain the reputation of the club by conducting themselves with poise and professionalism when representing EWB U of T
- Uphold the vision, mission, and mandate of EWB U of T
- Maintaining relationships with members and partners
- Maintaining chapter resources
- Promote organizational transparency by clearly communicating the status of their initiatives and work throughout the duration of their term
- Participate in the planning process during the May-September months prior to each academic year
- Promote and market EWB U of T events through their personal network
- Provide resources and contacts in support of collaborations with other Chapter members
- Attend executive meetings, community learning sessions, chapter-wide meetings, chapter retreats, and socials to help foster a close-knit community
- Produce a detailed transition report at the end of their term

For Branch Directors and Member Development Directors only:

- Delegate project leadership roles to project leads and members
- Assure that project leads and members are not working in isolation away from the rest of the organization or each other
- Foster an environment for collaborative learning
- Support the personal development of individuals in the portfolio by providing them with foundational knowledge, professional skills, personal growth and a sense of



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community as outlined in the mandate

- Recruit direct reports (if applicable), including writing role descriptions, conducting interviews, accepting/rejecting applicants

4.1.1 President / Co-Presidents

The President/Co-Presidents shall oversee all aspects of the organization. The President(s) shall be elected by the previous year's membership; refer to Section 6.0 for details about Presidential elections. Specific duties of the President(s) of EWB U of T include:

- Representing the interests of EWB U of T on a national level with EWB Canada
- Liaising with officials and staff from the National Office of EWB Canada
- Assuming the duties of any executive position in the interim if they are vacated, and/or appointing interim executive directors
- Guiding the general direction of the organization, its projects, events, member learning and development
- Being responsible for Chapter engagement by checking-in with executive and general members to ensure they are satisfied with their role within the Chapter
- Holding executive directors accountable for their roles and responsibilities
- Being present and visible within the chapter and to its members
- Acting as spokespersons for the organization, actively recruiting, and initiating collaborative relationships with other student clubs
- Coordinating and executing executive meetings and chapter-wide meetings
- Appointing a Chief Returning Officer for the executive elections
- Appointing executives to each of the executive positions
- Acting as one of the two signing officers for EWB U of T
- Liaising with faculty and officials in the University
- Facilitating the amendment of this constitution
- Any duty consistent with the above duties



4.1.2 Other Executive Positions

Other executive positions along with role-specific responsibilities for the school year of 2023-24 are listed in Appendix I.

4.1.3 Signing Officers

Agreements and contracts require an authorizing signature from both of the organization's Signing Officers. Financial transactions require two of the signing officers to authorize. One President and one Finance Director shall each act as a Signing Officer during their term.

4.2 Termination of Membership

Any member, executive or general, who commits an act negatively affecting the interests of the Chapter and/or its members, including non-disclosure of a significant conflict of interest, may be given a notice of removal. If so, membership may be vacated voluntarily, or by petition of at least two-thirds of all eligible voting members present at a hearing called by the President(s) of the organization. Note that this hearing is open to all members.

At the hearing, the President(s) shall state the complaint against the member under examination and provide any arguments for their removal from the organization. The member under examination shall have the right and the opportunity to defend their position. Once both parties have stated their position, the decision shall be left to a vote.

If removed, the member will lose member status and will lose all privileges associated with being a member of EWB U of T.

Vacated executive positions shall be filled through the selection process detailed in section 6.2, to be enacted at the discretion of the acting President(s).

5.0 Meetings

General meetings shall take place a minimum of twice per academic year. If an amendment to the constitution is submitted by a full member, a general meeting will be called to discuss the amendment at the discretion of the acting President(s).

5.1 First General Meeting

The first meeting has the following requirements:

- It must occur within the month of September (the first month of the term)
- A plan for the year shall be presented

5.2 Chapter Restructuring Meeting

The chapter restructuring meeting has the following requirements:

- It must occur in the month of March
- A plan for organizational restructuring must be presented by the incoming President(s) that performs a current assessment on the state of the chapter and the revised mandate

5.3 Executive Meetings

Executives will meet in a mandatory weekly status throughout the summer months (May - August). During the academic year, the administrative team will meet weekly and Branch Directors and the Member Development Directors will meet with their project teams weekly. Any executive meeting may be cancelled by the acting President(s) if deemed unnecessary for a given week. All executives will be given a minimum of 24 hours' notice if the weekly meeting is cancelled.

5.4 Voting

Full members of EWB U of T are entitled to vote in called elections and all official decision making processes. In an election, a candidate running for a position is ineligible to vote for that position. This is to ensure fairness for a member running against a co-executive team. Voting quorum shall be 10% of all full EWB U of T members.

6.0 Executive Selection Process

6.1 Presidential Selection Process

The President(s) for each upcoming school year must be elected by March 1st of the preceding school year, unless extenuating circumstances prevent this from occurring. The presidential selection process consists of three main parts: the nomination period, the presidential debate and the voting period.

6.1.1 The Nomination Period

- The nomination period will open at 12:00 AM ET on the second Wednesday of February each year.
- All EWB U of T members shall be notified at least one week before presidential nominations are open.
- The nomination period shall close at 11:59 PM ET on the third Wednesday of February
- Nominators shall notify the Chief Returning Officer (CRO) of their nomination with a written statement of no more than 250 words detailing their nominee's qualifications. Self and co-nominations are permitted.
- The CRO shall notify all accepted nominees via email by 11:59 PM ET one day after the nomination period closure of each year - the CRO shall also post a candidate list along with voting instructions at that time.

6.1.2 The Presidential Debate

- The presidential debate shall take place in the third week of February each year. All accepted nominees must be present. The debate shall be open to any member of the Chapter.
- In the event that there is only one presidential candidate, the presidential debate will become a question and answer period.

6.1.3 The Voting Period

- The voting period will commence one day after the nomination period closes each year via online voting (online voting platform to be decided at the discretion of the CRO).
- The voting period will close at 11:59 PM ET on February 28th of each year.

- All voting shall be done through a secret ballot. The first-past-the-post² voting system shall be used. Voters are required to indicate on a secret ballot their candidate of choice and the candidate with the simple majority of votes will be the elected President(s).

In preparation for a tie, during the election's voting period, the CRO is to select one acting executive to cast their ballot into a sealed envelope. This envelope is to remain in the possession of the CRO until the close of the voting period. In the event of a tie for the office of the President, the CRO shall break the seal on the envelope and count the ballot to break the tie.

In recognition of the large time commitment demanded by the office of the President, this office shall have the option of being held by two individuals. Should two individuals wish to serve as co-presidents, this must be indicated at the time of nomination, after which these two individuals shall be considered as one single nomination and candidate. Two individuals may not choose to run/serve as co-presidents unless they indicate so during the nomination period.

All members of EWB U of T shall be notified of election results by 11:59 PM ET on March 1st of each year.

All decisions related to this electoral process not specified in this constitution shall be made by the CRO.

6.2 Executive Selection Process

Executive positions aside from the President(s) shall be filled via application, interview, and appointment. The specifics of this selection process are subject to the preference of the incoming President(s). The incoming President(s) will be the lead(s) on this process. If one of the Presidents personally knows a candidate well, then they may still be present for the interview and application review process, however will not participate in final decision making such as to not introduce personal bias.

Once the executive team is appointed by the President(s) and posted to the general chapter

² In the first-past-the-post system, the first candidate to get 50% of the votes is elected.



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membership, if an EWB U of T general member has concerns about the executive team appointment, they may contact the President(s) with their reason(s) for concern and work to resolve the conflict.



7.0 Finances

All finances shall be monitored and directed by the Chapter's Finance Director and Impact Director. In summary, the Finance Director shall:

- Prepare monthly financial statements of the organization for EWB Canada's national office – these reports shall be made available to any member of the organization upon request
- Project and subsequently track cash flows (i.e. income and expenditures) – cash flow updates to be made available at each general meeting
- Collect receipts for out-of-pocket expenses and issue reimbursements in line with a pre-approved budget
- Prepare a preliminary Chapter budget and ensure that it is kept to-date throughout the year
- Provide guidance and supporting documentation to project branches and other chapter executives as they create internal budgets for submission
- Draft and complete grant and funding applications on behalf of the chapter
- Work with the Impact Director and the President(s) to make spending decisions on behalf of the chapter

The Impact Director shall:

- Focus on managing chapter's impact and spending funds impactfully, working with the Finance Director to adjust to deficit/surplus
- Develop and maintain mechanisms for impact assessment and social accountability
- Manage internal project grants and supporting projects at any stage, including reviewing and selecting proposals, approving budgets in collaboration with the Finance Director
- Work with project teams and other Chapter members to collect and communicate data to convey the impact of the Chapter's projects and initiatives
- Submit monthly impact reports to EWB Canada

Please refer to Appendix I.II.III and I.II.IV for a complete list of role-specific responsibilities.

Further, none of the Chapter's membership may engage in activities that are fundamentally commercial in nature. The Chapter will not primarily organize, execute, or support an activity that makes it an on-campus entity representing a commercial organization. The Chapter will



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not sell services and/or goods at a profit when that profit is used for purposes unrelated to the Chapter. The Chapter will not pay wages to any or all of its members.



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8.0 Food Handling

EWB U of T shall conform to the Provincial and Municipal Health Regulations when events are held on any of the University of Toronto campuses which include the sale and/or service of food products.



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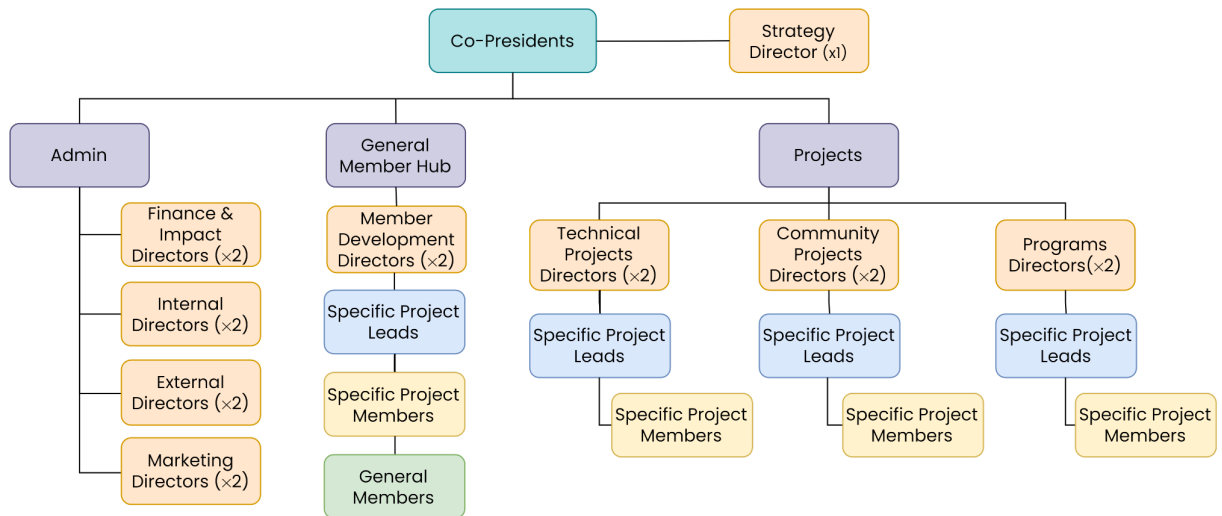
9.0 Amendments

Any member with full membership may submit a proposal for the amendment of this Constitution at any time by email to uoft@chapter.ewb.ca. Sufficient time must then be allowed for the acting President(s) to discuss the proposed amendments and to call a meeting of the Chapter's general membership. Amendments require a two-thirds majority vote to pass, with voting quorum as defined in Section 5.4.

Approved amendments will be adopted into the Constitution within three weeks of their approval.

Appendix I Executive Positions

The executive positions are presented below along with role-specific responsibilities. Note that the Strategy Director also serves as the Chief Returning Officer (CRO).



Appendix I.I Project Branch Directors

Appendix I.I.I Technical Projects Directors

The purpose of the Technical Projects Director role is to source new projects and manage all projects under the Technical branch by providing support and accountability. Technical Projects will include projects that allow students to apply their technical design/engineering skills (i.e. design projects) and will have a focus on global development and sustainability.

Key responsibilities of the Technical Projects Directors include:

- Developing relationships and working with external partners (faculty, research groups, EWB Canada, external companies, etc.) to source technical projects



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- Developing outlines for these projects including timelines, roles needed, purpose and impact, etc.
- Working closely with project leads/teams to build projects out during the year
- Recruit a team of passionate members who will assist in the execution of projects
- Any duty consistent with the above

Note: The technical project space is new to the chapter, meaning that we don't have any existing projects in this category. Unlike the Community and Programs branches, the Technical Projects Directors are responsible for developing new project ideas in collaboration with external partners (around 1 or 2 projects) and seeing them through during the summer/year.



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Appendix I.I.II Community Projects Directors

The purpose of the Community Projects Director role is to manage all projects under the Community branch by providing support and accountability. Community Projects are ongoing projects that have a direct impact in the local community.

Key responsibilities of the Community Projects Directors include:

- **Overseeing projects including:**
 - Foodbank Project
 - Community Garden
 - Food Systems Advocacy Project
 - Walkable Cities Project
 - Emergency Mailing Address Project (under rescoping this year)
- **Conducting regular and frequent check-ins with project leads**
- **Being the liaison between the projects and the senior executive team**
- **Support task delegation, manage internal deadlines, and provide guidance to project teams**
- **Recruit a team of passionate members who will assist in the execution of projects**
- **Any duty consistent with the above**



Appendix I.I.III Programs Directors

The purpose of the Programs Director role is to manage all projects under the Programs branch by providing support and accountability. The projects under the Programs branch are major events-based projects tailored to high school students or university students.

Key responsibilities of the Programs Directors include:

- **Overseeing projects including:**
 - The Social Change and Youth Leadership Conference (SCYLC)
 - Innomasters
 - EWBeyond
 - Social Impact Hackathon
- **Conducting regular and frequent check-ins with project leads**
- **Being the liaison between the projects and the senior executive team**
- **Support task delegation, manage internal deadlines, and provide guidance to project teams**
- **Recruit a team of passionate members who will assist in the execution of projects**
- **Any duty consistent with the above**



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Appendix I.II Administrative Directors

The administrative executive positions are held by two directors with the exception of the Finance Director and the Impact Director, which are both roles held by a single director. Each administrative director supports all Projects and chapter initiatives by enabling each team to achieve their respective goals that align with the vision and mission of the EWB U of T Chapter. They work to increase chapter connections through communal communication within the Chapter internally and with others who are external to the chapter such as university partnerships, EWB National Office, etc.

Appendix I.II.I Internal Directors

The Internal Directors are responsible for overseeing Chapter operations and planning Chapter events. This role includes both logistical and social duties to ensure that the chapter operates smoothly throughout the year.

Key responsibilities of the Internal Directors include:

- Organizing chapter-wide events in collaboration with the President(s)
 - Main chapter-wide events include: *Chapter Retreat* (summer), *EWBootcamp* (September), *Student Leadership Summit* (beginning of Winter semester), *Network Appreciation* (end of Winter semester)
 - For these events, responsibilities include organizing logistics (venue, food, transportation), scheduling, programming content, etc.
- Coordinating room bookings for events and meetings for any chapter member/team through a room booking form system
- Developing and sending a monthly EWB Newsletter
- Tracking EWB membership through a membership form system
- Any duty consistent with the above



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Appendix I.II.II External Directors

The External Directors are responsible for establishing and maintaining relationships between EWB U of T and external clubs, organizations, companies, alumni, and the Toronto Professional EWB Chapter in aim to support Chapter projects and initiatives..

Key responsibilities of the External Directors include:

- Maintain and develop partnerships with EWB National Office, other EWB Chapters, Alumni, U of T clubs, companies, and community partners
- Work with President(s) and Internal Directors to support external chapter-wide events, such as the xChange Conference
- Work with project teams to support their partnership goals
- Work with Finance Director to explore corporate sponsorship opportunities to support chapter projects and initiatives
- Maintain the Mentorship Program in collaboration with the Toronto Professional EWB Chapter to provide EWB U of T members with both professional development mentorship and project mentorship
- Explore new external partnership opportunities in alignment with the Chapter's mission and vision
- Any duty consistent with the above



Appendix I.II.III Marketing Directors

The Marketing Directors are responsible for developing EWB U of T's brand through various marketing materials and strategies. The Marketing Directors are also responsible for the upkeep of activity on all Chapter social media platforms.

Key responsibilities of the Marketing Directors include:

- Developing systems for efficient and timely marketing requests for chapter events/initiatives, and recruiting a Marketing team if deemed necessary
- Creating a rebranding strategy and developing the Chapter's brand identity
- Responding to all marketing requests from various members of the Chapter, designing marketing materials as needed
- Maintain digital media platforms including LinkedIn, Instagram, and the Chapter Website
- Market the Chapter's events and initiatives through social media and other outreach means
- Ensure that all major Chapter events are photographed and archived by coordinating and recruiting photography delegates
- Work with the Finance Director to manage and budget any sponsored posts
- Any duty consistent with the above



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Appendix I.II.IV Finance Director

The Finance Director is responsible for handling all Chapter finances and preparing funding applications.

Key responsibilities of the Finance Director include::

- Preparing a preliminary budget and ensuring that it is kept to-date throughout the year
- Preparing monthly financial statements of the organization for EWB Canada's national office
- Acting as one of the two signing authorities for EWB U of T's bank account
- Projecting and subsequently tracking cash flows (i.e. Chapter income and expenditures)
- Collecting receipts for out-of-pocket expenses and issue reimbursements
- Organizing and executing the EWB U of T engineering levy campaign, or providing details about this initiative in the Transition Report at the end of term if the levy campaign is in the subsequent year
- Overseeing and actively seeking out new in-university funds (e.g. CPSIF, UTSU)
- Working with the External Directors to connect with corporate sponsors, and maintaining relationships with active, prospective, and past sponsors
- Designing and executing on EWB U of T fundraising plans and packages, if deemed appropriate
- Maintain accurate records of sponsors interactions and all transactions
- Represent EWB U of T Chapter as needed at meetings and reach outs for finance and fundraising purposes
- Coordinate volunteers to assist in running the organization's fundraising activities, if deemed appropriate

Any duty consistent with the above



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Appendix I.II.V Impact Director

The Impact Director develops meaningful frameworks to assess the impact and social accountability of the Chapter's work and spending.

Key responsibilities of the Impact Director include:

- Ensuring that the Chapter spends its funds impactfully, working with the Finance Director to adjust to deficit/surplus
- Developing an impact assessment & social accountability framework
- Collecting data related to project impact, and communicating this to the Chapter members and general public in collaboration with the Marketing Directors
- Conducting monthly impact reporting to EWB Canada's national office
- Reviewing internal project proposals and supporting projects at any stage
- Reviewing and approving team budgets in collaboration with the Finance Director
- Being part of major financial decisions in which the long-term impact of purchases must be considered
- Working with the Finance Director to write funding applications to the U of T Engineering Society and other funding sources

Any duty consistent with the above



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Appendix I.IV Member Development Directors

The general member space is tailored to creating an enriching and structured environment for General Members to be part of the Chapter. The Member Development team's aim is to create a united, educated and supportive EWB U of T community that engages and develops members to unlock their potential as part of the Chapter.

Appendix I.IV.I Member Development Directors

The Member Development Directors are responsible for overseeing the General Member space and coordinating activities for General Members. This involves overseeing project teams that run short-term events catered towards General Members, as well as developing communication systems for General Members to understand what EWB U of T does and how to get involved.

Key responsibilities of the Member Development Directors include:

- Developing a system to welcome and onboard new members in addition to keeping them informed about upcoming activities in the Chapter
- Helping with recruiting at Clubs Fairs and other student-facing events
- Overseeing project teams that coordinate short-term events/initiatives that General Members can participate in such as CyberTalks, the PolicyPod, advocacy opportunities, Indigenous Reconciliation workshops, etc.
- Overseeing a Volunteer Coordinator(s) that can connect General Members to projects in need of volunteers throughout the year
- Being the point of contact for all General Members
- Any duty consistent with the above