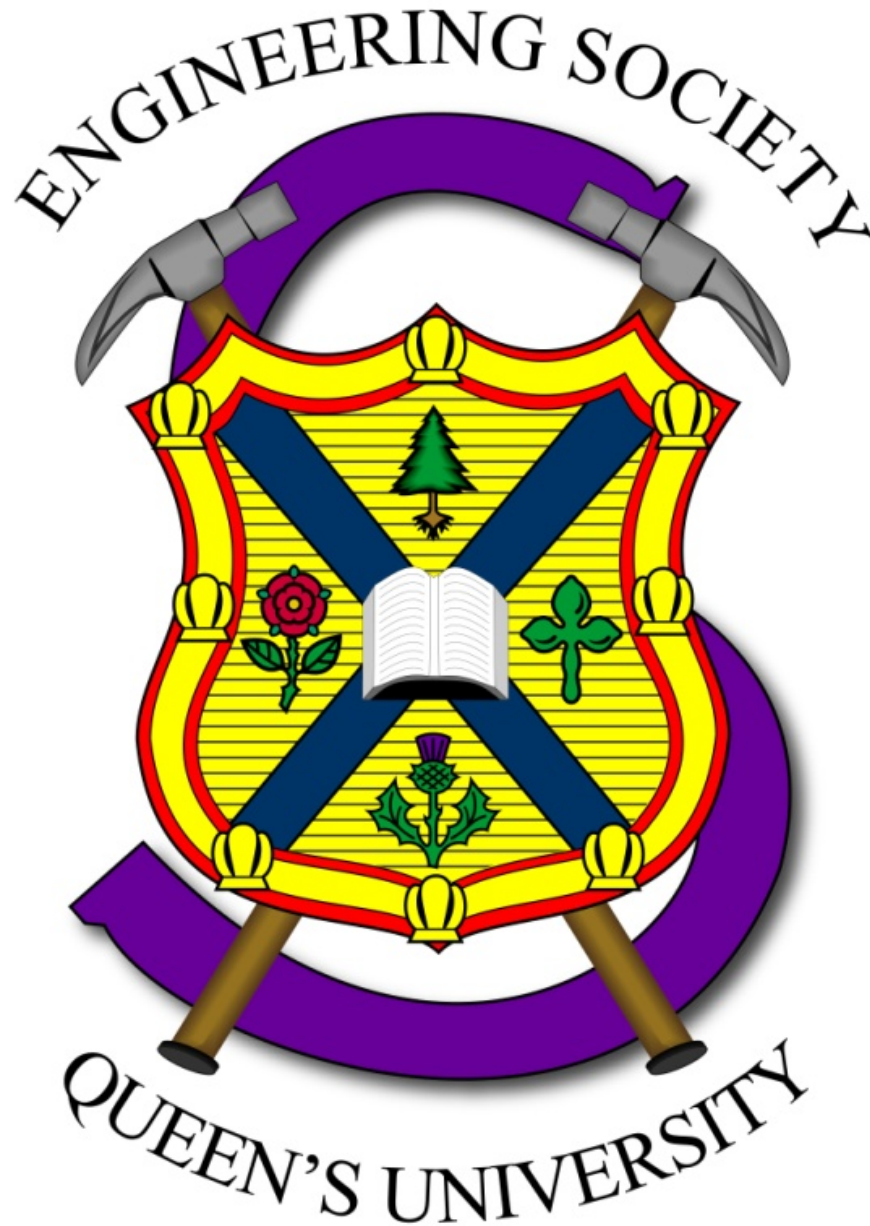


*The Engineering Society of Queen's University Presents:*

**A Summer Plan for the Vice President of Operations**



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# Introduction

Hi Everyone!

I am very excited and honoured to be working for the Engineering Society this summer. This summer will be a great opportunity to fully learn in depth all the Engineering Society operations and take on projects. I have a lengthy list of things that need to get done that I am excited to tackle.

This proposal is split up into two different sections; Routine Duties and Projects. At the beginning of each sections, 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

Throughout the summer there will be a few duties that are regular routines. This includes but is not limited to operating services, keeping in contact with directors and service managers.

## 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<br>-Upcoming Issues<br>-Discuss ideas for AMS/EngSoc collaboration<br>-Maintain Relationship       |
| <b>Rector</b>                  | Monthly        | -Updates<br>-Maintain Relationship  |
| <b>Jay</b>                     | Weekly/Daily   | -Ongoing Issues<br>-Projects/Ideas  |
| <b>Dean/Faculty</b>            | Weekly/Daily   | -Updates<br>-Discuss relevant Issues<br>-Maintain/Establish a positive relationship                         |
| <b>Faculty Board</b>           | Monthly        | -Keep up to date on current issues  |
| <b>Christine (Book keeper)</b> | Bi-Weekly      | -Financial systems and analysis   |
| <b>BMO Rep</b>                 | Monthly        | -Form relationship  |
| <b>Service Managers</b>        | Weekly/Monthly | -Update service operating procedures<br>-Assist with budgets and Strat Plans<br>-Summer projects (Cap Fund) |
| <b>Director of Services</b>    | Weekly         | -Updates<br>-Projects (Cap Fund)<br>-Planning Staff Training<br>-Discussing Inter-Service Collaboration     |
| <b>Director of Finance</b>     | Bi-Weekly      | -Updates<br>-Projects   |
| <b>Director of IT</b>          | Bi-Weekly      | -Updates<br>-Projects   |

|                |         |  |
|----------------|---------|--|
| Advisory Board | Monthly | -Service Strat Plan and budget approval<br>-Board Projects |
|----------------|---------|--|

## Director Support

To support my directors, I will be holding Bi-Weekly meetings via skype/phone 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.

## Director of Services

I will be meeting with Cody weekly to discuss the operations of the services. We will work on feedback and support of the services strategic plans and budgets. We will also work on effective ways to incorporate inter-service collaboration. The last main topic of discussion is the future of Advisory Board and the Capital Fund. The capital fund is new this year and after a year of running could use minor adjustments to have the most benefit from it.

## Director of Finances

I will be meeting bi-weekly with Sarah to discuss the finance portfolios. We will work on shaping the finance portfolio with our two financial officers. We will also review the budgets together.

## Director of IT

I will also be meeting bi-weekly with Carson about the IT portfolio. We will discuss EngSoc Dash and where we see the future of it. We will work on the implementation of Dash and documentation to have it as user friendly as possible. We will also work on the new website and integrating Tickera properly.

## Administration

General administrative tasks including responding to e-mails, sending and receiving mail, and accounting. This should take a little bit of time each day.

## Finances

Over the summer, it will be my responsibility to take on all ongoing financial duties. This includes paying invoices, cheque requisition, deposits, and managing accounts.

## Society Updates

Nat, Julianna 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 6 Rituals and 10 BBQ's. We hope that this will be inviting to students, faculty, and others on campus. These events require approximately one-week total over the course of the summer.

## Projects

The projects I am going to take on this summer are detailed below!

### Learning

I have outlined below what I plan to learn as it is essential to the role to fully understand in depth all the operations within the society. All the learning will be at the beginning of my summer as it is the most crucial to the role! My goal by the end is to feel confident in explaining any aspect of the operations portfolio to any individual.

| Topic                    | Priority | Est. Time | Description  |
|--------------------------|----------|-----------|--|
| <b>General VPOPS</b>     | 1        | 2 days    | -Read over relevant documents<br>-Read over operations and transition manual<br>-Read through filling cabinet  |
| <b>Finance Portfolio</b> | 1        | 1 day     | -Look through files<br>-Fully understand finances  |
| <b>Service Portfolio</b> | 1        | 2 days    | -Review all services<br>-Look over Head Manager Operation Manuals  |
| <b>IT Portfolio</b>      | 1        | 1 day     | -Review material and systems   |
| <b>Liability</b>         | 1        | 1 day     | -Discuss with Brian MacKay<br>-Develop an understanding all the liability and risk associated with the society |
| <b>Accounting</b>        | 1        | 0.5 day   | -Meet with Christine<br>-Develop full working knowledge of financial systems                                   |
| <b>Policy</b>            | 2        | 1 day     | -Read over policy  |
| <b>Legal</b>             | 2        | 1 day     | -Learn what legal support we have for the society  |

### Tickera

I will set up Tickera on the new Engineering Society's website. Tickera is the ticketing system EngSoc uses for events that require online payment. I will also create documentation for volunteers to be able to reference while they make an event. It has been brought to my attention that there are many problems when volunteers try to use Tickera. I have used Tickera and set it up properly for EngLinks and am well experienced in using the program and therefore will be able to make it accessible for volunteers and groups. I will also make a form (like COMM team) for volunteers to request an event setup.

### MailChimp Implementation

I will set up MailChimp for use of the AllEng, council, and any other mailing lists. MailChimp is very user-intuitive. It will take longest to integrate MailChimp with the website.

## EngLinks Bank Account

EngLinks is a service that currently brings in close to \$30,000 but does not have its own account and relies on the Director of Finance to perform there financial work. EngLinks has hired a business manager to do this and take some load of off the Director of Finance. Setting up a new set of books will be a great opportunity to better understand how all the services finances work. This will make myself a more valuable resource to all the business managers.

| Project               | Priority | Est. Time |
|-----------------------|----------|-----------|
| Tickera               | 1        | 3 Days    |
| MailChimp             | 1        | 0.5 Day   |
| EngLinks Bank Account | 2        | 2 Days    |

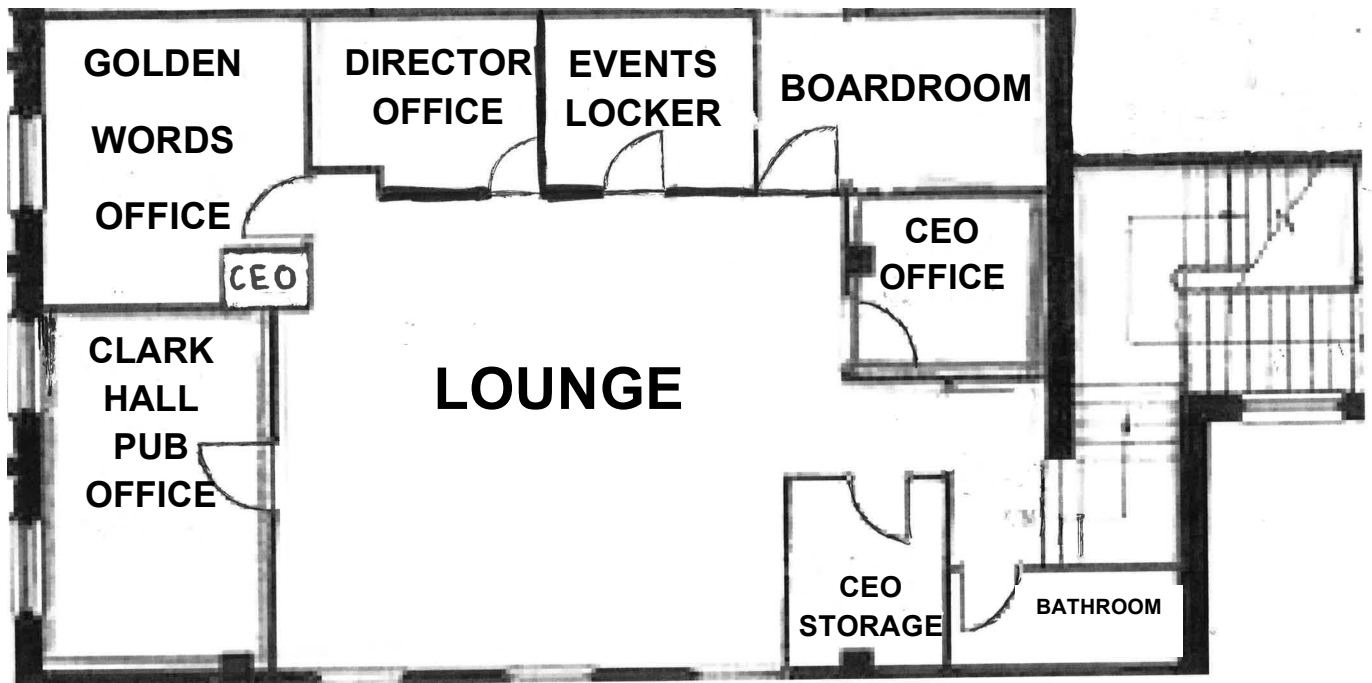
## Executive Team Project

### 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                | Est. Time | Budget    | Details   |
|----------------------|-----------|-----------|---|
| Clark Hall Stairwell | 1 Day     | \$282.50  | -Painting<br>-Finishing stairwell projects started by services  |
| Clark Hall Bathroom  | Ongoing   | \$3333.50 | -Replacing toilet and sink<br>-Installing storage for Clark where shower used to be<br>-Cleaning walls and floors<br>-Painting if needed<br>-Monitoring progress of PPS |
| Clark Hall Lounge    | Ongoing   | \$339.00  | -Cleaning Floors<br>-Getting rid of old/broken furniture<br>-Completing project started by services if needed<br>-Monitoring progress of PPS                            |
| Events Locker        | 2 Days    | \$350.50  | -Cleaning space<br>-Moving event supplies to storage facility<br>-Installing shelving<br>-Re-organizing event supplies  |

|                                  |        |           |   |
|----------------------------------|--------|-----------|---|
| <b>Director Office</b>           | 2 Days | \$384.00  | -Moving things that are not needed to storage facility<br>-Cleaning Space<br>-Getting new chairs<br>-Setting up computers |
| <b>Boardroom</b>                 | 2 Days | \$3292.82 | -Removing/disposing of things in the room<br>-Cleaning<br>-Moving in boardroom furniture                                  |
| <b>Tom Harris Student Lounge</b> | 2 Days | \$1569.52 | -Cleaning Space<br>-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 therefore 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.

## Tasks

There are several tasks within the operations portfolio that need to be completed throughout the summer to prepare for the year.

### Finance

| Item                           | Priority | Est. Time | Description   |
|--------------------------------|----------|-----------|---|
| <b>Complete Society Budget</b> | 1        | 1 days    | -Work with DoF to review<br>-Can't be done till Directors finish budgets                      |
| <b>Investments</b>             | 2        | 0.5 day   | -Review investment portfolio<br>-Edit policy to create more value to the investment portfolio |
| <b>Chart of Accounts</b>       | 1        | 0.5 days  | -Update Charts of Accounts  |
| <b>Financial Mix-ups</b>       | 1        | 0.5 day   | -Sort through any finance mix-ups that are ongoing  |
| <b>E-Transfer</b>              | 2        | 1 day     | -Discuss with Christine adding e-transfer of a payment method                                 |

### Services

| Item                                 | Priority | Est. Time |   |
|--------------------------------------|----------|-----------|---|
| <b>Year End Financials</b>           | 1        | 4 days    | -Work with bookkeeper to wrap up year end for all services.                                     |
| <b>Monthly Deliverable Timetable</b> | 2        | 0.5 day   | -Develop deliverable timeline for regular operations.<br>-Including VPOPS, and service managers |
| <b>Manager Duties</b>                | 1        | 5 days    | -Continue with general service manager duties required over the summer                          |
| <b>Science Quest</b>                 | 1        | 3 days    | -Assist with Science Quest operations<br>-Sub in as staff when needed                           |

|                              |   |         |   |
|------------------------------|---|---------|---|
| <b>Transition Database</b>   | 2 | 1 day   | -Work with Head Managers to develop a way to organize material to avoid loss of information during transition |
| <b>Capital Fund Projects</b> | 1 | Ongoing | -Oversee capital fund projects going on over the summer   |
| <b>Stairwell Project</b>     | 1 | Ongoing | -Continue implementing the stairwell project  |

## IT

| Item                           | Priority | Est. Time | Description   |
|--------------------------------|----------|-----------|---|
| <b>Infrastructure</b>          | 2        | 1 Day     | -Clear out computers  |
| <b>Computer Switch</b>         | 1        | 1 Day     | -Switch computer in finance office with computer in EngSoc office<br>-Install all programs on both computers to be able to work in both offices |
| <b>Dash Integration</b>        | 2        | Ongoing   | -Help DoIT with integration of Dash   |
| <b>New Website Integration</b> | 2        | Ongoing   | -Help DoIT with integration of new website<br>-Clean out back end of website  |
| <b>Power Bars</b>              | 1        | 0.5 Days  | -Install power bars and charging station  |

## VP OPs

| Item                           | Priority | Est. Time | Description  |
|--------------------------------|----------|-----------|--|
| <b>Strategic Plan</b>          | 1        | 3 Days    | -Create Operations Strat Plan                              |
| <b>Budget</b>                  | 1        | 0.5 Days  | -Create Operations Budget                                  |
| <b>FYPCO Proposal</b>          | 1        | 0.5 Days  | -Come up with project for                                  |
| <b>Advisory Board Meetings</b> | 1        | 1 Day     | -Work with the Chair to plan 2 advisory board meetings     |
| <b>Keys and Alarm Systems</b>  | 1        | 1 Day     | -Set up keys and alarms for service Managers and Directors |
| <b>Review Strategic Plans</b>  | 1        | 3 Days    | -Look over service and director plans                      |
| <b>Orientation Payment</b>     | 1        | Ongoing   | -Monitor Orientation Payment                               |
| <b>Printer Replacement</b>     | 2        | 0.5 Days  | -Investigate replacing the rented printer with a new one   |

## Total Days

|                                     |    |
|-------------------------------------|----|
| <b>Projects</b>                     | 50 |
| <b>BBQ/Rituals</b>                  | 13 |
| <b>Meetings &amp; Ongoing items</b> | 10 |
| <b>Miscellaneous</b>                | 7  |

