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CONSTITUTION OF ENGINEERS
WITHOUT BORDERS CANADA
UNIVERSITY OF TORONTO CHAPTER

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engineers without borders
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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 enact social change by providing them with the following attributes and opportunities.

2.1.1 Foundational Knowledge

We develop foundational knowledge of local and global development and systems thinking¹ through our Member Development Space. 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, while also encouraging members to enhance their professional and technical skills.

2.1.3 Personal Growth

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

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.

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, local and global level to drive positive change through education, programs, projects, and other initiatives.

2.2.1 University of Toronto

We introduce members of the University of Toronto community, including students and faculty, 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. Students and faculty also participate in technical projects.

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 technical and social development projects, research, and educational programs. These technical projects may be in collaboration with local organizations and individuals.

2.2.3 Globally

We support Engineers Without Borders Canada and its [ventures](#) by providing human capital to promote our shared goal of creating positive and sustainable change in the world. Specifically, interested members participate in National Office programs and initiatives. Technical projects active through the Chapter might also collaborate with organizations in a global scope and/or have global reach.

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 undergraduate students or graduate students enrolled at the University of Toronto. Full membership entitles individuals to rights such as voting in elections and on constitutional amendments.

Full membership will be granted once members fill out the central EWB U of T membership form and join our virtual community on Discord.

Full membership entitles a person as a club executive, project member, 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.

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 22 EWB U of T executive director positions for the 2024-25 academic year, including the Co-Presidents. The executive selection process is detailed in Appendix 1.

The general duties of all executive directors include:

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

For Branch Directors, Member Development Directors, and select Admin Directors (Webmaster and Marketing) only:

- Delegating project leadership roles to project leads and members
- Assuring that project leads and members are not working in isolation away from the rest of the organization or each other
- Fostering an environment for collaborative learning
- Supporting the personal development of individuals under their leadership by providing them with foundational knowledge, professional skills, personal growth and a sense of community as outlined in the mandate
- Recruiting team members (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 additional responsibilities consistent with the above duties

4.1.2 Other Executive Positions

Other executive positions along with role-specific responsibilities for the school year of 2024-25 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 Official Code of Conduct

Engineers Without Borders, University of Toronto Chapter is a chapter that welcomes eligible members regardless of their age, identity, faculty, or personal beliefs. All chapter members are expected to adhere to conduct policies outlined by the University of Toronto, Engineering Society, Engineers Without Borders Canada, and any applicable organizations affiliated with our chapter. Such policies include the [EWB Member Policies and Resources Overview](#), the [University of Toronto Student Code of Conduct](#), and the [EWB Chapter Leader Code of Conduct](#) (applicable to presidents and executive team members). Violation of these principles, including bullying, discrimination, or harassment of any kind ¹ will not be tolerated and is grounds for immediate removal of chapter membership, at the discretion of the acting President(s). Where possible, a formal notice of behaviour will be issued before termination of membership is considered.

4.3 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 outside of the official code of conduct, 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 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 6.1, to be enacted at the discretion of the acting President(s).

4.4 Conflict Resolution

Engineers Without Borders, U of T chapter has a strong belief in and commitment to a participatory and team approach. Each member, student and/or volunteer is valued for their contribution. They are encouraged to make suggestions, and encourage continuous improvement at all levels of the chapter. Conflict, when initiated in a productive and healthy manner, is an unavoidable aspect of collaboration and should be navigated considering the wellbeing of all parties involved. Conflict resolution resources created by the chapter are available [here](#).

4.4.1 Procedures

Issues should be escalated to the individual's immediate supervisor, where such a role is defined. If the issue cannot be mediated by the immediate supervisor, the issue can continue to be escalated through leadership of the chapter, in increasing levels of seniority. Once the issue has been escalated to the highest level of leadership within the chapter, escalation to the chapter's faculty advisor can be considered by any involved party, or at the discretion of a membership of the executive team or acting president.

It is strongly recommended to document the details of any conflict, and the conflict resolution process for conflicts occurring within the chapter and/or involving EWB programs or related initiatives. Documentation can include notes from the mediator, a formal incident report, or any related communication. Any proceedings regarding termination of membership must be documented appropriately. This documentation is primarily used for chapter record keeping, but in the event that conflict escalates, may be discussed with external stakeholders. A sample incident reporting procedure is available at the [Ontario Government CFR](#).

4.4.2 Mediation

Individuals can request that a formal mediator be present at any conflict resolution proceedings to ensure that all dialogue is respectful, and supports both parties in reaching a satisfactory resolution. Such an individual should have no personal stake in the conflict under discussion, and have the appropriate experience to provide the required levels of support to both parties present. Potential mediators include the chapter's faculty advisor, and a chapter Ombusperson. An Ombusperson is an individual appointed by the acting presidents (that can also hold additional responsibilities within the chapter) that is responsible for acting as a mediator, and supporting individuals as a part of the conflict resolution process.



For more information and resources in navigating the conflict resolution process, you are encouraged to contact the acting president(s).

¹ Definitions for harassment, discrimination are available at the Canadian Human Rights Commission [website](#)

Definition for bullying is available on the Unicef [website](#)

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)
- It must include a presentation of a plan for the full year

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). Executive meetings will continue throughout the academic year (September - May) at a frequency decided by the acting President(s) with executive team input.

Recommended meeting frequency is at minimum every two weeks. During the academic year, the administrative team will meet weekly while Branch and Member Development Directors will meet with their respective 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 outlined in this document, where a vote may be held. In an election, a candidate running for a position is ineligible to vote for that position. This ensures fairness for members running against a co-executive team. Voting quorum shall be 10% of all full EWB U of T members.

6.0 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. The presidential selection process is managed by the Chief Returning Officer (CRO), which must be an individual that does not currently hold a leadership role within the chapter. The CRO is typically selected by the acting presidents, and can be a previous (but not acting) president or executive team member.

6.0.1 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.

6.0.2 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.

6.0.3 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

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

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.

6.1 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 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
- Assess gaps in the current status of available resources, and work with relevant authorities to remedy these gaps

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 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.

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.

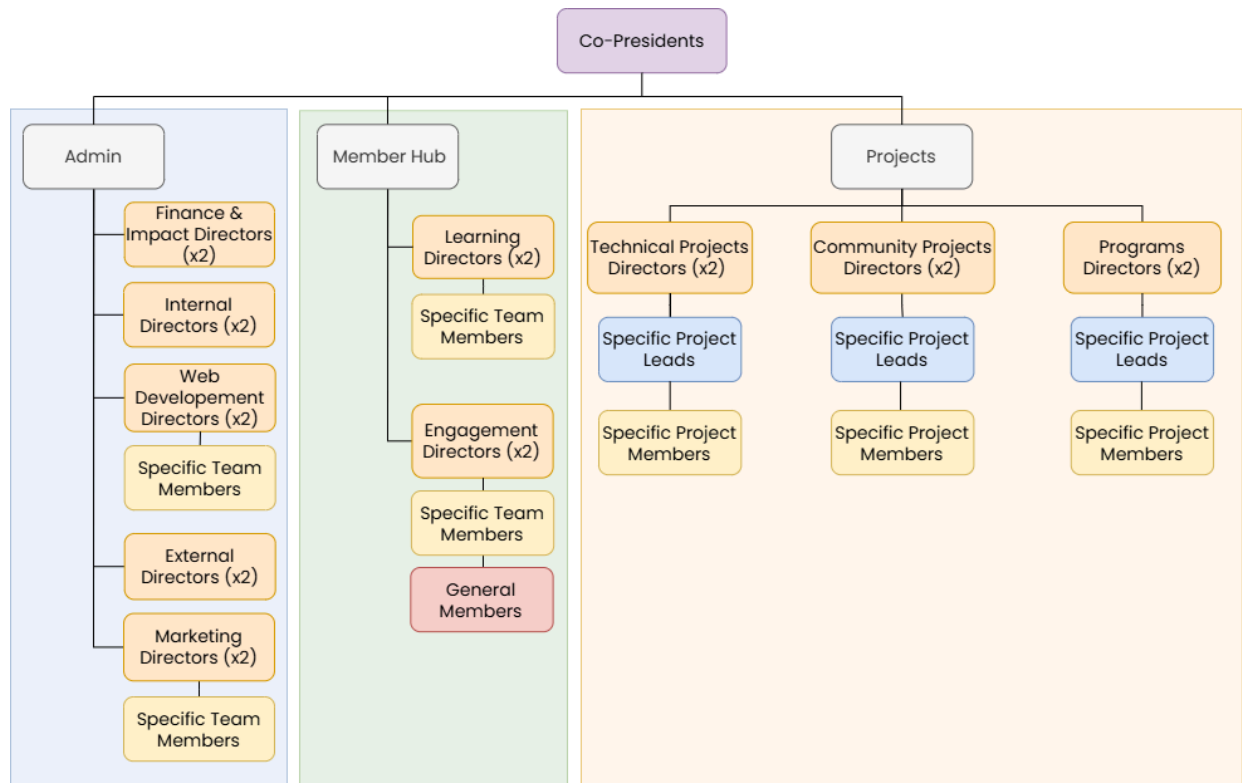
9.0 Amendments

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.



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 includes projects that allow students to apply their technical design/engineering skills (i.e. design projects) and 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
- 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.

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:
 - Campus Food Systems
 - Community Garden
 - Walkable Cities Project
- Conducting regular and frequent check-ins with project leads
- Being the liaison between the projects and the senior executive team
- Supporting task delegation, manage internal deadlines, and provide guidance to project teams
- Recruiting 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
 - Hack without Borders
- Conducting regular and frequent check-ins with project leads
- Being the liaison between the projects and the senior executive team
- Supporting task delegation, manage internal deadlines, and provide guidance to project teams
- Recruiting a team of passionate members who will assist in the execution of projects
- Any duty consistent with the above

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\
- Developing and maintaining the chapter's Notion page.
- Any duty consistent with the above

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 to support Chapter projects and initiatives.

Key responsibilities of the External Directors include:

- Maintaining and developing partnerships with EWB National Office, other EWB Chapters, Alumni, U of T clubs, companies, and community partners
- Working with President(s) and Internal Directors to support external chapter-wide events, such as the xChange Conference
- Working with project teams to support their partnership goals
- Working with Finance Director to explore corporate sponsorship opportunities to support chapter projects and initiatives
- Maintaining 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
- Exploring 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
- Maintaining digital media platforms including LinkedIn, Instagram, and the Chapter Website
- Marketing the Chapter's events and initiatives through social media and other outreach means
- Ensuring that all major Chapter events are photographed and archived by coordinating and recruiting photography delegates
- Working with the Finance Director to manage and budget any sponsored posts
- Any duty consistent with the above

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 chapter 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 issuing 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
- Maintaining accurate records of sponsors interactions and all transactions
- Representing EWB U of T Chapter as needed at meetings and reach outs for finance and fundraising purposes
- Coordinating volunteers to assist in running the organization's fundraising activities, if deemed appropriate

Any duty consistent with the above

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 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

Appendix I.II.VI Web Development Directors

The Web Development Directors are responsible for designing and maintaining the chapter website, and supporting projects with web-related initiatives.

Key responsibilities of the Web Development Directors include:

- Developing and maintaining the Chapter website
- Updating the website based on key chapter events and milestones
- Working with the Marketing Directors to establish and implement a creative vision for the website
- Managing code for the website through GitHub
- Creating documentation to support the maintenance and upkeep of the website
- Supporting other projects or initiatives within the chapter to develop web content, as needed
- Any duty consistent with the above.

Appendix I.IV Member Development Directors

The Member Space is tailored to creating an enriching and structured environment that facilitates General Member participation in the Chapter's activities. 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. The Engagement Directors are the first point of contact for managing the general members and related events. The Learning Directors support the chapter in meeting key goals through learning and skill development sessions and curated resources.

Appendix I.IV.I Engagement Directors

The Engagement Directors are responsible for overseeing the General Member space and coordinating activities for General Members. This involves overseeing initiatives 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 Engagement Directors include:

- Developing a system to welcome and onboard new members and keep them informed about upcoming activities in the Chapter
- Helping recruit members at Clubs Fairs and other student-facing events
- Supporting activities related to recruitment and retention of General Members
- Encouraging general members to be 'active' in Chapter initiatives
- Managing the Chapter Discord server and related responsibilities
- 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

Appendix I.IV.II Learning Directors

The Learning Director is responsible for coordinating the continued education of EWB U of T members and other members of the U of T community. The Learning Director organizes member learning workshops and other events, and creates relevant resources to facilitate

member learning and community building within the Chapter.

Key responsibilities of the Learning Director include:

- Organizing Chapter-wide learning sessions designed to address skill gaps identified by the Executive team and Project Leads
- Consulting with the Executive team and Project Leads prior to preliminary learning session planning to identify essential skill gaps to be prioritized in the curriculum
- Collaborating with Branch Leads to design targeted learning sessions, in addition to holding independent learning sessions integrating more than one Branch
- Developing a community learning curriculum and learning outcomes for the Chapter membership prior to the academic year in consultation with the Executive Team
- Engaging with professional and student organizations in learning initiatives
- Creating a space for open discussion on topics that engage our membership
- Conducting regular check-ins with the Chapter and Impact Director to ensure learning goal progress is on track and adjust curriculum or delivery methods, if necessary
- Collecting and store feedback on each member learning event
- Organizing and supporting relevant directors in running the annual EWBootcamp in September
- Any duty consistent with the above