CO-PRESIDENTS:

1. MEETINGS:
   a. Host all meetings Bi-Monthly
   b. Chair the meetings
   c. Make sure that each representative has been well informed and kept performing their tasks.
   d. Responsible for advising the Campus Groups Administrator of any changes in the executive or signing officers.

2. MAKE FINAL DECISIONS ON EVENT PLANS:
   a. Overview the financial spending & use signing authority of the C.U.B.E account
   b. Must take responsibility for the group if any issues occur.

3. DISCUSSION WITH DEAN OF ENGINEERING:
   a. Acting liaison between the Department of Biomedical engineering and other campus groups.

4. SEPARATION OF TASKS:
   a. make sure all planned tasks are met by the directors and representatives
   b. Step in to assist in any of the projects that are lagging
   c. Make sure the documented for turnover purposes at the end of each academic year is completed

DIRECTOR OF INTERNAL AFFAIRS:

1. MEETINGS:
   a. Shall chair all meetings in the absence of both Co-Presidents
   b. Take the meeting minutes for the IT & Publications Director

2. BRING GROUP INITIATIVES TO THE CO-PRESIDENTS:
   a. If members of the group have initiatives the hope to start or outside students have inputted any possible plans they should be brought to the bi-weekly meetings
   b. Any internal problems (between directors or office issues) will be handled by the internal director with the help of the Co-Presidents (if requested), any changes will be discussed in meetings

3. OVERVIEW:
   a. make sure all internal plans are being handled by directors (indicate issues to the Co-Presidents)
   b. hold office hours to answer any questions brought to the group by students
   c. Will work alongside Co-Presidents in the summer to oversee project completion

DIRECTOR OF EXTERNAL AFFAIRS:

1. HOST EVENTS:
   a. Work alongside the representative and the financial director to set up social events for the students given approval by Co-Chairs during bi-weekly meetings
   b. Take input from the External Representative on students thoughts
   c. Responsible for planning activities and projects
   d. Help External Representative in the advertising planned events
2. **CAMPUS INTERACTIONS:**
   a. Work as alison between campus groups alongside the Co-Presidents
   b. Promote activity between different groups to deepen bonds and form better events for the students
      (i.e. The graduation Ball that has occurred between ASME, BMES, CUBE, IEEE, IIE, & RECESS)
   c. Use website & facebook to promote public affairs.

**EXTERNAL REPRESENTATIVE:**

1. **INFO:**
   a. The representative will release info to the students through class discussion, postings on facebook
   b. Responsible for advertising and marketing the events to the biomedical engineering student body
   c. Take part in helping the Director of External Affairs to host events
   d. Responsible for submitting event expense proposals to be approved by the executives

**FINANCIAL DIRECTOR**

1. **HANDLING OF FUNDS:**
   a. proper documentation of the groups spending
   b. deal with IT & Publications director to obtain required forms/ store documentation
   c. Fill out and hand in RSU forms for reimbursement of spending
   d. Give update on funds during group meetings
   e. Fill out applications for awards/extra funding
   f. No more then $50 may be kept in the office, bring money to RSU for deposit into accounts (leatrice)
   g. take part in social events (collection of funds, what the best options are for spending
   h. Fundraising, donations and sponsorship revenues

**IT & PUBLICATIONS DIRECTOR**

1. **WEBSITE DESIGN:**
   a. update the existing website to a design similar to: ([www.ee.ryerson.ca/~ieee](http://www.ee.ryerson.ca/~ieee))
   b. Post all applicable material provided by the group

2. **MONITOR EMAIL ACCOUNTS:**
   a. Specifically the gmail account as it is linked to the ryerson email

3. **FACEBOOK UPDATES:**
   a. release info for events, competition, & answer questions if required
   b. Keep communication happening between CUBE and other groups on campus

4. **IMAGES/VIDEO:**
   a. Images or video footage of events will be taken by the director and released to the appropriate individuals

5. **PAPERWORK:**
a. properly file documents by folder type in the locking cabinet (until purchase place in office trays)

6. **HAND OUT RSU FORMS TO DIRECTORS:**
   a. print material (posters, flyers)

7. **MEETINGS:**
   a. Release meeting minutes (taken by Internal Director) and information to the directors, place documentation in office folder