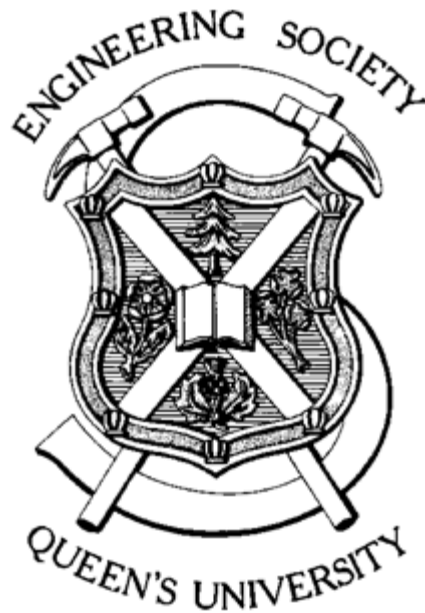


The Engineering Society of Queen's University Presents:

Vice-President (Society Affairs) Position Manual



Prepared by:

Max Howarth

Vice-President (Society Affairs) 2011 - 2012

December 2011

Job Description

The Vice-President (Society Affairs) (hereafter referred to as the VPSA) portfolio is one of the broadest within the Engineering Society. The breadth of the position ranges from external and very visible responsibilities, such as Engineering Society events, to internal and less visible responsibilities, such as Engineering Society Council. This wide range of responsibilities necessitates the help of many other people who supervise their respective aspects of the portfolio.

The VPSA's portfolio is wide and varied. Aspects of which they are directly responsible include:

- Internal Affairs
- Events
- Information Technology
- Hiring
- Communications

The responsibilities are general because within each is a large array of other students who will apply their focus on the more specific aspects of each section. It is the VPSA's responsibility to ensure that they are aware of the happenings within each and that each person is following their initial strategies.

Within the VPSA portfolio are the Director of Internal Affairs, the Director of Events, the Director of IT and the Communications Officer. As these people are all volunteers, there is no financial incentive for them to remain on top of their portfolios. It's important for the VPSA to help out wherever they can and ensure that their officers and directors remain motivated.

Hiring is another large factor of the job. Ensuring that positions are appropriately advertised in weekly email newsletters and on the website are the responsibility of the VPSA. It is also the responsibility of the VPSA to ensure that hiring takes place according to Engineering Society policy and that all interview sheets are appropriately filed and dated upon the completion of hiring. Maintaining these postings on the websites and that the appropriate applications are on the website is their responsibility as well.

Communications is another facet of the position, with the VPSA being responsible for the weekly AllEng email newsletters and the Golden Words "This is For Real" page. In the past, these have been carried out directly by the VPSA, however in future years it will be the VPSA's responsibility to supervise and oversee the work of the Communications Officer.

On top of this, the VPSA is a member of the Engineering Society Executive and, along with the other four members of the executive, is involved in decisions concerning the goals and objectives of the Society. This involves making decisions that will have an effect on students at large. As an elected individual, it's always the responsibility of the VPSA to maintain what is in the best interests of their constituents as best as they are able.

People I Work With...

The Engineering Society Executive and Director Team – As mentioned earlier, these are the people who will become family for your entire term. They can be counted on for feedback on ideas, help with events and just about anything else with which a person would ever need help. Count on these people and do your best to get to know them. This is one of the tightest groups of friends that I developed at university. If you can develop a close friendship with these people, it will go a long way to making your job much more fun than work.

Director of Internal Affairs (DIA) – The DIA is the position that has the most static workload of any position on the E/D team. Their workload is very sinusoidal in that it will get more taxing every two weeks about four or five days before Engineering Society Council. The DIA will need help from time to time organizing council and the VPSA must always be a resource to the director. It is also the VPSA's job to keep the DIA on pace with their original operating plan and help them to achieve their goals. On top of Council, the DIA must help organize elections and the Engineering Society Awards Banquet.

Director of Events (DoE) – The DoE oversees all events that the Engineering Society undertakes (outside of Frosh Week and Science Formal). This position involves a lot of supervision as at any given time, there are two or three events that are being organized by the Engineering Society. Much of the interaction between the VPSA and the DoE is very similar to that of the DIA. Ensuring that the DoE is on top of their events and helping out wherever necessary. Being a resource to offer advice or help to the Director is also an integral part of being the VPSA.

Director of Information Technology (DoIT) – The DoIT is head of all Engineering Society Information Technology Infrastructure. It's up to the VPSA to ensure that the DoIT is making the strides they planned to make at the start of the year and to ensure the responsibilities of the position are being fulfilled. IT also has a role to play in almost every group that the Engineering Society maintains. Email and website upkeep are basic services that the Engineering Society provides to its members. Hence, it is the VPSA's job to ensure that the DoIT is not badgered or over extended due to numerous requests from the Society's different groups.

Committee on Inclusivity – The Committee on Inclusivity is a group within the Society that discusses issues relating to overall inclusiveness and discrimination within the Society. The VPSA sits on the committee but does not chair it. They offer insight and suggestions to the committee much the same as any other students sitting on the committee. They are there for their view point and insights into the society that a general student may not possess.

Engineering Society Board of Directors (BOD) – The BOD is a group of faculty, students and alumni that offer guidance to the Engineering Society's services. The VPSA sits on this board as an ex-officio and is privy to decisions and actions taken by the board, however does not have a vote. They are allowed to attend board meetings and offer input into discussion made.

Engineering Society General Manager, Jason Young –. The general manager was hired to initially help out with the retail and food and beverage services the Engineering Society offers, but will hopefully grow to be much more over the coming years. His knowledge of the Society will continue to expand over the coming years and as his tenure with the society goes on, his institutional memory will be invaluable. The insight he has over initiatives we've

tried already has proved a huge help to us and I encourage anyone thinking about this position to consult the general manager as a resource through which to discuss new ideas and solve problems.

Communications Officer

You are also responsible for coordinating the communications office. They are responsible for all of the print ad-work, online advertising efforts as well as the general text based communication within the society.

Relevant Policy Manual Sections

By-Law 4: The Executive and Policy Manual β: Society Leadership further lists the responsibilities and duties of the VPSA.

Daily Tasks

Answering emails, monitoring listserv requests, attending office hours and working on any projects is the main part of the day of a VPSA.

Moderating the email lists is a big part of being the VPSA. EngSoc email lists are one of the biggest ways to communicate to all engineering students. The VPSA moderates these lists and decides what is appropriate to go out and what isn't.

Typically there are two or three meetings each day of the week but many of these are laid out by the VPSA themselves. Hence, it is their prerogative to spread them out or have them all in a single day resulting in a meeting blitzkrieg once a week.

Meetings I Attend

Engineering Society Exec & Exec/Director Meetings – Once a week, the Engineering Society Executive and Exec/Director Team meet to discuss any issues arising in the Society and keep everyone abreast of the things happening in each others' portfolios. These meetings are typically an hour long. Any extended discussion of topics may or may not take place over tasty beverages at any reputable local establishment.

EngSoc Council – Engineering Society Council is the governing body of Engineering Society policy and direction. All decisions such as ratifications, admitting new policy or other Society business go through this voting body. The meetings are every second Thursday, usually in the ILC.

Committee on Inclusiveness – As mentioned earlier, the VPSA sits on the Committee on Inclusiveness to offer insight and suggestions from someone well versed in the Society's workings. These typically happen once every two to three weeks, but it is up to the discretion of the Chair of the committee to decide how often meetings will be called.

Dean's Meetings – Roughly every two weeks, the Engineering Society executive meet with the Dean of Applied Science to keep each other abreast of what's happening in each other's worlds. EngSoc updates the Dean's on any student initiatives or issues, and the Dean does likewise with the Faculty.

Presidents Caucus – Every two weeks, typically a few days before EngSoc Council, the VPSA will hold a Caucus with each of the year executive presidents and the Engineering Society President. This meeting is to give the year executives a finer grasp on what is going on the Society and Council for that week, then relate it back to their executives before the coming Council. This meeting also allows each of the year executives to update the VPSA and the President on what each executive is undertaking at that point in time.

Projects I Completed This Year

This is a list of some of the projects I've completed or had a hand in over my tenure as VPSA. Accompanying each bullet is a short description of what the project entailed.

- **Wrote a Strategic Plan and Budget**

Each member of the Engineering Society Executive and Director team are required to complete a strategic plan and budget for their position over the year. This involved discussion with my predecessor to determine what projects were viable and what was worth pursuing versus what wasn't. Anything in my strategic plan that needed financial capital to complete was placed in my budget. This involved research into each of the items in my budget. I also needed to determine what was required for officers in my portfolio to complete their goals

- **Hired officers, event coordinators and Directors**

Because the VPSA arguably supervises the broadest portfolio in the Society, the position involves a lot of hiring. This meant advertising, determining what traits were ideal for the position and interviewing each of the applicants. This is a long process but an undeniably enjoyable one as you get to see the vast talent this faculty has to offer.

- **Completed comprehensive Governing Documents overhaul**

The By-Laws and Policy Manual of the Society had been falling into disarray for a number of years, with updates made infrequently and haphazardly. A thorough update & rewrite was conducted this year with the aim of bringing policy in line with current practices and ensuring unity and consistency throughout the documents.

- **Negotiated and signed agreement with the Registrar's Office for student information**

Previously, the Society did not have an official list of its membership, nor a reliable database of student email addresses for our listservs. I entered into an agreement with the university Registrar's Office to get that information and keep it secure.

Ongoing Projects

This is a list of some of the projects that I am currently working on and would like to finish before I'm no longer the VPSA.

- **Implement redesign for the Golden Words This is For Real page**

The Engineering Society could benefit from a non-electronic means of communicating current events and initiatives. Specifically, we do not need to duplicate content in email newsletters, but instead should work to entertain our membership and inform them about the Society. Including more article and profile content in Golden Words would help generate interest in Society events, achievements, and history. Templates and content must be completed before the redesign can be implemented.

Upcoming Projects

These are some of the projects that I'd like to begin before my tenure is over as well as be continued upon my exit from the position.

- Consolidate all position application forms in one directory
Often application forms are made from previous versions and become inconsistent over time. The recent addition of a FIPPA disclaimer to the application template has not been included on all applications used this year. Consolidating the applications will allow us to ensure their uniformity and ease to update as necessary.

Timeline

February to April

This was largely a time of transitioning of responsibilities and knowledge from my predecessor. An intense hiring blitz occurred from mid-February to the end of March where Engineering Society Directors, event coordinators, power officers and committee members were all hired. After the Chief Returning Officer and Director of Internal Affairs were hired, the year executive elections took place in March. All year executives need to be elected before the EngSoc Annual General Meeting where the incumbent executive and directors take over from the outgoing executive and directors. Finally, officer training takes place in early April in order to teach all new-hires how to properly plan for their position and effectively use the Society's resources over their coming year in their position.

May to August

In May, strategic plans and budgets should be started and all members of my portfolio were consulted to determine any budgetary requirements they may have over the coming year. After the strategic plan is completed and handed in, any of your projects you'd like to begin should be started. Keeping in contact with the members of your portfolio is also an integral part of the summer to ensure that everyone is on track with their initiatives laid out in their strategic plan. In particular, the DoIT will be working during the summer, and you will need to keep in touch with them and ensure their work is going well. Come August, there will be a lot of preparation for the coming year. Typically everyone on the Exec/Director team comes back a week and a half before the beginning of school to get a head start on any projects they'd like to complete before the beginning of the term.

September to December

The most notable work to complete at the beginning of September is the oversight of frosh week. This will be most of the first year's first time being exposed to the Engineering Society and the Exec/Director Team needs to be visible in order to ensure that their first experience is one that will entice some of them to get involved. After frosh week, the second hiring blitz of the term begins as many of the positions being hired need to be hired with first years in mind. First year project coordinator hiring as well as first year elections both take place in mid-September. Events your DoE will be running during the fall term include (in approximate chronological order) the Fix 'N Clean, Terry Fox Run, Buddy Smoker & Boat Cruise, Carol Service, and December 6th Memorial. While the VPSA isn't involved in the hiring of the Orientation Coordinator or the Chief FREC that take place in October, they need to be aware of when these hiring's take place as they are copied on all applications to

any volunteer position within the Society. In November, FREC Committee hiring takes place as well as the John Orr dinner. The John Orr dinner is a dinner that takes place in Toronto and is attended by many student leaders, faculty and alumni. December slows down as office hours are no longer held and exams come into full swing.

January to March

Come January, elections will begin to be advertised for all executive positions and the Chief Returning Officer and Director of Internal Affairs will be hard at work ensuring these go well. The VPSA should support these two in whatever way they can as the elections are a hectic time for the Internal Affairs portfolio. EngWeek is also usually held on the second week back in second semester, and you may be required to assist your Director of Events with that. January should be a time when you are completing any of the projects you have left in your strategic plan. Come early February you will be transitioning your successor into their new position. Your transition report should be completed by early March. All official responsibility is transferred on the day of the Engineering Society Annual General Meeting in mid to late March. One last presentation will be made reviewing the past year for each member of the executive and how their year compares to the strategic plan they had submitted in June of the previous year.

Contact Information

If anyone has any questions concerning this position and why they should run for it, please don't hesitate to contact me at vpsa@engsoc.queensu.ca. I'd be more than happy to hear from you. If you'd like to speak face to face, you can indicate so in your email or drop by one of my office hours held in the Engineering Society Offices in Beamish-Munro Hall. My office hours are listed here on the EngSoc website:
<http://engsoc.queensu.ca/index.php/content/office-hours>

Conclusion

I found that being the Vice-President (Society Affairs) is one of the most challenging, rewarding and incredible experiences of my life.

As a position that oversees so many different facets of the Society, the team of students you oversee numbers twenty five volunteers or more. You will manage students from every year and discipline and it is up to you to ensure they feel motivated and excited about having the position for which they were hired. Being a resource for these people is a big responsibility but ultimately a rewarding one. Each of the students you hire will be brimming with talent but will require your help from time to time. It's extremely rewarding to watch other students succeed in achieving the goals they had laid out.

The position is one for students who want an expansive portfolio that offers a wide array of areas in which to be interested. A driven student can improve EngSoc IT, EngSoc Communication, EngSoc events or any other facet of the Society from this position. Your own initiatives will trickle down to the students you supervise and you will have a hand in each of their portfolios as they work to achieve their ambitions. It's quite easy to get ahead of yourself and take too much on.

Working with the Engineering Society Executive/Director team is another aspect of the job I'd be remiss to exclude. These people will become like family and will be the ones to

support you when you need help. Equally, you will be a resource to each of them in helping them achieve their objectives. Through all this close work you will invariably get to know these people who have the very same drive to be involved that you do. Over the year you'll develop some of the closest friends you've met at university.

Through meeting people, helping improve the Society and being a representative of the students, being the Vice-President (Society Affairs) has been one of the best experiences I've had at University. It's improved my problem solving skills my ability to plan ahead and manage my time as well as my ability to work closely in a team. I'm a better person for having undertaken this position and I know anyone else would be too.

If you honestly have the slightest interest in applying for this position, contact me and I'd be glad to sell you on the idea. It was a fantastic experience and I'd not trade it for the world.

Sincerely,

Max Howarth

Vice-President (Society Affairs) 2011-2012

Engineering Society of Queen's University

vpsa@engsoc.queensu.ca