



COMMITTEE POSITIONS 2012

Introduction

Get along and support your mates who are running for positions, or just come along to watch the next ENSOC Committee step up and prove to you why they're good enough to run the biggest and best club on campus. And if the stunts are half as good as last year, it'll be a cracker of an afternoon filled with enough content to make a Jackass movie.

Voting will be done by a show of hands or ballot as necessary.

In accordance with the ENSOC constitution, only Engineers who are ENSOC members are eligible to attend and vote.

How to Apply:

For the positions:

Chairman

Secretary

Treasurer

Social - Vice 1 & 2

Industry - Vice

Faculty Vice

Sponsorship Liaison

Media and Marketing

Editor

Sports Officer

3rd Pro Rep

2nd Pro Rep Guy

2nd Pro Rep Girl

###Submit a nomination which has been seconded, in writing, to the shop keeper at the ENSOC Shop Tuesday or email Nick Borren AGM Adjudicator (faculty@ensoc.com) prior to the stunt screening 11:30am Weds####

NOTE: All stunts must be screened between 11:30am-12:30pm Wednesday prior to the elections.

The election will take place in **E8 @ 3PM on Wednesday 28th September.**

All current engineering members of ENSOC are eligible to vote.

Voting will be done by a show of hands or ballot as necessary.

For the ex-officio positions:

Shop Keeper (Submit CV and cover letter to shop@ensoc.com by 5pm Tuesday 29th)

Webmaster (Submit CV and cover letter to webmaster@ensoc.com by 5pm Tuesday 29th)

Shop Staff (x4)

Fleet manager

For positions of Shop staff and Fleet Manager, CV and cover letters must be submitted to faculty@ensoc.com. They will be elected by the incoming committee.

For the position of 1st Pro Rep. The election will take place during Term 1 of the incoming committee's year.

Full Details on all ENSOC Positions

Patron

Election Scrutineer
Speaker at Graduation Dinner
Chair ENSOC Academics meetings
Maintain close contact with ENSOC Committee and be a mentor to them
Attend as many events as possible
Be a part of the ENSOC Strategic Management Planning

Principal Officers

1. Chairman

Understand Constitution
Keep Society Seal
Attend Faculty meetings
Liaise with Dean, PVC and Engineering office staff
Overlook Committee social gatherings
Assist Secretary in timetabling of all events
Work with immediate past President on ENSOC Strategic Management Planning
Co-Organise "Committee Manual" for next year's Committee.

2. Secretary

Fill in for Chairman as required
Organise membership lists
Organise email list
Send out weekly emails
Keep minutes
Timetable all events
Maintain ENSOC drives
Co-Organise "Committee Manual" for next year's Committee.
Maintain copies of in and outwards correspondence
Keep a filing system of all society records
Maintain office appearance
Organise member t-shirts

3. Treasurer

Publish budget for the year
Maintain cashbook
Bank all money
Chase up debts

Submit GST returns bimonthly
Submit GST returns over summer break
Keep an inventory of assets
Obtain insurance on ENSOC goods and monies
Create and send invoices

Secondary Officers

4. Faculty Vice

Liase with Dean, PVC and Engineering Office Staff
Organise and run Uni Hall tutorials
Inform Staff of current ENSOC Activities
Attend Faculty meetings
Organise Templin Scroll
Organise Profession Development Activities
Organise and run Engineering Challenge
Organise Faculty BBQ
Organise and run AGM & Elections
Continue Committee Mentoring Involvement

5. Industry Vice

Organise and run the ENSOC Engineering Expo
Organise and run Factory Tours
Collect details and announce all upcoming IPENZ seminars
Attend IPENZ Canterbury Branch Monthly Meetings
Write IPENZ Student EZine Articles
Liase with Dean and Engineering Office Staff

6/7. Social Vice #1 and Social Vice #2

Be in charge of all Social events including:
- the ENSOC Ball
- Undie 500 Charity Drive

- Fresher Field Trip
- Wild Foods

8. Sponsorship Liaison

Organise Brewery Sponsorship
Source and apply for all sponsorship
Organise IPENZ Sponsorship
Seek sponsorship for events as required
Approach Sponsors
UCSA Grant applications

9. Media and Marketing Vice

Design and co-ordinate posters
Co-ordinate chalking
Liase with the UCSA
Complete Supreme Club Application

Find the best deals on products that the society purchases
Ensure that the club is marketed effectively during enrolment week
Complete a PhotoShop course (paid by ENSOC)
Police posters within the Engineering School
Take millions of photos

Take a bit of video footage
Ensure quick transition from capturing media to displaying media on website
(including filing appropriately on ENSOC drive)
Produce annual ENSOC DVD if desired

Specialist Positions

10. Editor

Approach Correspondents

Collect final year contact details
Arrange publishing
Keep Society Photo Album
Establish a Good Relationship with the CANTA Editor
1st Pro Handbook
Student Engineer

11. Sports Officer

Oversee Engineers XV
Oversee Engineers XI
Organise Netball draw
Organise Inter-Faculty Cup
Organise Surveyors Game and Marlow Cup
Organise Student Staff Soccer
Recruit and Supervise Cheerleaders
Organise Tug-O-War
Oversee 3rd Pro Arm Wrestling Competition
Organise Other Sports of Choice
Keep Trophy Cabinet Looking Superlative

12. 3rd Pro Rep

Organise Chunder Mile
Organise the Bak2Skool Pub Crawl

13. 2nd Pro Rep Guy

BBQs
Traffic Light Party
Assist in all departments

14. 2nd Pro Rep Girl

Traffic_Light Party
Organise Committee Gears
Assist in all departments

Ex Officio Positions

15. Shop Keeper

Not elected. Shop Keeper is selected by the current ENSOC Shop Keeper in conjunction with the outgoing and incoming ENSOC President and Secretary.

Employ sufficient staff

Order sufficient stock

Keep cash book

Stock take

Organise and source exam papers

Bring suggestions from suggestion box to meetings

Constantly look to improve the service of the Shop to Engineering Students

Co-ordinate and maintain lockers within Engineering School

*NOTE: In 2012, there will be four shop staff chosen by the 2012 Committee. Each of these shop persons will be given an assisting role on the Committee as detailed below:

15.1 Shop Staff Member #1: Assist in all Social events upon guidance from the two Social representatives

15.2 Shop Staff Member #2: Assist in all Sporting events upon guidance from the Sporting representative

15.3 Shop Staff Member #3: Assist in all Industry and Faculty based events upon guidance from the Industry and Faculty representatives

15.4 Shop Staff Member #4: Assist in regards to Media & Marketing upon guidance from the Media & Marketing representative

16. Webmaster

Not elected. Webmaster is selected by the current ENSOC Committee.

Keep website up to date

Keep facebook page up to date

Liaise with all Committee members on all current events

Source sports draws/details/scores/etc and place on website

Maintain links for current sponsors, faculty and other engineering societies

Maintain ENSOC Data Base

Maintain ENSOC Computers (Web server, office PC, shop PC)

Maintain ENSOC Software

A familiarity with the following would be preferred

- PHP/mysql

- Apache GNU/Linux web server administration

- javascript/HTML programming experience

17. Fleet Manager

Not an elected position. Fleet Manager is selected by the new ENSOC Committee

Carry out relevant changes of ownership

Keep all vehicles road worthy – Registration and WOF

Uphold Fleet insurance

Carry out any simple maintenance/repairs

Instigate any major maintenance/repairs

Maintain Fleet appearance

Commit to driving the ENSOC Engine on some occasions (negotiable)
Maintain fuel level in ENSOC Engine

Fleet Manager Requirements

- Must hold full Class 2 License
- Must have general mechanical knowledge of vehicles

Please note all positions except 1st Pro Rep & 2nd Pro Reps are for 3rd Pro engineers only.

Finally, you will be asked to present a short speech about why you should get the role (Chairman, Secretary and Treasurer nominees will be allowed 5 minutes to speak, whereas all other positions will be allowed 2 minutes only). You are then permitted to perform a 'stunt' in an effort to prove to the audience why you believe you're the best man or woman for the job. No stunt may harm animals or anyone but yourself in any way.

Best of luck!
The 2011 ENSOC Committee

