



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

# THE Engineering Society OF Queen's University Executive and Senator Information Package

## Introduction

Interested in being an Executive or Senator? If you are reading this, then you are taking your first steps to potentially becoming the right person to lead the Engineering Society, and transforming how Smith Engineering is experienced by students!

This document outlines every position elected during the Society's General Elections in January 2024, which includes the following:

1. The role summarized briefly
2. Positions, portfolios, and groups you oversee
3. Your responsibilities in the role
4. Contact information for the current Executive or Senator (feel free to contact them with questions!)
5. Information about nominations

Don't worry if you come across notes about responsibilities and teams that you haven't heard about, this is completely normal! All of these responsibilities can be learned on the job. This document also contains some references to the Society's Policy and By-Law. If you're interested in learning more about how the Society operates, you can find the documents through this link: <https://www.engsoc.queensu.ca/governing-documents/>.

Being an executive or senator is a phenomenal experience, that will introduce so many amazing people, ideas, and opportunities into your life!

If any of these positions interest you, here's the next steps you can take in nominating yourself:

1. Read the 2024 Nomination Package and the Election Nomination & Campaign Rules, which can be found on the Engineering Society's website: <https://www.engsoc.queensu.ca/governance/elections/>
2. Reach out to the Chief Returning Officer via E-mail ([cro@engsoc.queensu.ca](mailto:cro@engsoc.queensu.ca)) to receive a Nomination Form template, and fill it out.
3. Have at least 50 undergraduate engineering students sign your Nomination Form.
4. Email the Chief Returning Officer indicating the successful solicitation of at least 50 signatories by 5:30pm EST on Wednesday January 17th, 2024.

For general questions about the election process, feel free to email [cro@engsoc.queensu.ca](mailto:cro@engsoc.queensu.ca) or [governance@engsoc.queensu.ca](mailto:governance@engsoc.queensu.ca)

## President

### **Description of Role**

The President serves as the primary representative and voice of the Engineering Society, articulating the mission, vision, direction and opinions of the Society. Receive an hourly wage of \$26/hour while completing work over the summer.

### **Teams and Initiatives You'll Oversee**

- a. The Director of Academics
- b. The Director of Professional Development
- c. The Director of First Year
- d. The Director of External Relations
- e. Orientation Week
  - i. The President shall have authority over the decisions of the Orientation Chair, Chief FREC, FREC Committee, FREC (Frosh Regulation and Enforcement Committee) Orientation Leaders.
  - ii. The President shall have approval authority of all Engineering and Applied Science Orientation Week events.
- f. Science Formal
  - i. The President shall have authority over the decisions of the Science Formal Convener and Chairs
  - ii. The President shall have authority of the Science Formal event
- g. The Engineering Society permanent staff
- h. Engagement Committee

### **Your Responsibilities**

- i. Provide oversight and support to all groups and individuals listed in points a-h.
- j. Become the representative of the Engineering Society to the Faculty of Engineering and Applied Science and to Queen's University.
- k. Liaison with the Queen's University Office of Advancement and Department of Alumni Affairs
- l. The legal and financial decisions for the Engineering Society in collaboration with the Vice-Presidents
- m. Promoting the mission of the Engineering Society to the Society's membership
- n. Serve as a voting member of AMS Assembly.

- o. Represent the Engineering Society on the AMS President's Caucus
- p. Serve as a voting member of the Engineering and Applied Science Faculty Board, as seen in By-Law 7.C and Policy 1.C.1.
- q. Serve as a voting member of the Engineering and Applied Science Faculty Board's Operations Committee
- r. Provide ex-officio recommendation for appointment to the Queen's University Engineering Student Society Services Incorporated (QUESSI) Board of Directors for the Campus Bookstore operation, as seen in By-Law 14 and Policy 7.A
- s. Serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK), as seen in By-Law 13 and Policy 7.B.
- t. Report to EngSoc Council on the affairs of the Engineering Society and on issues related to the portfolio of the President.

### ***Current President***

Aidan Shimizu, [president@engsoc.queensu.ca](mailto:president@engsoc.queensu.ca)

## Vice President (Operations)

### **Description of Role**

The Vice President (Operations) is the primary, legal and operations officer of EngSoc, responsible for overseeing the management teams of the service operations of EngSoc. Receive an hourly wage of \$26/hour while completing work over the summer.

### **Teams and Initiatives You'll Oversee**

- a. The Director of Educational Services
- b. The Director of Retail Services
- c. The Advisory Board Secretary
- d. Campus Equipment Outfitters (CEO)
- e. Science Quest
- f. Golden Words
- g. Clark Hall Pub
- h. Integrated Learning Centre Constables (iCons)
- i. EngLinks
- j. The Tea Room
- k. Science Formal
- l. Orientation Week

### **Your Responsibilities**

- m. Enhance student life and the broader learning environment for the Engineering Society Membership and greater Queen's community.
- n. The Vice-President (Operations) shall have the authority to create new services, with consultation with other members of the Executive regarding the start-up of a new service.
- o. Make the legal and financial decisions for the Engineering Society in collaboration with the President, Vice-President (Finance & Administration), and Vice-President (Student Affairs) as seen in Policy 0.B.
- p. Meet Regularly with the Executive to:
  - i. Discuss, keep up to date, and develop long term strategy for the Society as a whole.
  - ii. Discuss legal, ownership, and lease arrangement issues.
- q. Meet with service management in order to act as an information source and to monitor the progress of their goals.

- r. Review budgetary actual and operational updates from the previous month for each service on the first Saturday after the first full week of each month, as is outlined in section 0.D.3 of the Policy Manual
- s. Serve as an ex-officio voting member of the Engineering Society's Advisory Board.
- t. Serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK).
- u. Make ex-officio recommendations for appointment to the Queen's University Engineering Society Services Incorporated (QUESSI) Board of Directors for the Campus Bookstore operation, as seen in By-Law 14 and Policy ζ.A.
- v. Supervise all service Business Managers, ensuring that their operations are in accordance with good financial practice and statutory requirements.
- w. Process all salary requisitions for any work-study employees of the Engineering Society during the year.
- x. Arrange that each year the Society's financial books be inspected by a Chartered Accountant who shall prepare a statement based on those records if deemed necessary.
- y. Act as a liaison for EngSoc associated groups and services to the Faculty of Engineering and Applied Science, Queen's University, and other external organizations.

### ***Current Vice President (Operations)***

Jacob Badali, [vpops@engsoc.queensu.ca](mailto:vpops@engsoc.queensu.ca)

## Vice President (Finance & Administration)

### **Description of Role**

The Vice President (Finance & Administration) is the primary financial and administrative officer of EngSoc, responsible for overseeing all financial transactions, hiring, IT operations, and internal processes of EngSoc. Receive an hourly wage of \$26/hour while completing work over the summer.

### **Teams and Initiatives You'll Oversee**

- a. The Director of Finance
- b. The Director of Human Resources
- c. The Director of Information Technology
- d. The Director of Internal Processes
- e. EngSoc accounts and those of associated groups who bank with the Engineering Society.
- f. The central EngSoc budget

### **Your Responsibilities**

- g. Make the legal and financial decisions for the Engineering Society in collaboration with the President, Vice-President (Operations), and Vice-President (Student Affairs) as seen in Policy 0.B, including:
  - i. Cosignatory authority on legal contractual obligations of the Engineering Society, including leases, insurance and capital investments.
  - ii. Cosignatory authority for financial transactions of the Engineering Society including services capital purchases greater than \$1000.
- h. Meet regularly with the Executive to:
  - i. Discuss, keep up to date, and develop long term strategy for the Society as a whole.
  - ii. Discuss financial and administrative issues.
- i. Oversee the corporate initiative financial processes for Sci Formal and Orientation Week.
- j. Serve as an ex-officio voting member of the Engineering Society's Advisory Board.
- k. Serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK).

- l. Supervise Treasurers for all Events, Years, and Clubs, ensuring that their operations are in accordance with good financial practice and statutory requirements.
- m. Inspect the books of the Clubs, Years, and other operations of the Society monthly.
- n. Arrange that each year the Society's financial books be inspected by a Chartered Accountant who shall prepare a statement based on those records if deemed necessary.
- o. Sign off each day on any deposit into the EngSoc safe in the safe log as recorded by the Director of Finance.
- p. Update and maintain policy relevant to the Finance & Administration Portfolio.
- q. Act as a liaison for EngSoc associated groups and services to the Faculty of Engineering and Applied Science, Queen's University, and other external organizations, including:
  - i. Working with the EngSoc investment advisor on Society investments.
  - ii. Any managers and advisors who deal with the Society's money.
- r. Monitor the external sponsorship of groups within this portfolio.
- s. Keep Council informed by regular reports on the financial and operational position of the Society.

***Current Vice President (Finance & Administration)***

Monique Wun, [vpfa@engsoc.queensu.ca](mailto:vpfa@engsoc.queensu.ca)



## Vice President (Student Affairs)

### **Description of Role**

The Vice President (Student Affairs) shall strive to represent the Engineering Society to its members, market the Society to the community at large, and oversee all clubs, conferences, and design teams within EngSoc. Receive an hourly wage of \$26/hour while completing work over the summer.

### **Teams and Initiatives You'll Oversee**

- a. The Director of Governance
- b. The Director of Clubs & Conferences
- c. The Director of Communications
- d. The Director of Design
- e. The Director of Student Life
- f. The Director of Social Issues
- g. Engagement Committee
- h. Design Teams
- i. Clubs
- j. Conferences
- k. Associated events of the Engineering Society not specifically delegated to another officer or separately empowered committee

### **Your Responsibilities**

- l. Serve as a voting member of AMS Assembly
- m. Serve as a voting member of the Engineering and Applied Science Faculty Board as seen in By-Law 7.C and Policy 1.B
- n. Serve as a voting member of the Engineering and Applied Science Faculty Board Operations Committee
- o. Serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK) as seen in By-Law 13 and Policy 3.B.
- p. Administer and monitor the e-mail lists of Engineering Society, including approving of all electronic communications to the Society membership through this list in accordance with the Society's Computing Policy (Policy 1.B)
- q. Act as the information officer in regards to the collection, use, retention, and disposal of personal information with regard to FIPPA legislation.
- r. Report to Council the state of affairs of the Society with respect to this portfolio.

- s. Update and maintain policy relevant to the Student Affairs Portfolio.
- t. Make the legal and financial decisions for the Engineering Society in collaboration with the President, the Vice-President (Operations) and the Vice-President (Finance & Administration), including:
  - i. Cosignatory authority on legal contractual obligations of the Engineering Society; and
  - ii. Cosignatory authority for financial transactions of the Engineering Society

***Current Vice President (Student Affairs)***

Sophia Thurston, [vpsa@engsoc.queensu.ca](mailto:vpsa@engsoc.queensu.ca)

## Jr. Senator

### **Description of Role**

The Jr. Senator represents all Engineering undergraduates on Queen's University Senate and Smith Engineering Faculty Board. They serve on the Engineering Society Council as a voting member and act as its liaison to the Senate. This is a two-year role with the Jr. Senator immediately progressing to Sr. Senator at the end of their first one-year term.

### **Your Responsibilities**

- a. Report on the decisions and discussions of the Senate and its committees.
- b. Represent Engineering Undergraduate Students on the Student Senate Caucus.
- c. Advise and direct the academic course of the University by voting on changes to academic policy, program creation/modification, and research institute creation/modification.
- d. Advise and direct the academic course of the Smith Engineering Faculty by voting on changes to faculty policy and voicing student opinions.
- e. Work with students, faculty, and administration to create a better academic environment for all.

### **Current Jr. Senator**

Lucas Balog, [jrsenator@engsoc.queensu.ca](mailto:jrsenator@engsoc.queensu.ca)