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# **UNDERGRADUATE ECONOMICS COUNCIL**

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**UNIVERSITY OF TORONTO MISSISSAUGA**

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**OFFICAL CONSTITUTION**  
**(UPDATED JUNE 2023)**

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## **Article I: Name**

The organization shall be named the “Undergraduate Economics Council”, or “UEC”. The Academic Society will also be referred to as “the council” in this constitution.

The Undergraduate Economics Council is affiliated with the University of Toronto Mississauga Student Union, the student body at the University of Toronto Mississauga that recognizes all student and academic associations, including academic societies such as UEC.

Finally, the society is affiliated with the members of the Department of Economics at the University of Toronto Mississauga.

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## **Article II: Purpose**

### Mission Statement

*To provide valuable opportunities to current and prospective economics students and help them excel in academics, adapt to the university environment, build a valuable network, and foster their future potential in an accountable, ethical and responsible way.*

Ultimately, UEC strives to heighten UTM’s level of economic awareness and understanding through the provision of high quality academic and social events organized throughout the year.

### Vision Statement

Our desired future goal is:

- ◆ To provide high-quality events that encourage students to develop themselves on an academic and professional level.
  - ◆ To help students find their career path through networking opportunities with faculty professors and professionals.
  - ◆ To improve students’ knowledge in fields relating to economic research, policy making and the financial industry.
  - ◆ To serve as a bridge between students and the Department of Economics.
  - ◆ To ensure current or prospective economics student make the most of their university journey.
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## **Article III: Membership**

### Structure

The membership structure at UEC allows any current full-time or part-time student at the University of Toronto Mississauga to participate in the society’s events; alumni are welcome to attend as well. However, for competitions held by UEC, only current full-time or part-time students are allowed to participate.

### Fees

Any UofT student can become a general member (participant) free of charge.



## Priority for Events

UEC strives to give as many opportunities as possible to students. Some events will have a limited amount of space due to venue constraints and admission will be based on a first come - first serve basis.

All students will have the option to register for events online before the scheduled date of the event to secure their position.

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## **Article IV: Executive Structure**

### Senior Executives

- I. President
- II. Co-President
- III. Senior Advisor
- IV. Vice President of Academic Development (VP Academics)
- V. Vice President of External Relations (VP Externals)
- VI. Vice President of Internal Relations (VP Internals)
- VII. Vice President of Marketing (VP Marketing)
- VIII. Vice President of Finance (VP Finance)

### Director Executives

- I. Academic Development Director (Academics Director)
- II. Case Competition Director
- III. External Relations Director (Externals Director)
- IV. Internal Relations Director (Internals Director)
- V. Marketing Director
- VI. Outreach Director
- VII. Finance Director
- VIII. Sponsorship Director

### Associate Executives

- I. Academic Development Associates (Academics Associate)
- II. Case Competition Associate
- III. External Relations Associate (Externals Associate)
- IV. Internal Relations Associate (Internals Associate)
- V. Marketing Associate
- VI. Outreach Associate
- VII. Finance Associate
- VIII. Sponsorship Associate

### Chain of Command

- ◆ The President, Co-President and Senior Advisor shall report directly to the Department of Economics and UTMSU.
  - ◆ All Senior Executives shall report directly to the President.
  - ◆ All Director Executives shall report directly to their respective Vice-Presidents.
  - ◆ All Associates shall report directly to their respective Vice-Presidents and Directors.
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## **Article V: General Executive Expectations**

### Attendance

- I. All executives are responsible for attending and assisting in all UEC events.
- II. All executives are responsible for attending their required meetings.

### Meetings

- ◆ A **general meeting** refers to a meeting requiring the attendance of all executive members. There will be monthly general meetings during each term or at the discretion of the President.
- ◆ A **senior executive meeting** refers to a meeting led by the President, with the senior executives in attendance. These meetings will occur bi-weekly or at the discretion of the President.
- ◆ A **team meeting** refers to meetings led by the senior executives, with their respective associates in attendance. These meetings will be held weekly or at the discretion of the respective senior executive.
- ◆ Each member is required to inform the President and/or another Senior Executive at least 24 hours before a meeting regarding any absences. If meetings are missed without prior notice, further actions may be taken under the discretion of the President.

### Confidentiality

An executive will not at any time, either during their term or thereafter divulge to any person or organization, except as authorized by the President, any information with respect to the affairs/events, financial status, contacts or operations of the UEC, and/or its sponsors, guests. All such information must be kept confidential and failure to abide by this may lead to removal from office. (See Article VII)

### Procedures

- I. Handle all documents and files in a prudent manner.
- II. Do not discuss confidential information in places where the discussion may be overheard (e.g. hallways, classrooms, etc.)

### General Rules

- I. Once elected or appointed an executive member, the individual shall NOT take any legal action against UTM, UEC or any individual on the UEC executive council, at any given time unless an extreme situation arises.
- II. As a University of Toronto academic society, the University's Code of Conduct must always be followed.
- III. All actions and decisions taken by executive members must be in line with the UEC's Purpose (See above Article I).

### Intellectual Property and Developments

To prevent a conflict of interest between a UEC member and their obligations to the Department of Economics, and since sensitive information is entrusted to the executive members, all intellectual property developed, invented, discovered, or conceived to fulfill UEC's operations and events is and will remain property of UEC during and after the executive term. This is specially enforced when it comes to contacts made on behalf of the UEC name. Failure to abide by this code may result in removal from office.

Intellectual property includes inventions, discoveries, improvements, ideas, methods, designs, documents, presentations, contacts, data, plans, timelines, videos, pictures, posters, etc.



If a UEC executive member ceases to be part of the team, for any reason, you agree to immediately return to UEC's Department Liaison and/or President all documents, marketing materials, equipment, contact lists in your possession pertaining to all UEC events and operations.

### Exclusivity

UEC agrees that you may continue in other ventures and commitments so long as these are not in conflict with or related to your work with UEC. In case a potential conflict arises, the UEC member must discuss the issue with the President as soon as possible. Further actions will be taken under the President's discretion.

### Respect in the Workplace

UEC is committed to fostering an environment in which all individuals are treated with respect and dignity. All executives should conduct themselves in a business-like manner that promotes equal opportunity and prohibits discriminatory practices, including harassment and violence of any kind; UEC will not tolerate such behavior.

UEC's office is property of the Department of Economics, and as such, every executive is expected to conduct purely professional and academic activities in this environment. If an allegation is made, the appropriate procedure for handling the situation will followed. The Department of Economics will be immediately notified, and they will be the party making the final decision.

*Note: Specific duties and responsibilities of each executive is outlined in Appendix A.*

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## **Article VI: Hiring Process**

### Eligibility

Candidates who meet the criteria below are eligible to apply for an executive position:

- I. Candidates must be a full-time UofT student.
- II. Candidates must be present/available during the summer period of their executive term.

### Elections

- ◆ Election Procedures; As per UTMSU Academic Society Handbook Article VI, with additional provisions as follows:
  - Elections must be open to all interested candidates that are student members of the Subject POST of the respective society. Only students who are registered in the respective Subject POST can be eligible to run. (Economics, Financial Economics, International Affairs, Economics & Political Science Joint Specialist).
  - All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO's for UEC are the following member of administrative staff - Amber Shoebridge.
- ◆ Every Senior and Director Executive position will be listed for elections.
- ◆ The requirements to run for a Director Executive position are the same as mentioned in the Eligibility section above.



- ◆ In addition to the requirements in the Eligibility section, for the position of a Senior Executive (except President), the candidate must have at least one academic year experience with the council.
  - ◆ The candidate running for the President of UEC must have at least one academic year experience as a Senior Executive, apart from the requirements mentioned in the Eligibility section.
  - ◆ Given the extensive responsibility borne by senior executive members (President and VPs), technical qualifications must be verified by CRO's before election nominations are accepted, with testimony via interview conducted jointly with the outgoing senior executive team.
  - ◆ In case a Senior Executive position is vacant post-elections, the outgoing Senior Executive team will decide, based on a vote, who should be given the role. The pool of candidates will include the outgoing team, and those who lost elections in other Senior Executive positions.
  - ◆ In case a Director Executive position is vacant post-elections, the new team will hire for this position during the summer hiring period. The candidate's eligibility will be the same as mentioned in the Eligibility section.
  - ◆ Associate Executives will be selected based on interviews during hiring periods (Summer and Fall). Anyone who is a full-time/part-time student at the University of Toronto Mississauga will be eligible to apply.
  - ◆ No candidate can vote for themselves for any elected position.
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## **Article VII: Removal from Office**

An executive member may be removed from office by the President for failing to perform their duties as defined by the council's constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

One of:

- I. Miss 3 meetings without a valid reason in a period of one academic year.
- II. Disclosure of council's confidential information.
- III. Unable to perform individual's responsibilities (As listed in Article V and Appendix A).
- IV. Failure to cooperate and behave in a disruptive and unprofessional manner.
- V. Disrespecting the council and the executive members.

However, the individual asked to be removed has the option to appeal the termination from office by requesting for a formal voting process from the executive team and the approval from the faculty liaison. A form must be submitted which should:

- I. Specify the alleged incidents of neglect of duty.
- II. Contain the signatures of more than 50% of the council members who agree that the above stated alleged incidents are sufficient to exonerate the individual.
- III. Contain the signature of the faculty liaison from the Department of Economics.

Upon receipt of request, the council shall be required to hold said referendum within twenty days and the member shall be removed if two-thirds of the council vote in favor of removal.





In the case of a council member being removed from office, the council may decide to find a replacement following the procedures (see Article VI for procedures).

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## **Article VIII: Conflict Resolution**

### **Making a Complaint**

Everyone has the right to report, in good faith, incidents of disrespectful behavior as outlined by the above regulations without fear of retaliation or reprisal. Retaliation by any person against anyone involved in the complaint processes will not be tolerated and will be subject to discipline. Frivolous and false complaints will also not be tolerated.

The incoming President is responsible for the training of the incoming executive team. This training should address conflict mediations, set expectations for the team, and elucidate on the definition of the professionalism an executive must aim at as a representative of the Economics Department, UofT Mississauga, UTMSU and the council itself.

### **Procedure**

Every situation is unique, but whenever possible, informal resolution of an issue as soon as possible is preferable. If the problem cannot be mediated between the conflicting parties, the following procedure should be followed:

- I. If an executive member is in a position of conflict, they must direct their complaint to their respective senior executive.
- II. In the case that the conflict is still present, the complaint will be appealed to the President, who will create an impartial conflict resolution subcommittee consisting of the senior executives. They will serve as mediators between conflicting parties.
- III. The respective senior executive must be given at least 3 business days to respond to the complaint. If there is no response, the complaint must be directed to the President.
- IV. In case the President does not respond within 3 business days, the complaint may be expressed to an external body (Department of Economics / UTMSU).

*Note: If the member filing the complaint does not follow the above procedures, their complaint will be deemed invalid, and their position will be under review.*

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## **Article IX: Amendments to Constitution**

- ◆ Amendments to this constitution require the unanimous vote of the Board in favor of the amendment.
- ◆ Any amended constitution must be made available to the membership after it has been re-recognized and approved by UTMSU. Only then can the Board/Senior members adopt it.
- ◆ This constitution as written on the 1st day of February 2014 and amended on the 20th day of June 2023 will be adopted and put into full force and effect subject to the unanimous vote of the Board accepting this document as the constitution, as well as the Department of Economics acceptance.
- ◆ Any interpretations, appeals, concerns, or queries regarding the constitution, UEC by-laws, or UEC's operations can be brought up to the Board at a designated meeting.



- ◆ The Board may take the approach it deems appropriate to deal with any concerns, interpretations or other such queries after the aforementioned designated meeting.
  - ◆ If a person who needs interpretation or is concerned with UEC, its constitution, its by-laws or its operations as a whole is dissatisfied with the approach taken by the Board after bringing it up to the Board at an appropriate meeting, this person may then subsequently approach the Academic Advisor of the Economics Department and the Undergraduate Student Advisor representing our main point of contact with the economics department, Kayla Forrester. Kayla Forrester, along with the economics department may then take the actions they deem necessary.
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## **Article X: Environmental Commitment**

UEC understands that any organization must consider its environmental footprint when making decisions. Global Warming is a world issue affecting all of us every day, and it is important that UEC helps take the necessary steps to reduce its carbon footprint and foster a clean and green academic environment, whether through renewable energy, energy efficiency, or recycling options. UEC shall also play a leading role in the advocacy of environmental sustainability on campus.

UEC's environmental commitment:

- ◆ 3 R's – Reduce, Reuse, Recycle policy.
  - ◆ Advocate for renewable energy and environmental concerns on campus, such as sustainable transportation.
  - ◆ New furniture shall be reused or recycled in an environmentally friendly manner.
  - ◆ Reduce energy and electricity consumption at the UEC office.
  - ◆ Advertise events mainly through our website and other electronic means of media as much as possible.
  - ◆ Eliminate unnecessary printing.
  - ◆ Maintain communications internally by phone and email.
  - ◆ Organize events that encourage a sustainable, green and clean environment.
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## **Appendix A**

*This appendix will cover the major responsibilities of each executive role and the qualities that are necessary in being successful in each of those roles.*

### ***President***

This position requires that the individual oversees the work of all senior executives and ensures that all events run successfully, and the council has maintained their relationship with all affiliated organizations. The President will oversee a portfolio consisting of the VP Internal, VP External, VP Marketing, VP Academics, and VP Finance.

#### **RESPONSIBILITIES**

- ◆ Communicate responsibilities, accountability and performance measurement to the executive team.
- ◆ Organize, manage and update member database.
- ◆ Arrange regular meetings and organize with senior executives to ensure that tasks are being fulfilled.
- ◆ Take appropriate action when executives do not complete their tasks.
- ◆ Maintain communication within the team by updating each executive with pertinent weekly information.
- ◆ Create bonding opportunities within the executive team.
- ◆ Ensure that the UEC office has the necessary equipment to ensure effective operations.
- ◆ Maintain server and email service for senior executives.
- ◆ Attend all UEC events and hold weekly office hours.
- ◆ Sit in for departmental meetings with the Senior Executive team to discuss event and budget proposals.

#### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Clear understanding of UEC's vision of organizing events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Strong team player.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Possess time management skills.
- ◆ Ability to conduct professionally.
- ◆ Strong ethics and social responsibility awareness.

### ***Co-President***

*This position requires that the individual work with and assist the President in administrative tasks, team personnel management, event planning, and any other tasks as directed by the President.*

#### **RESPONSIBILITIES**

- ◆ Communicate responsibilities, accountability and performance measurement to the executive team.
- ◆ Organize, manage and update member database.
- ◆ Take appropriate action when executives do not complete their tasks.
- ◆ Assist the President in any conflict resolution tasks for the team members.
- ◆ Maintain communication within the team by updating each executive with pertinent weekly information.
- ◆ Create bonding opportunities within the executive team.
- ◆ Ensure that the UEC office has the necessary equipment to ensure effective operations.



- ◆ Maintain server and email service for senior executives.
- ◆ Attend all UEC events and hold weekly office hours.
- ◆ Sit in for departmental meetings with the Senior Executive team to discuss event and budget proposals.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ At least one year as a senior executive of UEC.
- ◆ Strong team player.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Possess time management skills.
- ◆ Ability to conduct professionally.
- ◆ Strong ethics and social responsibility awareness.

#### ***Senior Advisor***

*This position requires that the individual work with and assist the President and CO-President in administrative tasks, team personnel management, event planning, and any other tasks as directed by the President.*

#### RESPONSIBILITIES

- ◆ Communicate responsibilities, accountability and performance measurement to the executive team.
- ◆ Organize, manage and update member database.
- ◆ Take appropriate action when executives do not complete their tasks.
- ◆ Assist the President in any conflict resolution tasks for the team members.
- ◆ Maintain communication within the team by updating each executive with pertinent weekly information.
- ◆ Create bonding opportunities within the executive team.
- ◆ Ensure that the UEC office has the necessary equipment to ensure effective operations.
- ◆ Maintain server and email service for senior executives.
- ◆ Attend all UEC events and hold weekly office hours.
- ◆ Sit in for departmental meetings with the Senior Executive team to discuss event and budget proposals.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ At least one year as a senior executive of UEC.
- ◆ Strong team player.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Possess time management skills.
- ◆ Ability to conduct professionally.
- ◆ Strong ethics and social responsibility awareness.



## ***VP Academics***

*This position requires that the individual contributes to the collaborative effort with the Department of Economics to execute the Mentorship Program and assist with other related departmental efforts. This branch may also take on other pilot programs. The Academics Director will oversee the work of the Academics Associates.*

### **RESPONSIBILITIES**

- ◆ Develop and carry out UEC's vision.
- ◆ Ensure overall success of all mentorship-related events.
- ◆ Recruit bright and successful 3rd and 4th year economic students to act as mentors.
- ◆ Match the appropriate mentor with each mentee based on similar goals.
- ◆ Coordinate meetings between each mentor and mentee to foster a strong ongoing professional relationship that helps the mentee in their career development.
- ◆ Arrange regular meetings and organize with associates under his/her supervision.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Weekly performance reporting to the President.
- ◆ Attend all UEC events and hold weekly office hours.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Take appropriate action and initiative when the associates do not complete their tasks.
- ◆ Attend all UEC events and hold weekly office hours.
- ◆ Sit in for departmental meetings with the President and the rest of the Senior Executive team to discuss event and budget proposals.

### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Clear understanding of UEC's vision of organizing truly valuable events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Exceptional event and project management.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Possesses time management skills.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.

## ***VP External***

*The VP External ensures that a close relationship is maintained with the council's corporate partners, sponsors, and industry professionals.*

### **RESPONSIBILITIES**

- ◆ Supervise the progress of all the External Associates.
- ◆ Ensure overall success of all external events.
- ◆ Arrange regular meetings and organize with associates under his/her supervision.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Take appropriate action and initiative when associates do not complete their tasks.
- ◆ Weekly performance reporting to the President.
- ◆ Attend all UEC events and hold weekly office hours.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Reach out to and maintain relationships with corporate entities and industry professionals.
- ◆ Maintain registration forms for event sign-up.



- ◆ Sit in for departmental meetings with the President and the rest of the Senior Executive team to discuss event and budget proposals.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Exceptional event and project management.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Feasible and realistic innovation and creativity.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.

#### ***VP Internal***

*This position requires that the individual maintains a close and professional relationship with faculty members to facilitate and organize academic-oriented events. The VP Internal will oversee the work of the Internal Associates.*

#### RESPONSIBILITIES

- ◆ Organize academic-themed events with the Faculty of Economics and other academic institutions.
- ◆ Develop and carry out UEC's vision.
- ◆ Ensure overall success of all academic-oriented events.
- ◆ Liaison with the Department of Economics, Career Centre, and other academic societies.
- ◆ Arrange regular meetings and organize with associates under his/her supervision.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Weekly performance reporting to the President.
- ◆ Attend all UEC events and hold weekly office hours.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Take appropriate action and initiative when associates do not complete their tasks.
- ◆ Sit in for departmental meetings with the President and the rest of the Senior Executive team to discuss event and budget proposals.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing truly valuable events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Exceptional event and project management.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Feasible and realistic innovation and creativity.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.



## ***VP Marketing***

*This position requires that the individual delegate tasks to the Marketing Associates and the Directors to help in designing the promotional event posters, taking pictures during events, and taking charge of the design, programming, and maintenance of the UEC website, Quercus, and social media accounts.*

### **RESPONSIBILITIES**

- ◆ Maintain all social media accounts (Facebook, Instagram, LinkedIn, etc.).
- ◆ Maintain the functionality of the website.
- ◆ Create all promotional materials.
- ◆ Develop projects that aim to increase UEC's exposure.
- ◆ Design UEC's apparel and business cards.
- ◆ Develop and carry out UEC's vision.
- ◆ Communicate responsibilities, accountability and performance measurement to the director and associates.
- ◆ Arrange regular meetings and organize with the director and associates under his/her supervision. Weekly performance reporting to the President.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Take appropriate action and initiative when the director and associates do not complete their tasks.
- ◆ Attend all UEC events.
- ◆ Work with other departments to retrieve information for posters.

### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Outstanding organizational skills.
- ◆ Possess exceptional creativity in design and promotions/outreach.
- ◆ Excellent leadership and motivational skills.
- ◆ Exceptional verbal and written communication skills.
- ◆ Highly energetic and passionate to promote UEC events.
- ◆ Ability to delegate tasks, manage team, and monitor their performance.
- ◆ Ability to conduct professionally.
- ◆ Proficiency in Photoshop.
- ◆ Video and photo skills is preferred (DSRL is a strong asset).
- ◆ Possesses time management skills.

## ***VP Finance***

This position requires that the individual is responsible for processing the financial activities that maximize profits for an organization and essentially oversees the entire finances of UEC. The finance director will work with the VP of Finance to make sure UEC's finances are in check, and they run projections on what the business might do/spend on in the future.

### **RESPONSIBILITIES**

- ◆ Responsible for submitting audits to the UTMSU.
- ◆ Prepare timely and accurate analyses, summaries and reports of financial data on the operating progress of UEC.
- ◆ Create a reliable cash flow projection and reporting structure that includes a minimum cash threshold to meet operational needs for the events running.
- ◆ Develop and carry out UEC's vision.
- ◆ Advise the president and other key members of senior management on financial planning budgeting, cash flow, funding and policy matters.



- ◆ Serve as the management liaison to the board and audit committee; effectively communicate and
- ◆ present critical financial matters at select board of directors and committee meetings.
- ◆ Oversee, direct, and organize the work of the finance and podcast project.
- ◆ Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- ◆ Directing all aspects of accounting operations, overseeing all transactions related to the general ledger, receivables, payables, payroll and financial reporting.
- ◆ Analyzing UEC's financial results concerning profits, trends, costs, and budget compliance. Issue regular status and ad hoc reports to senior management.
- ◆ Responsible for obtaining all funding needed for UEC.
- ◆ Collaborating with the external department with regards to sponsorship.

### SUCCESSFUL APPLICANT QUALITIES

- ◆ Outstanding organizational skills.
- ◆ Self-reliant, good problem solver, results-oriented.
- ◆ Exceptional verbal and written communication skills.
- ◆ Proven work experience as a VP of Finance or similar role.
- ◆ Strong familiarity with Excel.
- ◆ Solid financial analysis skills.
- ◆ Ability to delegate tasks, manage teams, and monitor their performance.
- ◆ Ability to conduct professionally.
- ◆ Possesses time management skills.
- ◆ Experience in running a podcast.

### ***Academics Director***

*This position requires the individual to maintain and oversee the various events hosted by the Externals department. The Academics Director further facilitates the tasking of each associate of the Department of Academics , with the aid of VP Academics.*

### RESPONSIBILITIES

- ◆ Assist the VP Academics in supervising the progress of all the Mentorship, Communication and Academics Events Associates.
- ◆ Ensure overall success of all academics events.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Advise appropriate action and initiative when associates do not complete their tasks to the VP Academics.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Reach out to and maintain relationships with corporate entities and industry professionals.
- ◆ Create and maintain registration forms for external event sign-ups.
- ◆ Weekly performance reporting to the VP Academics.
- ◆ Attend all UEC events.

### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC`'s vision of organizing events for the benefit of students.
- ◆ Exceptional event management.
- ◆ Excellent verbal and written communication skills.





- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.

### ***Case Competition Director***

*This position requires the individual to coordinate and administer UEC's annually held case competitions. The Case Competition Director will be in charge of assigning various duties to the Case Competition Associates to ensure the success of the competitions.*

#### **RESPONSIBILITIES**

- ◆ Assist the VP External in supervising the progress of all the Case Competition Associates.
- ◆ Ensure overall success of the case competitions.
- ◆ Arrange regular meetings and organize with associates under VP External's supervision.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Advise appropriate action and initiative when associates do not complete their tasks to the VP External.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Reach out to and maintain relationships with corporate entities and industry professionals.
- ◆ Create and maintain registration forms for case competition sign-ups.
- ◆ Weekly performance reporting to the VP External.
- ◆ Attend all UEC events.

#### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Clear understanding of UEC's vision of organizing events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Extensive knowledge in case competition format and prior experience in conducting large contests.
- ◆ Exceptional event and project management.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Feasible and realistic innovation and creativity.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.

### ***Externals Director***

*This position requires the individual to maintain and oversee the various events hosted by the Externals department. The External Events Director further facilitates the tasking of each External Associate, with the aid of VP Externals.*

#### **RESPONSIBILITIES**

- ◆ Assist the VP External in supervising the progress of all the External Associates.
- ◆ Ensure overall success of all external events.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Advise appropriate action and initiative when associates do not complete their tasks to the VP External.



- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Reach out to and maintain relationships with corporate entities and industry professionals.
- ◆ Create and maintain registration forms for external event sign-ups.
- ◆ Weekly performance reporting to the VP External.
- ◆ Attend all UEC events.

### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing events for the benefit of students.
- ◆ Exceptional event management.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.

### ***Internals Director***

*This position requires that the individual maintains a close and professional relationship with Vice President Internals to facilitate and organize academic-oriented events. The Internals Director will oversee the work of the Internal Associates, help in planning events and assist the Vice President Internals in decision making.*

### RESPONSIBILITIES

- ◆ Help in organizing academic-themed events with the Vice President Internals
- ◆ Develop and carry out UEC's vision.
- ◆ Ensure overall success of all academic-oriented events.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Attend all UEC events.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Take appropriate action and initiative with the Vice President when associates do not complete their tasks.
- ◆ Sit in for departmental meetings with the President and the rest of the Senior Executive team to discuss event and budget proposals.

### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing truly valuable events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Exceptional event and project management.
- ◆ Excellent verbal and written communication skills.
- ◆ Feasible and realistic innovation and creativity.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.



## ***Marketing Director***

*The Marketing Director is required to provide assistance to the VP Marketing in promotional and outreach initiatives through the use of various social media and other relevant platforms. They will be in charge of leading the associates along with the VP and are accountable to the VP.*

### **RESPONSIBILITIES**

- ◆ Maintain all social media accounts (Facebook, Instagram, LinkedIn, etc.)
- ◆ Create all promotional materials.
- ◆ Develop projects that aim to increase UEC's exposure to various parties both at and outside UTM.
- ◆ Develop and carry out UEC's vision.
- ◆ Weekly performance reporting to the VP Marketing.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Attend all UEC events.
- ◆ Work with other departments to retrieve information for promotions.

### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Outstanding organizational skills.
- ◆ Excellent leadership and motivational skills.
- ◆ Exceptional verbal and written communication skills.
- ◆ Outgoing person able to effectively reach out for promotions.
- ◆ Highly energetic and passionate to promote UEC events.
- ◆ Ability to conduct professionally.
- ◆ Video and photo skills is preferred (DSRL is a strong asset).
- ◆ Possess time management skills.

## ***Outreach Director***

*The Outreach Director is responsible for promoting UEC events and activities via the in-person approach. They will be responsible for creating tabling schedules, ensuring posters are placed in allowed places, conducting lecture announcements, and more. Further, they will be joining the UEC senior executive team and will lead a mini team of their own to ensure smooth operations.*

### **RESPONSIBILITIES**

- ◆ Create tabling schedules to help promote UEC events throughout the year.
- ◆ Reach out to professors to deliver in-person lecture announcements.
- ◆ Ensure posters are posted on the permissible locations and with the required verification.
- ◆ Brainstorm innovative approaches to marketing via in-person.
- ◆ Oversee a team of associates who will be in charge of promoting UEC material.
- ◆ Attend all UEC events.

### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Outstanding organizational and time management skills.
- ◆ Excellent leadership and motivational skills.
- ◆ Exceptional verbal and written communication skills.
- ◆ Outgoing person able to effectively reach out for promotions.
- ◆ Highly energetic and passionate to promote UEC events.
- ◆ Ability to conduct professionally.



## ***Finance Director***

This position requires that the individual is responsible for ensuring the team of finance associates carry out their tasks effectively while also assisting the VP of Finance in overseeing the day-to-day financial activities of UEC. The position is crucial to ensure the finance team executes the workflow effectively and efficiently.

### **RESPONSIBILITIES**

- ◆ Promote a high-performance culture and continuous improvement that values learning and a commitment to quality.
- ◆ Mentor and develop finance associates using a supportive and collaborative approach: assign accountabilities, set objectives; establish priorities; and monitor and evaluate results.
- ◆ Plan, coordinate, and execute the annual budget process with the VP of finance.
- ◆ Assisting the VP of Finance in driving and managing the financial initiatives, budgeting processes and financial analysis, including developing action plans to ensure UEC's financial objectives are met.
- ◆ Developing effective analysis of financial data (historical & present) for insightful decision-making in optimally reducing cost and maximizing profit.
- ◆ Provide valuable data visualization using Excel or other software to illustrate UEC's financial progress while also serving as a tool for decision-making.
- ◆ Develop and carry out UEC's vision.
- ◆ Play a key role in UEC's podcast initiative from planning to execution - with the support of finance associates.

### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Outstanding organizational skills.
- ◆ Self-reliant, good problem solver, results-oriented.
- ◆ Exceptional verbal and written communication skills.
- ◆ Strong familiarity with Excel.
- ◆ Basic financial analysis skills.
- ◆ Ability to delegate tasks, manage teams, and monitor their performance.
- ◆ Ability to conduct professionally.
- ◆ Possesses time management skills.
- ◆ Comfortable being on podcast episodes to speak about important financial matters.

## ***Sponsorship Director***

*This position requires the individual to contact and handle various sponsors in order to assist UEC events financially. The Sponsorship Director will be managing the Sponsorship Associates in collaborating with sponsors, in accordance with each event's needs.*

### **RESPONSIBILITIES**

- ◆ Assist the VP External in supervising the progress of all the Sponsorship Associates.
- ◆ Ensure the maintenance of sponsorship deals and venture to various fields for said sponsors.
- ◆ Ensure overall success of all external events.
- ◆ Arrange regular meetings and organize with associates under VP External's supervision.
- ◆ Communicate responsibilities, accountability and performance measurement to the associates.
- ◆ Advise appropriate action and initiative when associates do not complete their tasks to the VP External.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.



- ◆ Reach out to and maintain relationships with corporate entities and industry professionals.
- ◆ Weekly performance reporting to the VP External.
- ◆ Attend all UEC events.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Prior experience in cooperating with different sponsors and working in a professional environment.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.

### ***Academics Associate***

*This position is designed to provide assistance to the VP Academics and Academics Director in their day-to-day tasks.*

#### RESPONSIBILITIES

- ◆ Complete tasks as assigned by the Academics Director and/or VP Academics.
- ◆ Organize mentorship and other pilot programmes with the Faculty of Economics, other academic institutions and/or external entities.
- ◆ Develop and carry out UEC's vision.
- ◆ Attend all UEC events.
- ◆ Be ready to step up at any time to carry on the VP Academics duties in an emergency case.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Weekly performance reporting to the VP Academics.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Clear understanding of UEC's vision of organizing truly valuable events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Exceptional event and project management.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Feasible and realistic innovation and creativity.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.
- ◆ Strong organizational skills.

### ***Case Competition Associate***

*This position is designed to provide assistance to the VP Academics and Case Competition Director in their day-to-day tasks.*

#### RESPONSIBILITIES

- ◆ Establish contacts with other corporate entities and industry professionals.



- ◆ Planning and mapping out of the competitions.
- ◆ Maintain the integrity of the competition and display no bias.
- ◆ Attend all UEC events.
- ◆ Develop and carry out UEC's vision.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Weekly performance reporting to the VP External and Case Competition Director.
- ◆ Be ready to step up at any time to carry on the Case Competition Director duties in an emergency case.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Exceptional leadership skills.
- ◆ Strong written and communication skills.
- ◆ Organized and efficient with excellent interpersonal skills.
- ◆ Ability to adapt quickly and respond to urgent changes.
- ◆ Ability to delegate responsibilities.
- ◆ Prior knowledge in case competition structure and event organizing,
- ◆ Excellent interpersonal, organizational, and time management skills.
- ◆ Possesses some knowledge of Economics and Finance.
- ◆ Ability to conduct themselves professionally.

#### ***Externals Associate***

*This position is designed to provide assistance to the VP External and Externals Director in their day-to-day tasks.*

#### RESPONSIBILITIES

- ◆ Liaison with the Department of Economics, Career Centre, and other academic societies.
- ◆ Encourage speakers and organizations to come to campus for recruitment and networking opportunities.
- ◆ Establish contacts with other corporate entities and industry professionals.
- ◆ Planning and mapping out of networking and recruiting events.
- ◆ Ensure that external representatives are well-welcomed.
- ◆ Cold-calling recruiters and organizations to come to UTM.
- ◆ Attend all UEC events.
- ◆ Develop and carry out UEC's vision.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Weekly performance reporting to the VP External and External Events Director.
- ◆ Be ready to step up at any time to carry on the External Events Director duties in an emergency case.

#### SUCCESSFUL APPLICANT QUALITIES

- ◆ Exceptional leadership skills.
- ◆ Strong written and communication skills.
- ◆ Organized and efficient with excellent interpersonal skills.
- ◆ Ability to adapt quickly and respond to urgent changes.
- ◆ Ability to delegate responsibilities.
- ◆ Previous event organizing experience is an asset.
- ◆ Excellent interpersonal, organizational, and time management skills.
- ◆ Possesses some knowledge of Economics and Finance.
- ◆ Ability to conduct themselves professionally.



## ***Internals Associate***

*This position is designed to provide assistance to the VP Internal and Internals Director in their day-to-day tasks.*

### **RESPONSIBILITIES**

- ◆ Complete tasks as assigned by the VP Internal.
- ◆ Organize academic-themed events with the Faculty of Economics and other academic institutions.
- ◆ Develop and carry out UEC's vision.
- ◆ Attend all UEC events.
- ◆ Be ready to step up at any time to carry on the VP Internal duties in an emergency case.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Weekly performance reporting to the VP Internal.

### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Clear understanding of UEC's vision of organizing truly valuable events for the benefit of students.
- ◆ Outstanding leadership and motivational approaches, as well as conflict resolution.
- ◆ Exceptional event and project management.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to delegate tasks, monitoring without micromanaging.
- ◆ Feasible and realistic innovation and creativity.
- ◆ Ability to conduct professionally.
- ◆ Ability to work in teams and individually.
- ◆ Possesses time management skills.
- ◆ Strong organizational skills.

## ***Social Media Associate***

*This position is designed to provide assistance to the VP Marketing and Marketing Director in their day-to-day tasks.*

### **RESPONSIBILITIES**

- ◆ Maintain all social media accounts (Facebook, Instagram, LinkedIn, etc.)
- ◆ Maintain the functionality of the website.
- ◆ Create all promotional materials.
- ◆ Develop projects that aim to increase UEC's exposure.
- ◆ Design UEC's apparel and business cards.
- ◆ Develop and carry out UEC's vision.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Weekly performance reporting to the VP Marketing.
- ◆ Work with other departments to retrieve information for posters.
- ◆ Be ready to step up at any time to carry on the VP Marketing duties in an emergency case.
- ◆ Attend all UEC events.

### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Outstanding organizational skills.
- ◆ Possess exceptional creativity in design.
- ◆ Exceptional verbal and written communication skills.



- ◆ Highly energetic and passionate to promote UEC events.
- ◆ Ability to conduct professionally.
- ◆ Proficiency in Photoshop.
- ◆ Video and photo skills is preferred (DSRL is a strong asset).
- ◆ Possesses time management skills.

### ***Content Creation Associate***

*This position is designed to provide assistance to the VP Marketing, Marketing Director and Outreach Director in their day-to-day tasks.*

#### **RESPONSIBILITIES**

- ◆ Maintain all social media accounts (Facebook, Instagram, LinkedIn, etc.)
- ◆ Maintain the functionality of the website.
- ◆ Create all promotional materials.
- ◆ Develop projects that aim to increase UEC's exposure.
- ◆ Design UEC's apparel and business cards.
- ◆ Develop and carry out UEC's vision.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Weekly performance reporting to the VP Marketing.
- ◆ Work with other departments to retrieve information for posters.
- ◆ Be ready to step up at any time to carry on the VP Marketing duties in an emergency case.
- ◆ Attend all UEC events.

#### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Outstanding organizational skills.
- ◆ Possess exceptional creativity in design.
- ◆ Exceptional verbal and written communication skills.
- ◆ Highly energetic and passionate to promote UEC events.
- ◆ Ability to conduct professionally.
- ◆ Proficiency in Photoshop.
- ◆ Video and photo skills is preferred (DSRL is a strong asset).
- ◆ Possesses time management skills.

### ***Outreach Associate***

*This position is designed to provide assistance to the VP Marketing and Outreach Director in their day-to-day tasks.*

#### **RESPONSIBILITIES**

- ◆ Send promotional emails for every event to a directory of students, advisors, professors
- ◆ Available to attend tabling sessions, deliver announcements, and put up posters
- ◆ Brainstorm new ways to reach out to our audience
- ◆ Coordinate with student clubs for collaboration and friendly promotions of events
- ◆ Updating the UEC website

#### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Confident in outreaching in-person
- ◆ Active and available during promotional periods





- ◆ Website designing - wix
- ◆ Excellent formal communication skills, written and verbal
- ◆ Prior knowledge on MS Excel/Google Sheets

### ***Finance Associate***

*This position is designed to provide assistance to the VP Finance and Finance Director in their day-to-day tasks.*

#### **RESPONSIBILITIES**

- ◆ Maintain all receipts of all cash inflow and outflow of organization, and report to the VP of Finance.
- ◆ Re-evaluating budget and allocating funds for all events.
- ◆ Coordinate with other members to make payments or make item purchases for events.
- ◆ Help estimate event costs and feasibility.
- ◆ Ensure that funds are being spent efficiently.
- ◆ Prepare internal controls to prepare for the end-of-year audit.
- ◆ Seek and apply for funding opportunities, and create sponsorships.
- ◆ Planning and researching for the UEC's finance series episodes (podcast).
- ◆ Running the podcast episodes with the help of VP of finance and finance director.

#### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Extremely organized and detail oriented.
- ◆ Possesses critical thinking, problem solving and time-management skills.
- ◆ Ability to report concisely and present professional reports (Word, Excel).
- ◆ Ability to travel easily for transactions (bank, payments to merchants, etc.)
- ◆ Ability to work in teams and individually.
- ◆ An Accounting/Finance background is preferred.
- ◆ Solid research skill and public speaking skills

### ***Sponsorship Associate***

*This position is designed to provide assistance to the VP Finance and Sponsorship Director in their day-to-day tasks.*

#### **RESPONSIBILITIES**

- ◆ Establish contacts with other corporate entities and industry professionals.
- ◆ Connecting with different sponsors in accordance with the requirements of the respective event.
- ◆ Attend all UEC events.
- ◆ Develop and carry out UEC's vision.
- ◆ Constantly seek opportunities to improve efficiency of UEC operations.
- ◆ Weekly performance reporting to the VP External and Sponsorship Director.
- ◆ Be ready to step up at any time to carry on the Sponsorship Director duties in an emergency case.

#### **SUCCESSFUL APPLICANT QUALITIES**

- ◆ Exceptional leadership skills.
- ◆ Strong written and communication skills.
- ◆ Organized and efficient with excellent interpersonal skills.



- ◆ Ability to adapt quickly and respond to urgent changes.
- ◆ Ability to delegate responsibilities.
- ◆ Experience in connecting with various sponsors.
- ◆ Excellent interpersonal, organizational, and time management skills.
- ◆ Ability to conduct themselves professionally.