**2024/25 ESS Election Nomination Form**

Please **make a copy of this form** and complete it in full. You require signatures from 10 undergraduate students in the Environment Faculty who have not opted out of their ESS fees for the Winter 2024 term.

This nomination form is due on Sunday**, March 24th at 11:59 pm** to **president.ess@uwaterloo.ca.** Election details and the process will be discussed as soon as candidates are determined. Good luck!

**Candidate: Student #:**

**Program: Year:**

**\*Position you would like to be nominated for: (highlight)**

President - Vice President of Finance - Vice President of Operations - Vice President of Academic Affairs Advocacy - Vice President of Internal Affairs - Environment Director - Events Director - Communications Director - Web Director - Mental Health and Wellness Director - First Year Representative - Secretary - WESEF Chair

**What Terms Are You Running For: (highlight)**

Spring 2024 - Fall 2024 - Winter 2025

*\*For the list of all available positions, please see below*

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| --- | --- | --- |
| ***Full Name*** | ***Student ID #*** | ***uWaterloo Email*** |
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ESS Role Description

**Executive Officers**

*President*

The president is the chief executive officer of ESS and ensures that all members of council upholds their role and responsibilities. The president is responsible for chairing and organizing executive and general meetings (as well as meeting agendas). Along with the Vice Presidents, the president shall be responsible with all Society-Faculty relations, Society-student relations, Society-Waterloo Undergraduate Student Association relations, Society-Community relations and Society-University relations

*Vice President Internal*

The Vice President Internal is the chair of executive and general meetings, and carry forth the day-to-day duties of the President in their absence. They act as the main go-between for ESS and the program societies under their purview. Their main responsibility is to oversee all Faculty of Environment undergraduate associations, and coordinate events and activities between ESS and the Faculty associations.

*Vice President Operations*

The Vice President of Operations oversees the day-to-day operations of the ESS Council, which includes managing the ESS Office, Lounge, and ES Coffeeshop. Their responsibilities include ensuring that all operations run efficiently and effectively, meeting quality standards, and achieving financial targets. The VP of Operations is responsible for hiring managers, coordinating with external vendors and WUSA relations, assisting with locker rentals, and managing all catering requests. They work closely with the VP of Finance to develop procedures and manage budgets.

The VP of Operations plays a vital role in fostering continuous improvement within the council by providing support, resources, and assistance to the Directors. As an integral part of the ESS council, the VP of Operations helps to ensure that the council’s organization runs smoothly and all goals are achieved.

*Vice President Finance*

Manages the budget for ESS and all program societies in terms of allotments and allocations based on demand, track records, and enrollment each term, connects with social director and other ESS members working on specific events to advise on the budget, keeps up with cheque requests and reimbursements, looks after WESEF and other Fund proposals with the assistance of other ESS members, trains and leads the finance team in fundraising, regularly connecting with program societies, and managing the coffeeshop revenue and expenses. Prepares the public budget package each term for the general student body. (starting this term).

*Vice President Education*

The Vice President of Education is the bridge between students, staff, and the faculty in all things academic and co-op affairs. In addition to representing and advocating for the needs and interests of the ENV students on numerous councils and committees, the VP Education works with not only the ESS council, but also their faculty VP counterparts to pursue policies and initiatives for the betterment of both the ENV undergraduate student population and the wider campus community.

**Directors**

*Social Director*

The social director is responsible for working with the social committee to organize and host events each term. This includes legacy events (events that happen every term) and new events. The role includes coordinating with external contacts in person, through email, or online meeting. The Social Director must also budget with the VP of Finance, seek event approvals from WUSA, and coordinate with the Communications Team to advertise events.

*Communications Director*

The communication director is responsible for the upkeep of all ESS social media platforms (including Instagram, Facebook, and linktree) to constantly promote upcoming ESS events or relevant campus events/services. The position involves supporting other ESS executives in creating graphics for these events. The creation and servicing of posters may be required as well. Regular responses to emails and dms to maintain communication with other programs and interested parties will be required.

*Mental Health and Wellness Director*

The Mental Health and Wellness Director is responsible for organizing and facilitating mental health and wellness events, in collaboration with the Vice President Finance and Social Director, for society members and the student body. They also provide mental health and wellness tips and information in collaboration with the Communications Director. They act as liaison with MATES representatives, Counselling Services, and AccessAbility Services.

*Web Director*

The Web Director is responsible for representing ESS online through the council’s website. The Web Director works with the other directors on the team to maintain the website and keep it up to date. This includes adding meeting minutes and promoting upcoming events and services. The Web Director also communicates with faculty to resolve computer/web related issues and implement changes that will support the council and associated contacts.

*Environmental Director*

The Environment Director is responsible for managing the plants in the ESS office & Lounge, creating content for Plant Thursdays, refilling the birdfeeders through working with the Ecology Lab, and organizing as well as facilitating the Succulent Workshop. Key skills for this role includes basic plant knowledge (knowing some plant species, basic watering schedules, lighting), organization and and accountability. Plants often require consistent care, being a supportive plant parent helps a lot!

*Secretary*

The Secretary is primarily responsible for keeping good meeting minutes! Ideally, public commentary is clearly incorporated into the record without making the minutes confusing, and action items are clearly delineated and communicated to the rest of council via MS Teams. Key skills for this role are notetaking, organization, and communication - without these, there can be a lack of clarity on who’s doing what and a lack of accountability! Other duties include collecting ESS and Coffeeshop mail and helping the Web Director update the [ess.uwaterloo.ca](http://ess.uwaterloo.ca) site.

*First-Year Representative*

The First-Year Representative is primarily a liaison between the first years of the Environment Faculty and ESS. In previous years, the First-Year Representative role was primarily a position to act as a means to introduce and spread awareness of ESS from an early stage and to help out the other members of ESS. Now, the First-Year Representative role has expanded to be responsible for a first-year led legacy event.

**Members at Large**

*WESEF Chair*

The WESEF (Waterloo Environment Students Endowment Fund) Chair sits on the WESEF Board where they help make decisions on proposals and decide what projects will get funding from WESEF.