



ENGINEERS

WITHOUT BORDERS

WARWICK BRANCH

[www.ewb-warwick.org](http://www.ewb-warwick.org)

# EWB Warwick Elections 16/17 Role Descriptions

## How to nominate yourself:

Email Michael Booth at [president.warwick@ewb-uk.org](mailto:president.warwick@ewb-uk.org) with your name and desired position by midnight on Sunday 6<sup>th</sup> March. Also include a short paragraph (**max** 200 words) on:

- Why you are running for this position
- What you can bring to the role
- Any relevant experience you have
- Any ideas or plans for the society for the year
- Why we should vote for you

Please note, the manifesto you send will be put onto a PowerPoint slide which will be used during the elections. If you will not be present at the elections to run for a position, please let us know in advance and we will try and accommodate this. We will not accept nominations on the night. For any information, please feel free to email Michael and ask, or talk to our existing exec members about their role.

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## President

As President you would be overseeing the planning and management of all society events. You will be supporting the team, checking everyone is adequately trained (through the SU and EWB UK) and equipped for their role. You should have previous exec experience and knowledge of EWB Warwick and EWB UK, to base the long term vision for the society on. Organisation, leadership and communication skills are good traits for this role.

Your role includes:

- Liaising with the SU and other societies
- Work closely with the School of Engineering, retaining sponsorship and support
- Working closely with EWB UK national and regional branches, keeping the society affiliated
- Chair exec meetings and manage emails
- Supporting all exec members and to keep things moving
- You will be expected to introduce talks and events and be able talk about EWB when needed
- Work with the treasurer and review purchases
- Society planning and strategy and annual review

## Vice President (Secretary)

A Vice President/Secretary is essential for any committee. You are responsible for helping to advise the President, and ideally should have had previous experience on the Exec. You should be able to fill in and support other roles when necessary. A good knowledge of the SU and time management skills are recommended.

Your role includes:

- Helping and advising the President
- Set up meetings, agenda, recording and distributing minutes
- Manage the society email account
- Ensure regular correspondence with EWBs members
- Keep equipment, storage and other assets accounted for
- Day to day planning and organising

## Treasurer

The treasurer is an essential position for any executive committee. You are responsible for the society's money, and must attend an SU training course for this. You will also be responsible for helping write the annual budget at the end of term 3. You do not necessarily need previous exec experience for this role, however a good knowledge of the SU is recommended.

You will:

- Manage and budget the societies money
- Purchase equipment and reimburse exec costs
- Comply with legal obligations
- Be aware of available funding opportunities
- Apply for sponsorship and help with other fund raising activities.

## Marketing & IT Coordinator

The marketing coordinator's role is to publicise EWB Warwick and its events alongside managing the society's public image. You should be a competent designer being able to produce posters/flyers and other marketing material when required. You should also have a good knowledge of social networking sites including Facebook, Twitter, YouTube and LinkedIn. Web development experience is recommended but not required.

Marketing Coordinator will:

- Work with other team members to publicise activities/create promotional material.
- Update and maintain EWB Warwick's website and calendar ([www.ewb-warwick.org](http://www.ewb-warwick.org))
- Design necessary graphics for print/web
- Manage EWB Facebook, Twitter, YouTube, Instagram, LinkedIn accounts
- Organise publicity events (Fresher's fair/lecture shout-outs/publicity stalls)
- Work with the President and Vice President to liaise with other societies (like EngSoc or RAG) to seek areas where EWB can be publicised around campus. You do not have to organise events, but supplying relevant promotional material will be required.
- Order and design Exec polos and any promotional items the society buys (pens, pencils, lanyards etc)

## Outreach Coordinator (x2)

Outreach is a core part of EWB-Warwick's activities. Both coordinators are responsible for organising and managing workshops for schools in the Coventry and Warwickshire area. You will manage teams of other outreach volunteers and help give them the skills required for running a successful outreach workshop. These have always been very successful and are a lot of fun to run. Experience volunteering at outreach sessions is recommended for this role.

Workshops

- Communicate with contacts in schools and teachers to organise dates.
- Recruit, organise, practise and brief volunteers before workshops.
- Adapt presentation to suit pupil age and size of group and prepare workshop materials.
- Arrange transport and run the workshops alongside volunteers.

Extra Stuff

- Attend volunteering fair at start of Term 1 to promote EWB Outreach.
- Hold a general Outreach introduction and training meeting to sign up volunteers.
- Communicate with STEM to get DBS checked. Invite volunteers to also get DBS checked.
- Participate in other outreach activities including science fairs and campus events.
- Work to develop new contacts, workshop presentations and equipment.
- work with the EWB national outreach team

## Projects and Training Coordinator x2

The projects and training coordinator oversees the past, present and future projects from the planning and construction to maintenance and future development stages. You also help with the running of practical training events related to the projects. Current projects include the Eco-Centre and maintaining the campus wind turbine. New project commissions to be considered for next year include bike powered chargers and analogue weighing scales.

As the Projects and Training coordinator, you will be responsible for the following:

- Support project leaders
- Liaise between EWB, Warwick Estates, Engineering and other Warwick Departments

- Help compile reports and presenting project proposals
- Attend team meetings
- Organise Scrapheap Challenge
- Organise practical training workshops (wind turbine maintenance, welding, rocket stoves, rope washer pumps, hexayurts)
- Work with the rest of the exec to manage storeroom materials, tools and budgets

## Events Coordinator

It is the job of the events coordinators to organise and run educational events to inspire and educate members about topics relevant to EWB's core values and important future global issues. These may include talks, debates, careers and networking events. The role involves contacting and networking with professionals, academics and experts in the energy industry and development sector to give talks and presentations which can provide PDR points.

- Find and host external speakers (organise refreshments, transport etc.)
- Liaise with other societies and the Hub on campus to run collaborative events
- Help with our Member-Led Partnership fundraising events
- Arrange room bookings for the society when needed
- Complete SU paperwork (event planning packs and external speaker forms)

## Socials and Tour Coordinator

It will be your responsibility to organise enjoyable, inclusive socials for society members whilst promoting EWB's core values. You will need to have good communication, organisational skills and the ability to hold the attention of a large group of people in at times very loud surroundings.

- Organise a relevant society tour (accommodation, transport, food, finance, SU forms)
- Organising socials for members (meals out, pub quizzes, circling, laser quest etc.)