

**Queen's Supply Chain and
Operations Resource Executive
(QSCORE) Charter**



Objectives and mission statement.

QSCORE's objective is to be a strong industry committee that will help Engineering students enhance their professional development and find new opportunities in the exciting and growing field of Supply Chain & Operations Management.

At this time QSCORE is the only undergraduate executive at Queen's University with a focus in Supply Chain management. Our mission is to Propel Queen's to become a well-respected school for supply chain & operations management through increased awareness, enthusiasm, industry connections, internal and external case competitions, and improved extracurricular education. We want to help students understand Supply chain and give them opportunities to pursue this field. We want to bring Queen's students to see Supply Chain Management in action and connect with industry experts/other resources on campus.

Conditions of membership

There are no conditions of membership, however, the student applying should display in the interview that they are qualified to fulfill the role they are applying for. QSCORE is open to all members of the Queen's Engineering Society and all other faculties and applications will be available on both the EngSoc hiring platform and the ComSoc hiring platform. This executive is limited to undergraduate students only. Applications will be open for at least two weeks and will appear in All Eng's. The hiring panel will include three people at the minimum with EngSoc hiring training. Applicants can only hold a position for one year, after which they must apply for a higher up position.

Rights, privileges, and obligations associated with membership.

Every student has the right to voice their opinion and feel safe within our organization. Members should do their best to fulfill the responsibilities of their role and contribute to the executive.

Composition of the governing body including its officers, their mode of selection and their duties/privileges.

Co-Chair	The Co-chairs are responsible for leadership within the team and ensuring everyone's voice is heard. The Co-Chairs are selected by the previous year's co-chairs through an application and interview process.
Director of Finance	This Exec member will oversee the club's funds, draft expected costs of operations and submit budget requests. The Director of Finance is selected by the Co-Chairs through an application and interview process.
Director of Communications	This Exec member is responsible for managing the marketing team's efforts of getting students out to our events. They will draft event descriptions, organize content sharing and develop promotion plans. They will ideally have previous marketing experience. The Director of Communications is selected by the Co-Chairs through an application and interview process.
Marketing Coordinator	This Exec member's role is to maintain the day-to-day upkeep of QSCORE's Facebook and Instagram pages. They will be managing posts of our events, administering raffles and promoting our content. The Marketing Coordinator is selected by the Co-Chairs through an application and interview process.
Content Coordinator	This Exec member will create engaging infographics with educational material regarding the supply chain industry. You will need to pitch ideas to the team and conduct some research for the post. The Content Coordinator is selected by the Co-Chairs through an application and interview process.
Membership Coordinator	As the Membership Coordinator you will act as the liaison between our general members and our executive team. You will help to keep them engaged, keep them aware of our events and encourage them to help spread the word about QSCORE. The Membership Coordinator is selected by the co-chairs through an application and interview process.
Director of Operations	This exec member will direct the operations of all our events. They will be responsible for developing event plans and ensuring the club has considered everything it needs to run its events smoothly. The Director of operations is selected by the co-chairs through an application and interview process.
Logistics Coordinator	This exec member will support the Logistics Director and serve as a direct point of contact for booking venues, organizing food and managing bussing when needed. The Logistics Coordinator is selected by the co-chairs through an application and interview process.
Director of Corporate Relations	This exec member will play a major role in developing our sponsorship package and pursuing partnerships with new businesses and organizations. They will ideally have previous corporate relations/sponsorship experience. The Director of Corporate Relations is selected by the co-chairs through an application and interview process.

Corporate Relations Coordinator	This Exec member's job will be to maintain the club's relationships with the Smith School of Business, Faculty of Engineering, and key corporate partners. They will assist the Outreach Director in inviting firms, professors and industry experts to our events. The Corporate relations Coordinator is selected by the co-chairs through an application and interview process.
Culture Coordinator	This Exec member will help foster an equitable and fun atmosphere within QSCORE. They will plan internal team building events and help everyone feel welcome. The Culture Coordinator is selected by the co-chairs through an application and interview process.
Senior Advisor	This Exec member's role will be responsible for supporting the department directors set long-term goals and event objectives throughout the year. They will also lead alumni management efforts and create social media groups connecting past QSCORE members/delegates. The Senior Advisor is selected by the co-chairs through an application and interview process.

Provisions for impeachment and votes of non-confidence regarding any officer.

If a member has continuously not performed their duties, the co-chairs should be notified immediately. The member will then be given 3 chances along with performance meetings to improve. If they fail to improve the executive will have a vote on whether or not to keep the said member.

Provision of adequate banking and account information as based on Section 0.E of the policy manual.

All of QSCORE's finances are managed through an internal bank/financial management process run by the Queen's Commerce Society. All organizational spend and revenue (sponsorship/event fees) are collected directly through the Commerce Society's website (ComSoc shop) which is open to students of all faculties.

Any separate fees and levies upon membership and provisions for approval thereof by membership as a whole or paid positions available to its members.

There are no fees associated with taking part in this executive.

All safety procedure to which all members must be aware.

Our executive is focused on running educational events where there are limited exposures to hazards. All members should treat each other with dignity and respect.

A fifty (50) word summary of their team to be used for promotional purposes.

Queen's Supply Chain Operations Resource Executive is the first committee of its kind to bridge the gap between Queen's students and their future careers in supply chain management. QSCORE acts as a catalyst for understanding, interest, and opportunity by providing students with unparalleled hands-on learning in supply chain management while simultaneously placing them in close proximity to the industry experts who can help guide and accelerate their careers. We have built connections with local

firms, consultancy groups, and multinational corporations to cover all angles of supply chain management.