The Engineering Society of Queen's University Presents:

A Summer Plan for the President

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Introduction

I am incredibly excited for this summer and to embark on these projects that will better the Engineering Society and the student experience we will provide. I have broken this proposal down into sections, Routine Duties, and Projects. Within the projects section, each job is assigned a priority, 1 = non-negotiable task that must be completed, 2 = should be completed if time permits, 3 = a good idea, a timeline, the budget required (if applicable), and a short summary of the project.

I will be working on projects for both of the cooperate initiatives (Sci Formal and Frosh Week), and for the 5 directors I support (Academics, Community Outreach, Human Resources, First Year and Professional Development), in addition to other projects that generally benefit the society.

Routine Duties

Static Meetings

- Dean Woodhouse
- Faculty Board
- Orientation Chair
- Sci Formal Convener

Since both the orientation chair and Sci Formal convener will be present in Kingston this summer, it will be possible to have meetings in person!

Director Support

Communicate and support the following Directors:

- Academics
- Community Outreach
- First Year
- Human Resources
- Professional Development

I plan to provide support by completing any tasks that are specific to Kingston, and helping them create their strategic plans and budgets for the coming year. Bi-Weekly remote meetings will be held to ensure constant communication. Below in the Projects section of my summer plan, I've detailed the projects I will work on over the summer that correspond with each of the Director's portfolios.

Society Updates

Tyler, Evan and I will be updating the society on our progress through out the summer to keep us accountable to the society. We are being paid with student dollars to be in Kingston to improve the society, so it is very important that we are staying motivated and completing tasks that will better the Engineering Society for all students. We will be held accountable in two ways

- -Weekly web updates in the form of a video
    - These will hopefully be interesting and give students a glimpse into what we have been spending our time doing
- -Monthly written report updates
    - these will be more in depth, and provide a through outline of what we have accomplished

Ritual & BBQ

Every Friday in May and June the executive hosts a BBQ and Ritual. This event aims to bring students, faculty members, and community members on campus together during the summer. The approximate timeline for this is 3 hours for BBQ, 3 hours for Ritual every Friday for two months.

Managing the Summer Office

As President it is the responsibility of the President to maintain summer office. I will ensure that projects are being completed; and that the appropriate hours are being put in. I plan on working with Tyler and Evan to develop a comprehensive timeline of when our tasks will be completed. By doing this we can evaluate our work oh a weekly basis and determine where we can improve.

Projects

Directors

Academics

EngLinks Upper Year Resources

Priority: 2
Time Required: Ongoing
Summary: I will be communicating with EngLinks tutors to encourage them to create resources. I will be communicating more thoroughly with those who have agreed to make EngLinks

resources to ensure they have the support they need and they are on track to complete resources for September.

EngLinks High School Outreach

Priority: 3
Time Required: 1 day
Summary: Investigate the feasibility and implications of extending EngLinks tutoring to high school students. Begin taking next steps for implementation if feasible.

EngLinks Textbook Lending Library Improvements

Priority: 2
Time Required: Ongoing
Summary: I will be communicating with EngLinks tutors to encourage them to create resources. I will be communicating more thoroughly with those who have agreed to make EngLinks resources to ensure they have the support they need and they are on track to complete resources for September.

Academics Guide

Priority: 2
Time Required: 1 day
Summary: Review and update the "Guide to the Classroom" that was created by JT and Jacqueline last year.

External Relations and Community Outreach

Faculty Society Executives

Priority: 1
Time Required: Ongoing
Summary: Build strong relationships with other Society Executives to ensure smooth operations next year. We will accomplish this by having lunch with them and inviting them to Ritual and BBQ.

Blood Drive

Priority: 3
Time Required: ½ a Day
Summary: Pursue hosting a blood drive in the ILC in the 2016/2017 school year.

Hiring and Human Resources

Position Guides

Priority: 1
Time Required: 5 Days

Summary: Develop 1 page position descriptions to be published outlining details of all positions in the society to improve accessibility during hiring. I will be communicating with people who have held these positions in the past to ensure the guides are as accurate as possible.

Unsuccessful Applicant Policy

Priority: 2
Time Required: 1 Day
Summary: Develop a comprehensive policy on how to reach out to unsuccessful applicants to encourage them to continue being involved in the Engineering Society

Exit Interviews

Priority: 2
Time Required: 1 Day
Summary: Develop a comprehensive policy on how to conduct exit interviews for positions to ensure the opportunities that the Engineering Society offers are good experiences with reasonable expectations and workloads

Interview Tips

Priority: 2
Time Required: 1 Day
Summary: Develop and publish a comprehensive guide on interview tips and tricks for interviews within the Engineering Society.

Feedback within the Society

Priority: 2
Time Required: 3 Days
Summary: Develop a plan for how we will deliver feedback in the society moving forward to ensure all students are growing personally and professionally in their positions.

Appreciation within the Society

Priority: 3
Time Required: 2 Days
Summary: Evaluate how we appreciate volunteers in the society and determine if this needs to be improved.

Transitioning

Priority: 2
Time Required: 1 Day
Summary: Develop and publish a comprehensive guide on transitioning with clear expectations of incoming and outgoing team members.

First Year

Admitted Students Day

Priority: 1
Time Required: 1 Day
Summary: Participate in the Faculty admitted students day!

First Year Involvement Document

Priority: 2
Time Required: 2 Days
Summary: Develop and publish a comprehensive guide on interview tips and tricks for interviews within the Engineering Society.

FYPCO Positions

Priority: 2
Time Required: Ongoing
Summary: Monitor directors proposals for requesting FYPCOs and investigate extending the FYPCO program beyond directors (EngLinks coordinator, alumni relations, industry relations, etc).

Professional Development

Professional Development and the Discipline Clubs

Priority: 1
Time Required: 2 Day
Summary: Collaborate with Nat to develop a plan on how the Engineering Society can better support the discipline clubs in professional development.

PEP Initiative Revitalization

Priority: 2
Time Required: 2 Day
Summary: Collaborate with Nat to develop a plan on how the Engineering Society can revitalize the PEP (professional engineering perspectives) Talks, Works, and Rally to better meet the professional development needs of students

Corporate Initiatives

Frosh Week

Primer Purpling

Priority: 1
Time Required: 1 Day

Summary: Spray paint primers and communicate with Faculty on timelines to mail out primers with Faculty documents.

Talking with ArtSci's

Priority: 2
Time Required: 1 Day
Summary: Make a funny video for Thursday Night Live!

Planning ED Assistance During Frosh Week

Priority: 1
Time Required: 1 Day
Summary: Collaborate with Pippa to create a plan for ED assistance during Frosh Week

Assisting OC

Priority: 1
Time Required: Ongoing
Summary: Helping Pippa with anything that comes up through the duration of the summer.

Online Orientation Week Fee

Priority: 1
Time Required: Ongoing
Summary: Collaborating with Tyler, Jeff, and Pippa to make sure Frosh Week orientation payment and sign up runs smoothly.

Science Formal

Human Resource Analysis for Science Formal

Priority: 2
Time Required: 2 Days
Summary: Analysing how our human resources are used during Sci Formal, and how we can improve the experience of students volunteering for the formal.

Assisting OC

Priority: 1
Time Required: Ongoing
Summary: Helping Brent with anything that comes up through the duration of the summer.

Other Projects

Spaces

Clark Improvement

Priority: 1
Time Required: 5 Days

Summary: Clean and improve the Clark lounge to make it an effective space for student use.

Tom Harris Student Lounge Improvement

Priority: 1
Time Required: 3 Days
Summary: Clean, reorganize and improve the Tom Harris lounge to make it an effective space for student use.

Clean Lounge Computers

Priority: 1
Time Required: ½ Day
Summary: Remove non essential items from computers to ensure effective operation.

Design Bay

Priority: 1
Time Required: 3 Days
Summary: Clean and improve the design bay to make it an effective space for student use.

ILC Space Evaluation

Priority: 2
Time Required: 2 Days
Summary: Evaluate how we use the ILC space, which other initiatives have precedent to use the space, and develop a plan as to how the Engineering Society can act to ensure students have the study space they need.

Documents

Presidential Strategic Plan

Priority: 1
Time Required: 3 Days
Summary: Create a document outlining my actions for the year as president.

Organizing Presidential Files

Priority: 2
Time Required: 1 Day
Summary: Clean and organize the Presidential files, with the goal of cleaning more space for other director file storage.

Tradition Preservation Strategic Plan

Priority: 1
Time Required: 2 Days
Summary: Continue working on the strategic plan JT began to keep our important Engineering Traditions alive.

Director Training Documents

Priority: 1
Time Required: 1 Day
Summary: Develop training material used for Director training in September.

"How to get Sponsored" Guide

Priority: 1
Time Required: 2 Days
Summary: Collaborate with Taylor Sweet, Max, and Evan to develop a "How to Get Sponsored" guide for conferences and design teams.

Master Calendar

Priority: 1
Time Required: Ongoing
Summary: Work with Evan to develop a master calendar (likely using the Queen's webapp) to ensure all clubs, all conferences, and the Faculty are aware of when events are occurring.

Reviewing

Strategic Plans and Budgets

Priority: 1
Time Required: 1.5 Days
Summary: Review all Directors strategic plans and budgets.

Engenda

Priority: 1
Time Required: 0.5 Days
Summary: Review the Engenda before printing.

Miscellaneous Tasks

Executive Director Business Cards and Name Tags

Priority: 2
Time Required: 1 Day
Summary: Order business cards for the ED team, and create durable name tags for the ED team to wear during office hours and open houses.

Repainting Year Crests

Priority: 3
Time Required: 1 Day
Summary: Repaint the year crests outside of Clark.

Standard First Aid (SFA) Training

Priority: 1

Time Required: 1 Day
Summary: Get SFA training to ensure students are safe.