
The Executive Committee

President

The role of President is a figurehead and representative of the UEC, as well as an overall organiser of the Club's operations. As a figurehead for the Club, the President must have detailed knowledge of the UEC, have confidence in public speaking and networking and attend multiple meetings and events. As an overall organiser, the President needs to be aware of all UEC operations, be organised at a personal level (for example, there are a large number of emails to deal with on a daily basis) and have skills in delegation. The role requires a large amount of time, but has numerous benefits.

VP Education

In recent years the VP Education has expanded to encompass not only educational duties, but career development and company liaison for the UEC. The organisation of GND and VWE requires a good deal of work. VP Ed attends a number of weekly committees. It is a constant and heavy workload.

VP Social

VP Social is our primary event organiser; as such the workload of this position has traditionally been one of the greatest. Excellent social networking skills are required and boundless energy is recommended!

Treasurer

Roles of the treasurer include: GST; daily transaction work including invoicing and receipts; and sponsorship. This role requires some constant work, but is heaviest during summer and invoicing periods (GND, VWE, Sponsorships).

Secretary

It must be acknowledge that the role of Secretary is difficult to define and as Secretary, one tends to acquire many undefined roles and duties as they come to hand. However, these roles can be briefly outlined as: administrative tasks; organisation of non social or education events; coordination of UEC Alumni records and memorabilia; running of elections and AGM. This is a constant and heavy workload. A good secretary must be organised.

The General Committee

All committee members are required to perform a number of tasks throughout the year. These include selling tickets and merchandise; organising and running weekly BBQs, company BBQs or BBQs for events; advertising through friends and by writing on all whiteboards and blackboards; assisting in the organisation, set up, running and clean up of events; and writing reports and phantoms to be included in the Bend Sinister Publication.

All of these positions have differing work loads - but everyone is encouraged to help others in their work. Without committee giving the Executive and other high workload positions extra help, roles and tasks can be difficult!

Final Year Representative - Social

As a social rep, they are also required to assist the VP Social in their role. This position does not require work throughout the year, just good and efficient organisation. The Final Year Rep is required to organise:

- Final Year Shirts or Jumpers during Semester one and two; and
- Final Year Dinner held after thesis submissions

Penultimate Representative - Social

The penultimate year rep is supposed to organise a Penultimate year dinner and assist VP Social in their role. This dinner has been cancelled for a few years due to lack of success. If the year group is involved with UEC generally, run it! A light workload.

2nd Year Representative - Social

The 2nd year rep is required to organise a 2nd year dinner and assist VP Social in their role. During 2008 this dinner was combined with 1st year dinner for greater numbers. A light workload.

Fresher Representatives - Social

Fresher reps are required to organise a 1st year dinner and assist VP Social in their role. A light workload.

Civil and Mineral Processing Representative - Education

Education Reps should assist the VP Education in their role. They also organise:

- A SSCC (staff student consultive committee) each semester to discuss the concerns / feedback of students and staff
- An education event. Examples include: Endnote Session with the Library; Presentation tips seminar for Final Year; Writing skills seminar etc.

A light workload.

Computer Science and Computer and Mathematical Science Representative - Education

Education Reps should assist the VP Education in their role. They also organise:

- A SSCC (staff student consultive committee) each semester to discuss the concerns / feedback of students and staff
- An education event. Examples include: Endnote Session with the Library; Presentation tips seminar for Final Year; Writing skills seminar etc.

A light workload.

Electrical and Information Technology Representative - Education

Education Reps should assist the VP Education in their role. They also organise:

- A SSCC (staff student consultive committee) each semester to discuss the concerns / feedback of students and staff
- An education event. Examples include: Endnote Session with the Library; Presentation tips seminar for Final Year; Writing skills seminar etc.

A light workload.

Environmental Representative - Education

Education Reps should assist the VP Education in their role. They also organise:

- A SSCC (staff student consultive committee) each semester to discuss the concerns / feedback of students and staff
- An education event. Examples include: Endnote Session with the Library; Presentation tips seminar for Final Year; Writing skills seminar etc.

A light workload.

Mechanical, Oil and Gas and Materials Representative - Education

Education Reps should assist the VP Education in their role. They also organise:

- A SSCC (staff student consultive committee) each semester to discuss the concerns / feedback of students and staff
- An education event. Examples include: Endnote Session with the Library; Presentation tips seminar for Final Year; Writing skills seminar etc.

A light workload.

Sport Representatives

Sport Reps must organise and coordinate players for all Interfaculty Sports (every Wednesday), as well as provide beverages for the players (water and Gatorade). They must organise THEBSE's to take photos at sport, as well as publicise sport through the website, posters and word of mouth. Finally, sport reps organise the following events:

- Tug'O'Law and Food Fight
- Eng Vs Law Footy and Rugby
- Sport Windup BBQ (starting in 2008)
- Competitors for The Great Run

These positions are moderate and continuous. No matter what, Sport reps must attend Interfaculty sport.

THEBSE's

THEBSE's are responsible for the UEC camera and taking photos at all events. They must also coordinate the committee to write Bend Reports and Phantoms. THEBSE's are responsible for the design and publication of:

- Corporate Handbook for O'Day
- Fresher Handbook for O'Day
- Corporate Torque for GND, Sem 2
- UEC Torque for VWE, Sem 2
- The Bend Sinister

A moderate/heavy workload throughout the year. It is demanding at the beginning of the year and the end of Sem 2 when the Bend is being published.

Merchandise Officers (Not elected positions)

Merchandise Officers are responsible for:

- Designing (or organising the design) and purchasing of the new shirt and banner;
- Restocking of helmets, stubbie holders, umbrellas and ties; and
- Increasing our merchandising empire by investigating other merchandise options.

Other merchandise options, some from the past and others not yet created, include stickers, boxer shorts, golf balls, hats, shoulder bags and jumpers. This position requires considerable time over the summer break, but is more relaxed during the year.

Promotions Officers (Not elected positions)

Promotions Officers are in charge of promoting the UEC through the:

- Design and display of posters;
- Design of tickets for events; and
- Coordination of the committee to conduct lecture announcements.

This job is much easier if the Officers have experience with the appropriate publication/design software and an interest in graphic design. This position requires constant work throughout the year.

Webmaster (Not election position)

The webmaster is the UEC's personal technology and IT support; and website manager and designer. They are also in charge of any online storage / backups and are generally called upon to complete any other online tasks (such as the programming of online sponsorship during 2008).