



## **Mandate**

- Establish a network to encourage and improve communications within the environmental community at the University of Toronto.
- Engage students, faculty and staff to participate in and promote environmental practices and sustainability on all three University of Toronto campuses.
- Encourage partnerships among groups and individuals within and external of the environmental community to promote environmentalism on campus.
- Provide a means by which groups and individuals on campus interested in environmental issues, can pool their resources and network.

### ***President Commitment: Approx. 7 hours/week***

1. Organize and manage UTERN ensuring that the obligations of its mandate and Constitution are met;
2. Preside over meetings of the UTERN executive and UTERN open meetings;
3. Ensure membership in University of Toronto institutions where necessary, including but not limited to University of Toronto Students' Union (UTSU), Student Life, Graduate Students' Union (GSU), Association of Part-time Undergraduate Students (APUS), Scarborough Campus Students' Union (SCSU), University of Toronto at Mississauga (UTMSU);
4. Ensure membership in groups/organizations outside of the University of Toronto where beneficial or necessary;
5. Set a policy on timely performance duties for all executive members of UTERN, especially those transactions related to room bookings, promotional correspondence, or finance;
6. Hold signing authority on the UTERN bank account in conjunction with the treasurer;
7. Develop and implement sustainable capital strategies in conjunction with the treasurer;
8. Ensure to the best of her/his ability that UTERN has an office and that it is being maintained according to University standards;
9. Provide all necessary support and assistance to other executive members;

10. Encourage UTERN to grow and develop as appropriate in a given year, including but not limited to, promoting special projects, encouraging University of Toronto sponsored national conferences;
11. Act, in conjunction with the Public Relations Officer, as first line of contact for internal and external liaisons;
12. Maintain constant contact with the UTSU Sustainability Commission and together ensure that both bodies are working in synergy;
13. If the President has a situation of personal conflict of interest, the President will excuse him or herself and the Project Manager, Treasurer, Internal Executive Liaison, External Executive Liaison, and Environment Week Coordinator (in this order) will direct the meeting.

***Treasurer Commitment: Approx. 4 hours/week***

1. Manage all UTERN financial accounts;
2. Keep an accurate and completely up-to-date ledger of all financial transactions of UTERN;
3. Ensure that all financial transactions required by UTERN are carried out in a timely manner as set out by the UTERN President and agreed upon by the Executive as a whole;
4. Validate all spending through tracking of receipts and proof of purchase;
5. Ensure the security of UTERN funds and accounts with reference to signatory authority, passwords, or any other security procedure that may be necessary;
6. Holds signing authority on UTERN bank account in conjunction with UTERN President;
7. Compose an annual financial report to be made available to UTERN members;
8. Compose periodic financial reports for the UTERN Executives;
9. Compile information for UTSU's annual financial audit;
10. Report any unusual or suspicious activity related to UTERN finances, whether related to UTERN itself or external organizations immediately to the UTERN President.

***Projects Manager Commitment: Approx. 5 hours/week***

1. Responsible for overseeing all UTERN funded projects;
2. Liaise with group members on campus who have initiated projects through UTERN;
3. Assist groups in applying for funds and in some cases, finding partners for projects;
4. Review and report all potential projects to UTERN Executive;
5. Responsible for ensuring UTERN member groups who have received funding submit and/or

present a detailed interim and final report of their event or project to the Executive.

***Executive Secretary Commitment: Approx. 5 hours/week***

1. Manage the UTERN internet mailboxes: utern.admin@utoronto.ca and utern.toronto@gmail.com – ensure that all received emails are replied to or forwarded as necessary in a timely manner;
2. Take minutes at all Board of Directors meetings, and other UTERN meetings as necessary, including general meetings;
3. Draft UTERN documents and press releases upon request from the President;
4. Make all room booking appointments as necessary in a timely manner as set out by the UTERN President;
5. Maintain a detailed list of all contacts established by all members of the Executive throughout the year;
6. Ensure that the UTERN office is properly equipped with all necessary office supplies, and that all UTERN documents and property is held securely;
7. Ensure that all UTERN documents and property are transferred safely at the end of the year to the new executive;

***Internal Executive Liaison Commitment: Approx. 5 hours/week***

1. Preside over the Environment Working Group meetings;
2. Must attend all Environment Working Group meetings, and report to the Executive members about their planning and execution;
3. Shall attempt to solicit a diverse group of attendees at the Environmental Working Groups;
4. Ensure that all decisions and other information is transferred accurately and in a timely manner between the Environmental Working group and the Executive;
5. Maintain individual contact with all members of the Environment Working Group who represent other student groups at the University of Toronto;
6. Continue to compile and update a list of attendees and future contacts;
7. Support Executive members in the completion of their individual tasks.

***External Executive Liaison Commitment: Approx. 4 hours/week***

1. Maintain contact with key members of the University's administration and staff;

2. Lobby the administration to promote the students' and UTERN's interests;
3. Create or maintain contact with representatives of all publications on campus (student newspapers, newsletters, university websites, radios), and to the best of her/his ability with representatives of other publications in the city, in order to promote UTERN and facilitate the diffusion of UTERN notices. Lobby representatives to obtain long term preferential rates for advertising space;
4. Establish and maintain relationships with external organizations concerned with sustainability;
5. Inform Board of all opportunities of interest regarding these organizations (conferences, workshops lectures events);
6. Maintain a calendar of upcoming events being put on by these organizations;
7. Preside over and schedule subcommittee meetings to facilitate the involvement of UTERN members in these events (e.g. Selection committees);
8. Ensure that all UTERN ads and notices are posted in a timely manner as set by the UTERN Executive;
9. Maintain communications with residence councils to ensure appropriate media for disseminating information regarding funding opportunities, projects and events (e.g. Residence/college newsletters, residence posting boards, porters, Don briefing, etc.)
10. Seek sponsorship from appropriate governmental, environmental, and other Organizations.

***Environment Week Coordinator Commitment: Approx. 3 hours/week***

***\*\*NOTE: 7- 10 hours/week leading up to ECOfest***

1. Oversee the organization of environment week. Must begin organizing early in the year;
2. Create and maintain contact with as many student, environmental, and government organizations as possible and motivate them to organize events so that environment week is a success at all three campuses;
3. Ensure that available funding for environment week is widely advertised, well in advance of the event;
4. Preside over environment week subcommittee meetings;
5. Act as a mediator for all environment week events, so that the schedule is well organized;
6. Maintain contact with the UTERN Outreach Coordinator to ensure that sufficient number of volunteers are involved with environment week, at all three campuses;

***Outreach Coordinator Commitment: Approx. 4 hours/week***

1. Preside over and schedule meetings for the UTERN advertising subcommittee as often as necessary, ensuring that UTERN is equipped with materials and ideas for advertising campaigns;
2. Ensure that all UTERN advertising campaigns are carried out in a timely manner as set by the Executive;
3. Ensure that all UTERN advertising material is consistent with the constitution and the university policy on publications;
4. Develop a volunteering plan to establish clear tasks that can be undertaken by volunteers for each subcommittee and for UTERN as a whole;
5. Maintain contact with both the volunteers and with the subcommittee coordinators, to ensure that all tasks get accomplished in a timely manner, and that no conflicts arise;
6. Respond in a timely manner to all emails regarding volunteering forwarded from the secretary;
7. Liaise with the External Executive Liaison regarding obtaining sufficient volunteers for outreach events such as, but not limited to, postering and tabling

***Director of Technology Commitment: Approx. 6 hours/week***

1. Ensure that the UTERN website is constantly updated, in particular with regards to meeting schedules, meeting minutes, news, events, and projects;
2. Must be constantly striving to improve the quality of the content of the UTERN website, and to add relevant content as described by the UTERN Executive;
3. May be asked to help develop or update websites for other environmental groups and projects at U of T;
4. Manage the Listserv, and ensure that all UTERN ads and notices are sent out on the Listserv in a timely fashion.
5. Given the technical requirements for this position, a suitable candidate may be appointed by the executive at a later date.

***GSU, UTM, and UTSC Representatives (not Executive positions): Approx. 1.5 hours/week***

1. Liaise between UTERN Executive and relevant organizations on partner organizations and campuses;
2. Represent UTERN in meetings with partner organizations and campuses;
3. Attend monthly Environment Working Group meetings.

4. If no candidate is found, the executive may hold by-elections or appoint suitable candidates for these positions at a later date.