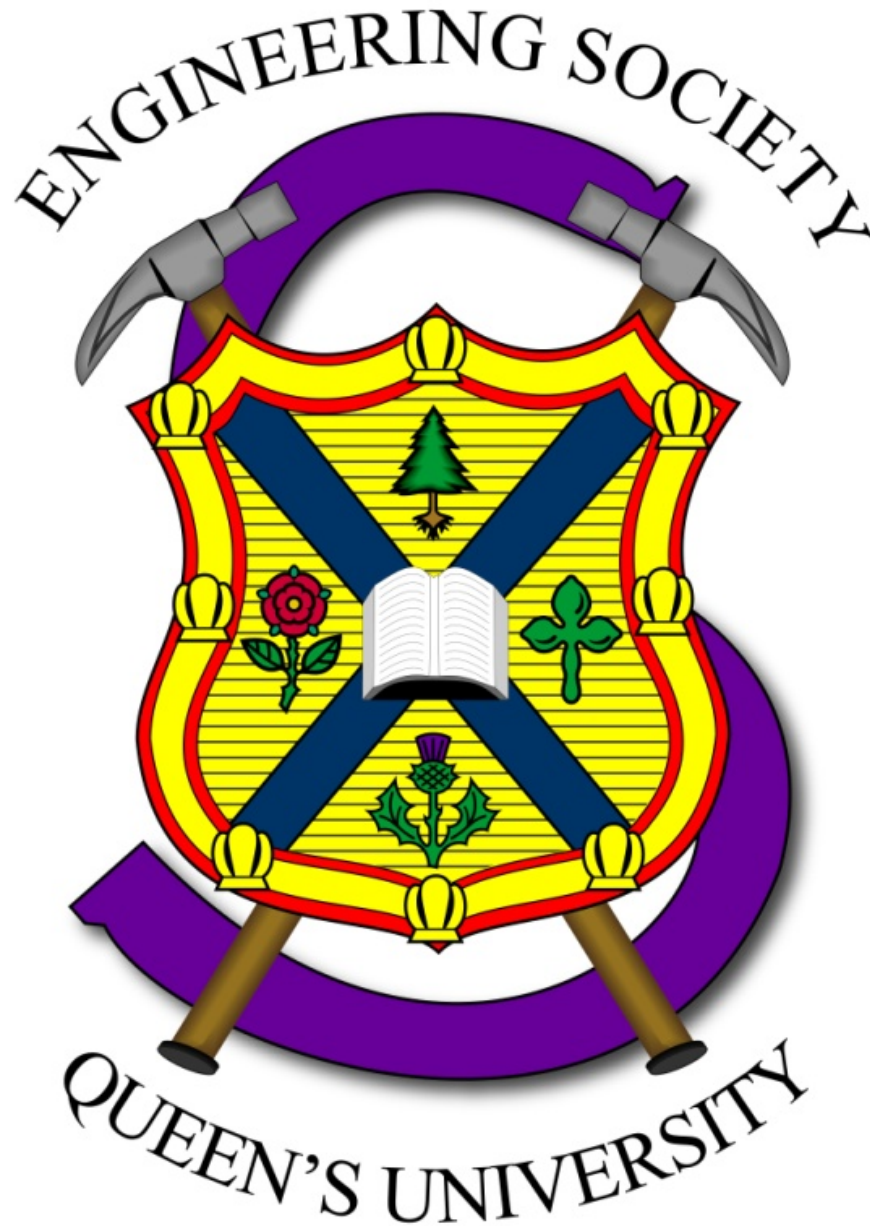


*The Engineering Society of Queen's University Presents:*

## **A Summer Plan for the Vice President of Student Affairs**



**Prepared by:**

Julianna Jeans

Engineering Society Vice President of Student Affairs 2017-20178

March 24<sup>th</sup>, 2017



# Table of Contents

<b>INTRODUCTION</b>	<b>3</b>
<b>ROUTINE DUTIES</b>	<b>4</b>
STATIC MEETINGS	4
SOCIETY UPDATES	5
RITUAL & BBQ	5
<b>PROJECTS</b>	<b>6</b>
DIRECTOR PROJECTS AND SUPPORT	6
COMMUNICATIONS	6
CONFERENCES	7
DESIGN	7
EVENTS	7
INTERNAL AFFAIRS	7
<b>OTHER PROJECTS</b>	<b>8</b>
LEARNING	8
SPACE IMPROVEMENTS	8
ENGENDA CREATION	13
DOCUMENTS	13
REVIEWING	15
MISCELLANEOUS TASKS	15

# Introduction

Hi Everyone!

Let me start off by expressing how excited I am to be working for the Engineering Society this summer. I hope to spend this summer on projects that I believe will help improve student life for Engineering Students.

This proposal is split up into two different sections; Routine Duties and Projects. At the beginning of each section, the projects have been compiled into tables for easy review. Projects have been assigned a priority of 1=Non-Negotiable, 2= Should be completed if time permits. The budgets for different projects can also be seen, along with the estimated time required to complete the project.

# Routine Duties

## Static Meetings

Throughout the summer I will be having many static meetings in order to stay informed, to gather input, and to provide advice on projects.

Position	Frequency	Subject (s)
<b>Executive</b>	Daily	-Ongoing Issues
<b>AMS Executive</b>	Weekly/Monthly	-Updates -Upcoming Issues -Discuss ideas for AMS/EngSoc collaboration -Maintain Relationship
<b>Rector</b>	Monthly	-Updates -Maintain Relationship
<b>Dean</b>	Weekly	-Updates -Discuss relevant Issues -Maintain/Establish a positive relationship
<b>Faculty Board</b>	Monthly	-Keep up to date on current issues
<b>Advisory Board</b>	Twice	-Stay updated on the services strategic plans
<b>Director of Communications</b>	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support
<b>Director of Conferences</b>	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support
<b>Director of Design</b>	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support
<b>Director of Events</b>	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support

<b>Director of Internal Affairs</b>	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support
-------------------------------------	-----------	--

## Society Updates

Nat, Jill and I will be updating the society on our progress through out the summer to keep our constituents informed on what we are working on. It is important for us to be help accountable as we are being paid with student dollars.

- -Weekly updates (either video or podcast)
  - A more personal form of updating our students. Posted on the website and the facebook page to give students an overview of what we have been working on.
- -Monthly written report updates
  - The written reports will be more in-depth, and provide an overview of what we have been doing.

## Ritual & BBQ

An ongoing duty of the summer executive is to host Rituals and BBQ's on Fridays. We would like to expand the total number of BBQ's that we host over the summer. We hope that this will be inviting to students, faculty, and others on campus. This will take up approximately two weeks over the course of the summer.

## Projects

The projects I will be working on over the summer are detailed below.

### Director Projects and Support

In order to support my directors, I will be holding Bi-Weekly meetings via skype to help them create their strategic plans and budgets for the year. I will also be providing support by completing tasks that need to be completed in Kingston. I have listed below some of the specific tasks I will be helping my directors with while I am in Kingston for the summer.

Project	Time Required	Details
<b>Maintaining Contact to Discuss Future Projects</b>	Ongoing	-Working with Behshid to plan for future communications projects
<b>Booking Weekends for Conferences</b>	Ongoing	-Being a contact to work out a deal with four points for conferences
<b>Monitoring Design Bay</b>	Ongoing	-Making sure that the design bay stays clean while Oliver is away for the summer
<b>Planning for Homecoming Reception</b>	2 Days	-Working with Nat and Leah to create the alumni and student guest lists for the event
<b>Policy Review</b>	3 Days	-Going through old council agendas and minutes -Ensuring that all changes have been documented
<b>Policy Binding</b>	1 Day	-Binding copies of our governing documents
<b>Hiring Policy Consultation</b>	2 Days	-Reviewing our hiring policies -Consulting with different groups to ensure our policies make sense

## Communications

### Maintaining Contact to Discuss Future Projects

**Priority:** 1

**Time Required:** Ongoing

**Summary:** Behshid and I will be having regular meetings to plan various projects for next year.

## Conferences

### Booking Weekends for Conferences

**Priority:** 1

**Time Required:** Ongoing

**Summary:** Keeping in contact with four points and conference chairs along with Aidan to ensure the conferences bookings go smoothly.

## Design

### Monitoring Design Bay

**Priority:** 1

**Time Required:** Ongoing

**Summary:** Ensuring that the design bay stays clean and safe during the summer while Oliver is away.

## Events

### Planning Homecoming Reception

**Priority:** 1

**Time Required:** 2 Days

**Summary:** Working with Nat and Leah to develop a guest list and begin planning for the homecoming reception.

## Internal Affairs

### Policy Review

**Priority:** 1

**Time Required:** 3 days

**Summary:** Many changes that have been made in recent years have not been recorded in our Policy and/or By-Law manuals. I will be going through council archives to ensure that all changes that have been approved by council reside within our governing documents.

### Policy Binding

**Priority:** 1

**Time Required:** 1 day

**Budget Required:** \$100

**Summary:** As a society, we keep three printed and bound versions of our policy to be referenced by the Executive, the Speaker, and the General Manager. Before this is done I will be ensuring that all formatting within the document is correct.

## Hiring Policy Consultation

**Priority:** 2

**Time Required:** 2 days

**Summary:** I will be reviewing our hiring policies to ensure they reflect the way our society operates. This will include consulting with our services, ERB, and our Director of HR to ensure that we are creating positive change.

## Other Projects

### Learning

I will need to spend some time in the beginning of the summer to learn about some of the tasks involved in my role. The topics I will be learning about are detailed below

Topic	Time Required	Details
<b>Mail Chimp</b>	2 Days	-Learn how to use MailChimp in order to send AllEng
<b>Website</b>	2 Days	-Learn how to edit and update the website

### Mail Chimp

**Priority:** 1

**Time Required:** 2 Days

**Summary:** Learn how to use Mail Chimp in order to send out the AllEng every week. This can include designing a template for the AllEng.

### Website

**Priority:** 1

**Time Required:** 2 Days

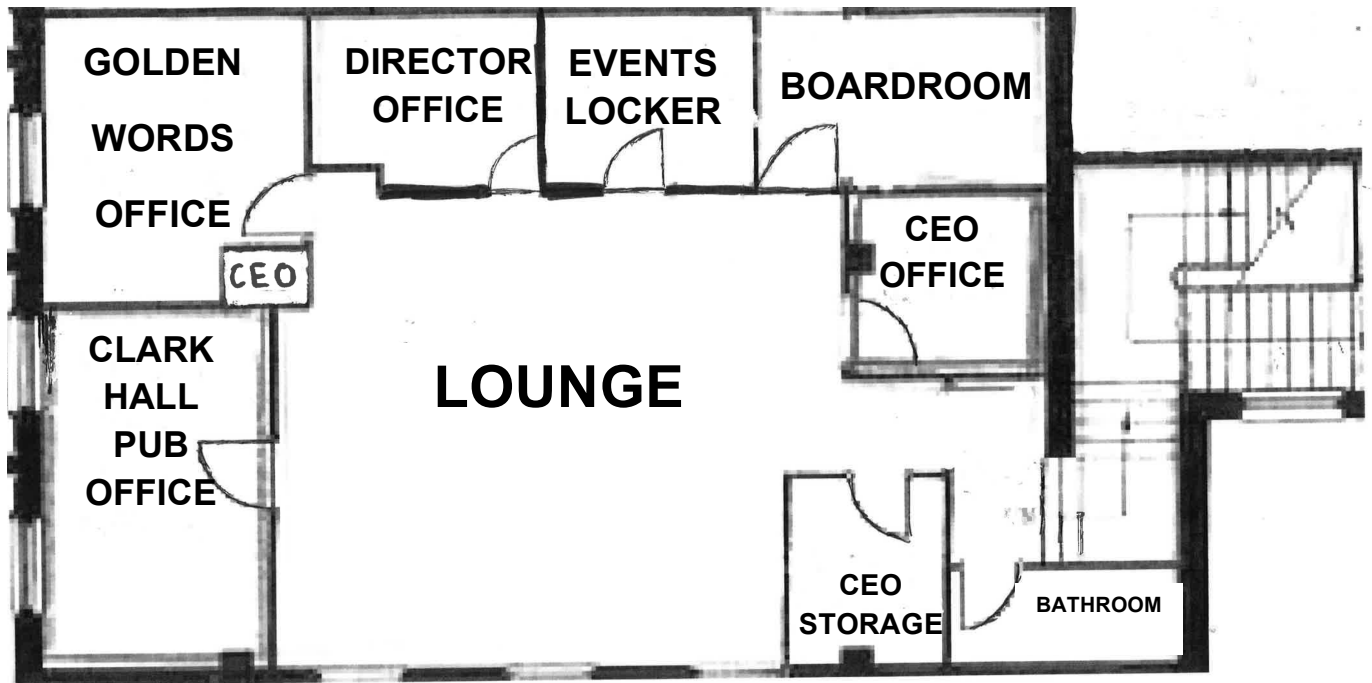
**Summary:** Learn how to use the website in order to make updates throughout the year.

## Space Improvements

Below the tasks involving the executives' plans to make improvements to our spaces. We believe that the best way to tackle the issues surrounding our spaces is to tackle these problems together.



Space	Time Required	Budget	Details
<b>Clark Hall Stairwell</b>	1 Day	\$282.50	-Painting -Finishing stairwell projects started by services
<b>Clark Hall Bathroom</b>	Ongoing	\$3333.50	-Replacing toilet and sink -Installing storage for Clark where shower used to be -Cleaning walls and floors -Painting if needed -Monitoring progress of PPS
<b>Clark Hall Lounge</b>	Ongoing	\$339.00	-Cleaning Floors -Getting rid of old/broken furniture -Completing project started by services if needed -Monitoring progress of PPS
<b>Events Locker</b>	2 Days	\$350.50	-Cleaning space -Moving event supplies to storage facility -Installing shelving -Re-organizing event supplies
<b>Director Office</b>	2 Days	\$384.00	-Moving things that are not needed to storage facility -Cleaning Space -Getting new chairs -Setting up computers
<b>Boardroom</b>	2 Days	\$3292.82	-Removing/disposing of things in the room -Cleaning -Moving in boardroom furniture
<b>Tom Harris Student Lounge</b>	2 Days	\$1569.52	-Cleaning Space -Replacing broken furniture/equipment



#### Clark Hall Stairwell

**Priority:** 1

**Time Required:** 1 Day

**Budget Required:** \$282.50

**Summary:** We will be painting the lower portion of the walls in the stairwell so that any marks left by students' shoes are less noticeable. We will also be offering our help to finish any of the stairwell improvement projects started by the services located in Clark Hall Pub. While painting should only take us one day, it should be noted that additional time might be needed to finish the other projects.

#### Clark Hall Bathroom

**Priority:** 1

**Time Required:** Ongoing

**Budget Required:** \$3333.50

**Summary:** It is important that we are providing a safe work environment to our services that operate in Clark Hall. In order to do this, we must renovate the bathroom located in the Clark stairwell so our volunteers and employees can use it. This is listed as an ongoing project because several improvements are under the control of PPS, and therefore are not in the control of the executive.

#### Clark Hall Lounge

**Priority:** 1

**Time Required:** Ongoing

**Budget Required:** \$339.00

**Summary:** We are hoping to turn the Clark lounge into a place that can be used by our students by ensuring that the services using the space are maintaining a clean environment. We will be investing in cleaning supplies that can be used by the executive during the summer, and also by the services year round. This is listed as an ongoing project because several improvements are under the control of PPS, and therefor are not in the control of the executive.

### Events Locker (Clark Hall)

**Priority:** 1

**Time Required:** 2 Days

**Budget Required:** \$350.30

**Summary:** I will be organizing the events locker (G7) located off the Clark Lounge. The contents for all events will be placed in different bins, shelving will be installed, and any materials that do not need to be on campus year round will be moved to our offsite storage facility. One day has been budgeted for cleaning the space out, and another for reorganizing the space.

### Director Office (Clark Hall)

**Priority:** 1

**Time Required:** 2 Days

**Budget Required:** \$384.15

**Summary:** We as the executive wish to provide our directors with a place where they are able to work outside of the ILC. We will be cleaning up the current director office to ensure that it is a usable space

### Boardroom (Clark Hall)

**Priority:** 1

**Time Required:** 2 Days

**Budget Required:** \$3292.82

**Summary:** We are hoping to turn the room located between the CEO office and the events locker into a boardroom. Think will allow members of the ED team to host meetings, have conference calls, and conduct interviews. This is in hopes to alleviate the number of student rooms taken up by the ED team for meetings and interviews.

### Tom Harris Student Lounge

**Priority:** 1

**Time Required:** 2 Days

**Budget Required:** \$1569.52

**Summary:** There are several small but impactful changes we hope to make the Tom Harris Lounge in the ILC. We will be making a new banner to help us re-brand the space as the ILC Student Lounge. We will be replacing the broken cabinet, chairs, and coat rack, as well as installing a set of cubbies where students can leave their backpacks.



## Engenda Creation

It is part of the portfolio of the VPSA to finish the Engenda during the summer and send it to the publisher.

Task	Time Required	Details
<b>Finish Engenda</b>	3 Days	-Update Photos -Update Sections -Add events to calendar -Coordinate ad placement
<b>Review Engenda</b>	2 Days	-Fixing Mistakes -Editing -Proof Reading -Sending to publisher

### Finish Engenda

*Priority:* 1

*Time Required:* 3 Days

*Summary:* Updating photos/sections as needed. Add EngSoc events to calendar, coordinate ad placement.

### Review Engenda

*Priority:* 1

*Time Required:* 2 Days

*Summary:* Fixing any mistakes in the Engenda before it is printed.

## Documents

Task	Time Required	Details
<b>Strategic Plan</b>	4.5 Days	-Create Strategic Plan -Ensure strategic plan aligns with budget
<b>Organizational Structure/Position Description Integration</b>	3 Days	-Integrating position descriptions with structure map
<b>FYPCO Proposal (s)</b>	1 Day	-Create FYPCO proposal(s) for the year
<b>Transition Guide</b>	3 Days	-Examine the new transition period -Determine a course of action for working

		with this transition period in the future -Develop a transition guide for members of the ED team
--	--	---

### Strategic Plan

**Priority:** 1

**Time Required:** 4.5 Days

**Summary:** Creating a strategic plan for the year. This will require several days worth of work, but will be spread out over the course of the summer. Ideally, I would like to spend two hours a week working on this document.

### Organizational Structure/Position Description Integration

**Priority:** 2

**Time Required:** 3 Days

**Summary:** I will be working to integrate the newly developed position descriptions with the visual map of our organizational structure. This will make it easier for those applying for positions to locate who is hiring/who they can speak to about the position.

### FYPCO Proposal (s)

**Priority:** 1

**Time Required:** 1 Day

**Summary:** Creating FYPCO plans for the year.

### Transitioning

**Priority:** 2

**Time Required:** 3 Days

**Summary:** Develop an updated guide on transitioning of incoming and outgoing teams in relation to the new transition times. Identify issues with current timeline. And include a Director Office Hour guide, detailing the use of the printer + scanner, picking up mail, signing for packages, cleaning duties, etc.

## Reviewing

Task	Time Required	Details
<b>Strategic Plans and Budgets</b>	3 Days	<ul style="list-style-type: none"> <li>-Review Directors strat plans</li> <li>-Review Directors budgets</li> <li>-Ensure that the strat plans and budgets align appropriately</li> </ul>

### Strategic Plans and Budgets

*Priority:* 1

*Time Required:* 3

*Summary:* I will be reviewing my directors' strategic plans and budgets to make sure that they are comprehensive and also to ensure that they align well with each other and their yearly goals.

### Miscellaneous Tasks

Task	Time Required	Details
<b>Director Training Schedule</b>	2 Days	-Establish a schedule for director training during pre-week
<b>Investigate Training Certification</b>	Ongoing	<ul style="list-style-type: none"> <li>-Communicate with the Rector and the AMS</li> <li>-Find a course of action for certification in the future, specifically for the equity officer and the executive</li> </ul>
<b>Develop Volunteer of the Month Form</b>	2 Days	<ul style="list-style-type: none"> <li>-Look into how other societies appreciate their volunteers</li> <li>-Create a form for people to fill out in order to nominate their volunteers for recognition</li> <li>-Decide on an appropriate reward for winners</li> </ul>
<b>Pre-Week Manual</b>	5 Days	-Working with OC to develop manual detailing the training our leaders get during our Pre-Week
<b>Admitted Students Day</b>	1 Day	-Help the faculty during the admitted students day

<b>SOAR</b>	1 Day	-Help the faculty during SOAR
<b>Convocation</b>	1 Day	-Help out at convocation
<b>Updating website</b>	2 Days	-Update pages on our website surrounding our events, conferences, design teams, and government

### Director Training Schedule

**Priority:** 1

**Time Required:** 2

**Summary:** Work with the Orientation Chair to establish a schedule for director training during Pre-Week to ensure that our directors are trained for the beginning of the year.

### Investigate Training Certification

**Priority:** 2

**Time Required:** Ongoing

**Summary:** Investigate the possibility of getting our equity officer and possibly others certified to give different types of equity training.

### Volunteer of the Month Form

**Priority:** 2

**Time Required:** 2 Days

**Summary:** I will be looking into how other societies appreciate their volunteers. I will also be developing a form that can be used to nominate volunteers for recognition. An appropriate award will also need to be decided upon.

### Pre-Week Manual

**Priority:** 1

**Time Required:** 5 Days

**Summary:** Work with Orientation Chair and Pre-Week to create a document that covers the training orientation leaders receive during Pre-Week. This document will explain the reasons behind the different types of training our leaders receive.

### Admitted Students Day

**Priority:** 1

**Time Required:** 1 Day

**Summary:** Lend a hand to the faculty during admitted students day.

### SOAR

**Priority:** 1

**Time Required:** 1 Day

**Summary:** Lend a hand to the faculty during SOAR.



### Convocation

**Priority:** 1

**Time Required:** 1 Day

**Summary:** Help with the Convocation ceremony for graduating students.

### Primer

**Priority:** 1

**Time Required:** 1 Day

**Summary:** Spray painting and mailing out the primer to incoming students.

### Updating Website

**Priority:** 2

**Time Required:** 2 Days

**Summary:** Updating the pages on our website surrounding our student groups and government.