

Position Descriptions & Responsibilities of UTERN Executive

Adopted on March 11, 2020

Mandate:

1. Establish a network to encourage and improve communications within and beyond the environmental community at the University of Toronto.
2. Engage students, faculty and staff to participate in and promote region-based environmental planning practices and sustainability on all three University of Toronto campuses.
3. Encourage partnerships among groups and individuals within and external of the environmental community to promote deeper understandings of environmentalism on campus.
4. Acting as a mediator, facilitator, and liaison by which groups and individuals on campus interested in environmental issues, can pool their resources and network.
5. Provide resources and ongoing support for marginalized and Indigenous groups at UofT while going beyond simple themes of reconciliation and fundamentally promoting decolonization at UofT

Responsibilities for all Executive Members:

1. Attend regular UTERN executive meetings
2. Participate and vote in discussions pertaining to application decisions and UTERN decisions whenever possible, excluding instances of a conflict of interest
3. Ensure transition documents are created, updated, and passed on to their successors
4. Participate in Regular and Ad-Hoc Committee agreed to throughout their term
5. Ensure full involvement in their positions and responsibilities across all constituencies: UTM, UTSC, Graduate Students, UTSG (with the exclusion of UTM, UTSC, and Graduate Student Representative)

President Commitment: *Approx. 8-12 hours/week*

1. Manage UTERN ensuring that the obligations of its mandate and Constitution are met;
2. Preside over meetings of the UTERN executive and UTERN AGMs;
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 and the finance committee;
8. Ensure to the best of their 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, developing relationships with relevant partners and across all constituencies;

11. Act, in conjunction with the Network Executive Liaison, as first line of contact for internal and external liaisons;
12. If the President has a situation of personal conflict of interest, the President will excuse themselves and the Project Manager, Treasurer, Internal Executive Liaison, External Executive Liaison, and Environment Week Coordinator (in this order) will direct the meeting.
13. Manage administrative duties such as the CCR and Work Study in partnership with the advisor
14. Represent UTERN when engaging in various media opportunities and events in conjunction with the Secretary, Network Executive Liaison, and **Director of Marketing**;
15. Create or maintain contact with representatives of all publications on campus in order to promote UTERN and facilitate the diffusion of UTERN notices in conjunction with the Secretary;
16. Maintain contact with key members of the University's administration and staff and lobby the administration to promote the students' and UTERN's interests;
17. Preside over Policy Committee Meetings as needed;
18. In conjunction with the Secretary, organize UTERN Executive Team Socials as needed.
19. In conjunction with the Treasurer, manage and coordinate the Dish Rental Service.

Treasurer *Commitment: Approx. 4-8 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 timely and orderly 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 at the AGM;
8. Compose and deliver semesterly financial reports for the UTERN Executive;
9. Compile information for UTERN's annual financial audit along with the annual report; submit audit and report on time to the UTSU, GSU, UTMSU, SCSU as per Memorandums of Agreement;
10. Report any unusual or suspicious activity related to UTERN finances, whether related to UTERN itself or external organizations immediately to the UTERN President.
11. Preside over Finance Sub-Committee Meetings
12. In conjunction with the President, manage and coordinate the Dish Rental Service.

Projects Manager

Commitment: Approx. 8-12 hours/week

1. Responsible for overseeing and tracking all UTERN funded projects;
2. Liaise with group members on campus who have initiated projects through UTERN;
3. Assist and support 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;
6. Responsible for ensuring applications are discussed and voted on by the UTERN Executive.

Executive Secretary

Commitment: Approx. 5-7 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 Executive meetings, AGMs, and other UTERN meetings as necessary, including general meetings;
3. Draft UTERN documents, press releases, and media documents upon request from the President;
4. Make all room booking appointments as necessary in a timely manner;
5. Maintain a detailed list of all contacts established by 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;
8. Create or maintain contact with representatives of all publications on campus in order to promote UTERN and facilitate the diffusion of UTERN notices in conjunction with the Secretary;
9. In conjunction with the President, organize UTERN Executives Team socials as needed.

Network Executive Liaison

Commitment: Approx. 6-8 hours/week, travel between campuses to be expected

1. Preside over monthly Environment Working Group (EWG) meetings at the St. George Campus;
2. Support constituency representatives in holding constituency specific EWG meetings, if the representative position is unoccupied, the Network Liaison is responsible for presiding and planning EWGs for those constituencies at least once a semester
3. Must attend all Environment Working Group meetings, and report to the Executive members about their planning and execution;
4. Shall attempt to solicit a diverse group of attendees at the Environmental Working Groups;
5. Ensure that all decisions and other information is transferred accurately and in a timely manner between the Environmental Working group and the Executive;
6. Maintain individual contact with all members of the Environment Working Group who represent other student groups at the University of Toronto;
7. Continue to compile and update a list of attendees and future contacts through the email list serv and various other means such as social media groups, maintain an updated list of Network Members on the website in conjunction with the Director of Technology;
9. Maintain a calendar of environmental events through the EWG Network and across all constituencies
8. Attend UTERN supported and funded events when possible and represent UTERN at various meetings and events as needed;
9. Support Executive members in the completion of their individual tasks
10. Maintain contact with key members of the University's administration and staff and lobby the administration to promote the students' and UTERN's interests.
11. Establish and maintain relationships with external organizations concerned with sustainability and bring potential collaboration to the attention of UTERN Executive

Events and Campaigns Coordinator

Commitment: Approx. 7 hours/week; may be more hours during EcoFest and other campaigns

1. Coordinate and execute UTERN Sustainability Campaigns, Social Events, EcoFest, and other events determined by the Executive
2. Oversee the organization of the 2 week long EcoFest. Must begin organizing early in the year;
3. Create and maintain contact with as many students, environmental, and government organizations as possible and motivate them to organize events for EcoFest across all three campuses;

4. Ensure events and campaigns are widely advertised, well in advance;
5. Seek out possible partnerships in organizing events and advertise EcoFest funding opportunities to the Network;
5. Preside over Events and Campaigns subcommittee meetings;
6. Organize at least one event across all three campuses per semester, may be through partnerships;
7. Maintain contact with the UTERN Marketing Coordinator and the Network Liaison so that events and campaigns are well communicated to the wider university.

Marketing Coordinator

Commitment: Approx. 7 hours/week

1. Ensure that UTERN is equipped with materials and ideas for advertising campaigns and events;
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 and recruit volunteers as needed;
5. Manage UTERN's social media channels through regular posting, promoting Network and UTERN events, replying to messages promptly;
6. Develop UTERN's social media and promotional campaign and ensure that UTERN is well advertised across all constituencies and all campuses;
7. Respond in a timely manner to all outreach and promotional emails and messages;
8. Create and distribute UTERN internal marketing materials such as banners, posters, flyers, pens, brochures, totes, business cards, etc;
9. Ensure that all UTERN ads and notices are posted in a timely manner as set by the UTERN Executive;
10. 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, posters, Don briefing, etc.);
11. Create and order online and offline promotional materials for UTERN events and campaigns.

Director of Technology

Commitment: Approx. 3 hours/week

1. Ensure that the UTERN website is constantly updated, in particular with regards to executive information, meeting minutes, EWG information, 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. Attend meetings as required in order to gather feedback and improve the website content and infrastructure;
4. Support with technological troubleshooting for website and other platforms;
5. May be asked to help develop or update websites for EWG members and projects at U of T.
6. Given the technical requirements for this position, a suitable candidate may be appointed by the executive at a later date.

Grad/UTSC/UTM Representative

Commitment: Approx. 5 hours/week

1. Liaise between UTERN Executive and relevant organizations and students of the represented constituencies;
2. Represent UTERN in meetings with partner organizations and campuses;

3. Attend monthly Environment Working Group meetings;
4. Preside and organize at least one EWG meeting for their represented constituency once a semester;
5. Advocate for the interests of their constituencies at the Executive Meeting;
6. Research and engage with different groups and students within their constituencies to find potential collaboration opportunities;
7. If no candidate is found, the executive may hold by-elections or appoint suitable candidates for these positions at a later date.