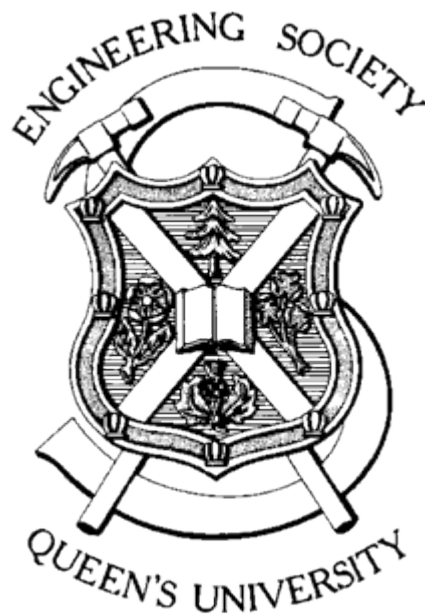


The Engineering Society of Queen's University Presents:

President's Position Manual



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President 2008-2009

December 2008

Job Description

Simply put, the President of the Engineering Society is the captain of the ship. While the ship may not be the 'good ship AMS' (thank God?), it is a pretty amazing experience. The President's duties are broad in their focus, yet often consist of many small details, if that makes sense. On a daily basis, you check your e-mail countless times, and reply to, forward, or delete a whole slew of messages – some of them are unsolicited junk mail, but there's always messages that are important to you, or to the people you work with...which, by definition, are also important to you. As President, you also meet and interact with a wide range of people each day. Sometimes these meetings occur in formal settings, and other times they consist of a quick chat with someone who needs your input, has a question, or is just hanging around the EngSoc Lounge. By now you're probably wondering, "who are these e-mails from," "who makes up this so-called wide-range of human interactions," or maybe just "what am I having for dinner tonight?" Well my friend, therein lies the mystery of the job.

Actually, there's no mystery here. In addition to writing the occasional off-tangent paragraph like the one shown above, there are some pretty specific things you do as President. For starters, like the rest of the Engineering Society's Executive and Directors, you have your own specific portfolio to deal with and advance as you choose. Things that fall under the President's purview include Orientation Week, Science Formal, External Communications, First Year, Alumni Relations, and the overall representation and good reputation of the Engineering Society among the Faculty, the AMS, the University, other students, the media and the City of Kingston...yikes. But don't worry, you have plenty of help to keep these things on track! Orientation Week has an incredibly devoted team in FREC Committee, while the Science Formal Committee traditionally throws a rockin' good bash. You also get to hire the Directors of First Year and External Communications to work with you throughout your time in office, and these people can make a huge difference in their respective areas of your portfolio.

However, there's much more to this position than just the President's standard portfolio. In this job, you are responsible for developing and setting a vision for the Engineering Society for not just your year, but also the years to follow. To do this, you need to be consulting with the students who make up the Society's membership to see what they want and need. But you also need to be generating your own ideas, creating new opportunities, and addressing the Society's shortcomings as you (and others) have identified them. As part of this process, you must be able to lead and motivate the Society's Executive and Directors throughout the year, and help them achieve not just your vision, but the very things that they came into their positions to looking to achieve. You need to develop of a positive and encouraging working environment, and do whatever you can to ensure that each member of your team can reach his or her goals. You need to be the one to congratulate them when they score, help them when they fall, and be a rock when everything else seems to be water.

I won't pull any punches and say that this job doesn't take time. It takes a lot of it. In fact, sometimes this job will be your life. But it is a phenomenal experience and one that I wouldn't trade for the world. If you're even remotely interested in the position, I would suggest considering it a little more seriously. You won't regret the skills you will pick up, the things you will learn, or the fun you will have.

People I Work With...

The following is a brief summary of the people that I have worked with throughout my time in office. I assure you that they are all fantastic individuals, and that you'll enjoy every minute of it, as I did.

The Engineering Society

EngSoc Council
Executive (four Vice-Presidents)
Directors (seven, as of now)
General Manager
Service Managers
Board of Directors
IT Officer and Computer Managers
Senators
Orientation Chair and Chief FREC
Science Formal Convener

The Faculty

The Dean of Applied Science
Faculty Board
Operations Committee
Office of Advancement
Staff

Other Student Leaders

AMS Assembly
AMS Council
Undergraduate Trustee
Rector
Other Faculty Society Presidents

External Bodies

Canadian Federation of Engineering Students
Engineering Student Societies' Council of Ontario
Other Universities' Engineering Societies

The University

Dean of Student Affairs and Staff
Director of Residence and Hospitality Services
Campus Security
Physical Plant Services
Environmental Health and Safety

Relevant Policy Manual Sections

The bulk of the President's duties are contained in Policy Manual Section Beta (Society Leadership), which is shown below for your reference. Note that while this section outlines the specifics of the position, there are also numerous references to the President's roles and responsibilities throughout the Engineering Society's By-Laws and Policy Manual. These documents should all be available on the EngSoc website.

A. The Executive (Ref. Bylaw 4)

Part I: President (Ref. By-Law 4, Part II, Section 4)

- 1.** The President shall serve as the primary representative and voice of the Engineering Society, articulating the mission, vision, direction and opinions of the Society.
- 2.** The President shall be the executive authority in all matters related to the Engineering Society as a whole, though not in matters specifically related to the portfolios of other executive members. These responsibilities include:
 - a.** All public relations activities and representation of the Society to all external organizations, including:
 - i.** Oversight of the External Communication Director, including:
 - 1.** Authority over the Engineering Society's vote and official expressed opinions at any meeting of an external organization; and
 - 2.** Responsibility for the conduct of delegates attending conferences on behalf of the Engineering Society
 - ii.** Responsibility for any externally associated conferences which the Engineering Society may host or support from time to time, including but not limited to:
 - 1.** Conferences of the Engineering Student Societies Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES); and
 - 2.** The Ontario Engineering Competition (OEC) and the Canadian Engineering Competition (CEC)
 - b.** Representation of the Engineering Society to the Faculty of Applied Science and to Queen's University
 - c.** Supporting members of the Executive of the Engineering Society in their duties and responsibilities.

- d. Oversight of the Director of First Year.
 - e. Oversight of the Applied Science Orientation Week, as seen in Bylaws 9, Part IX, and XII and Policy □.A.
 - i. Authority over the actions and conduct of the Orientation Chair, Chief FREC, FREC Committee, FREC (Frosh Regulation and Enforcement Committee) Orientation Leaders and Echoes.
 - ii. Approval authority of all Applied Science Orientation Week events
 - iii. In consultation with the Orientation Chair and Chief Science Constable, full authority over the Applied Science Grease Pole Event, as seen in Bylaw XII.
 - f. Relations with Queen's Applied Science Alumni, including
 - i. Oversight of the Alumni Relations Chair and Alumni Relations Committee
 - ii. Liaison with the Queen's University Office of Advancement and Department of Alumni Affairs
 - iii. Liaison with Applied Science Years and any affiliated groups related to Applied Science alumni
 - g. Oversight and supervisory authority of the Engineering Society Office Manager
 - h. Collaborative authority with the Vice-President (Operation) for the legal and financial decisions for the Engineering Society, as seen in Policy □.A, including:
 - i. cosignatory authority on legal contractual obligations of the Engineering Society; and
 - ii. cosignatory authority for financial transactions of the Engineering Society
 - i. Promoting the mission of the Engineering Society to the Society's membership
 - j. Enfranchising membership in the operation of their Society
- 3.** The specific duties of the President are the following :
- a. Attending and chairing meetings of the Engineering Society Executive as described in By-law 4, Part III
 - b. Serving as a Voting member of AMS Assembly.
 - c. Representing the Engineering Society on the AMS President's Caucus
 - d. Serving as a voting member of the Applied Science Faculty Board, as seen in By-Law 7, Part III and Policy □.D.1.
 - e. Serving as a voting member of the Applied Science Faculty Board's Operations Committee
 - f. 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 □.A.
 - g. To serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK), as seen in By-Law 13 and Policy □.B
 - h. To serve as an ex-officio voting Member of the Engineering Society's Board of Directors and Steering Committee.
 - i. Reporting to EngSoc Council on the affairs of the Engineering Society and on issues related to the portfolio of the President.
 - j. The President shall have a paid summer position, as detailed in Group B, and will be required to be in Kingston for the summer to develop strategic initiatives for the Society, to represent the Society's interests and serve as resource for the Engineering Society members. The Summer activities shall consist of:
 - i. Those activities and initiatives outlined in the President's Summer Plan, as detailed in B.2
 - ii. The Summer Plan Regular Task List including:
 - 1. Scheduling Executive Meetings
 - 2. Submitting weekly summaries (TPS reports) to summer executive.
 - 3. Submitting monthly reports to Council
 - 4. Assisting Executive who are geographically unable to visit Kingston during the summer months
 - 5. Assisting FREC Committee in logistics and approval process for elements of the Applied Science Orientation Week
 - 6. Summer Retreat Plan
 - 7. Liaising with the Faculty of Applied Science
 - 8. Representing students on the Applied Science Faculty Board Operations Committee
 - 9. Attending the Annual General Meeting of the Engineering Student Societies Council of Ontario (ESSCO)
 - 10. Emergency Committee for the QUESSI Board of Directors during the summer months
 - 11. Liaison with the AMS
- 4.** The President shall not have authority over any other member of the executive or direct, without the consent of that executive, elements of their portfolio.
- 5.** In all matters relating to the President's portfolio shall the expressed resolutions and ratified opinions of the Engineering Society Council be considered binding and principal. The President shall not represent or act in a manner contradicting the expressed will of the Engineering Society Council or the membership through a proper referendum.

Daily Tasks

To varying degrees, EngSoc has been a presence in my life throughout each day that I have held office. In my opinion, one of the most important aspects of the job is acting as a resource to the students around you, and that means making yourself available as often as possible.

On a daily basis, you receive anywhere from five to twenty e-mails. It's important that you respond to those in a timely fashion, generally within the day or sooner. You will typically also have one or more meetings each day concerning a range of subject matter. You will chair some of these and simply attend others. But beyond e-mail responses and daily meetings, your only daily set daily tasks involve office hours and being around the EngSoc Lounge to talk to the people you work for and lend your support to anyone who might need it.

Meetings I Attend

While the aforementioned daily meetings may not sound like they are that much fun, these daily interactions have proven to be one of my favourite parts of this job. While the end results of your work are always great to see, it is the people around you that make these jobs doing. The following is a description of some of the more common meetings I attend.

EngSoc Exec/Director Meetings – The President is the Chair of these meetings, which typically occur once a week. It is your job to prepare an agenda, and then lead the meeting through its course. This is the one time each week when you have your entire Exec and Director (E/D) team together in one room, and is a great opportunity to share information and discuss a variety of issues in a private setting. These meetings are also crucial to keeping everyone on track and happy!

EngSoc Exec Meetings – You also chair these meetings, which we held once a week. This is a chance for you to meet with the four VP's that with you, make up the EngSoc Executive. While the frequency and subject matter of these meetings is up to you, we frequently used them to discuss broader ideas for the Society, while also getting feedback from each other on a variety of issues.

EngSoc Council – EngSoc Council is made up of engineering students representing each year and discipline, while also including your own Exec and Directors, along with the Senators. Council meetings happen every other Thursday, and are open to the public. It is your job to prepare a report on your recent activities in advance, and present it to the members of Council at the meeting. You will often also move motions and answer questions from the engineering students you represent. It is also important to note that the President has a vote at Council meetings.

AMS Assembly – AMS Assembly is composed of student representatives from each faculty on campus, and also includes the AMS's own Executive, Commissioners, and Directors, who together make up AMS Council. You have a vote at these meetings too, which generally occur on the opposite Thursday to EngSoc Council meetings. Your job at these meetings is to make a report on EngSoc's business, while also holding the AMS Council accountable to the engineering students you represent.

Faculty Board of Applied Science – As the President, you also sit with a vote on the Faculty Board. This is the body in charge of approving most regulations and business within the Faculty, and it is an important avenue for students to make their voices heard (through you and a few other representatives) regarding their own education. These meetings typically happen once a month.

Operations Committee of the Faculty of Applied Science – The Operations Committee is actually a sub-committee of the Faculty Board, and deals with private issues such as the awarding of scholarships, conferring of degrees, and the unfortunate regulations that sometimes require students encountering some difficulties to withdraw from their programs. You would be one of two student voices on the committee (with the VP Academic), and as such, this is one of the most important representational committees the President sits on. These meetings also typically happen once a month.

Dean of the Faculty of Applied Science – As President, you also have the opportunity to meet with the Dean on a regular basis. These meetings typically happen once a month, and are often with other members of the Executive. Here you have a chance to raise concerns you have with the Faculty, ask for or provide support on a variety of initiatives, and also discuss your plans with the Dean so that she is aware of what her students are up to.

Board of Directors – The President is a voting member on the EngSoc Board of Directors. This body consists of the members of the Executive, six elected student members, and both two Faculty and two Alumni advisors. This group meets a few times each term, and concerns itself with both oversight of the Society's services and the overall long-term direction of the Society.

Queen's University Engineering Society Services Incorporated Board of Directors – In keeping with the fact that it was two engineering students that started the Campus Bookstore (in 1909 under the named Technical Supplies), you sit on the Board of Directors of the corporation that owns and directs this campus landmark. This group consists of students, Faculty, and University representatives, and typically meets monthly to review the finances and operations of the Campus Bookstore.

Meetings with Officers/Directors – While these meetings do not have to be regular, I tried to meet with the Directors and Officers in my portfolio on a weekly or bi-weekly basis to make sure that they had the resources they need, hear their progress, and also offer my advice and/or suggestions where applicable.

Board of Directors Strategic Planning Committee – The President also sits on the newly-struck Strategic Planning Committee, a sub-committee of the Board of Directors. This group is tasked with developing long-term strategic plans for the Society to follow over the coming years, to be passed on for consideration by both the Board and Council. While this is not yet set in stone, this committee will likely meet every week or two.

Projects I Completed This Year

I campaigned for this position on a platform of increased strength and stability within the Society, and have largely stuck to those goals. Throughout my time in office, I have tried to improve the way we do business and streamline our operations, thereby ensuring that EngSoc can sustain its current initiatives, while also reviving past initiatives and laying the groundwork for us to expand in the future. In no particular order, some of these projects are listed below.

- Developed the new EngSoc General Manager position, recruited potential candidates, interviewed applicants, and hired/transitioned General Manager
- Oversaw the re-opening of Clark Hall Pub, working with VP Operations, Director of Services, and Management
- Implemented reforms to the Board of Directors, ensuring its relevancy and empowering it to oversee both the Society's long-term planning and its services
- Created and implemented a new annual strategic planning process

Ongoing Projects

While I don't expect that I will complete each of the projects I am still working on, I am pushing to wrap as many of them up as I can before leaving office. Some of the initiatives currently on the go that my successor might be able to work on are listed below.

- Finalize permanent staff policy and the General Manager's work plan
- Finalize policy changes to create a new Director of Information Technology position
- Work with VP Operations, General Manager, and Director of Finance to implement new financial controls and hire a bookkeeper to take care of the Society's finances
- Complete State of the Society report to summarize EngSoc's current position

Upcoming Projects

In the near future, several projects will be coming up that the President could have a hand in, working in conjunction with various other members of the Society. Some of these are listed below.

- Conduct a review of EngSoc's operations and initiatives to evaluate efficiency, relevancy, and benefit to students
- Develop and implement a new marketing strategy for the Society
- Re-examine and potentially initiate the process to incorporate the Engineering Society in part or in whole
- Review the methods and level of compensation provided for the Society's officers, volunteers, managers, and staff

Timeline

The following is a brief summary of the timeline that my successor could expect to follow over the coming year.

February to April – Throughout the beginning of this period, you'll be transitioning like crazy, and trying to learn as much as you can about the President's job before you take over in mid-March. You'll also be hiring your Directors, service managers, and a few other officers as needed. Once that's done, it's your job to make sure everything starts off on the right foot and everyone hits the ground running. I'll be around to help for most of this, but it will still be a very hectic and busy time for you. You will also create a Summer Plan for Council to approve, thereby allowing you to stay and work for the Society over the summer to accomplish the things you put in this plan.

May to August - This period is generally a much less stressful, yet equally busy time for the President. You'll be staying and working for the Society for the summer, and can expect to put in some long but enjoyable hours in the office with the rest of the EngSoc Summer Office. This is the time where you can learn everything you were too busy to learn during school, make the connections you'll need throughout the year, and really get down to business on the projects you took office to tackle. You'll start with the creation of your Year Operating Plan, and steadily work your way through whatever priorities you identify as the summer progresses. You will also help prepare for the coming Orientation Week!

September to December – This is the time when the seeds of your summer labours should grow into trees that blossom fruit worth eating. By that, I mean that you will hopefully see the results of whatever you've spent the last several months working on. Both Orientation Week and the Science Formal will come and go, and you'll pick up your regular schedule of weekly, bi-weekly, and monthly meetings that for the most part stopped over the summer. You'll continue on with whatever projects you have left from the summer, while also starting to work on new initiatives. However, there is a noticeable shift during this period in that you'll have to spend a lot more of your "EngSoc time" working and meeting with various people who are working for you, and less of it on those projects that you were free to pursue in the summer. This isn't a bad thing – it's just different.

January to March – While I can't actually speak from this side of the transitioning process, my experiences have led me to believe that you'll spend much of this time preparing to pass the torch to your successor. This includes wrapping up whatever outstanding projects you have on the go, creating/revising the appropriate transitioning documents, and teaching your successor everything you can.

Contact Information

If you have any more questions about this position, please don't hesitate to contact me. You can reach me at prez@engsoc.queensu.ca any day of the week. I also have regular office hours, which are posted in the EngSoc Lounge in Beamish-Munro Hall – please stop by!

Conclusion

While the document you just read through may seem a little intense, being the President of the Engineering Society is an amazing experience. Looking back on my own journey through this job, it's been an incredible time. I've learned more than I could ever imagine, developed relationships I consider myself very fortunate to have, accomplished some pretty cool things for EngSoc, and had a fantastic time doing it all. If you're even considering the job, please give me a shout. I may be biased, but I would love to tell you why this position has defined my experience at Queen's, and why it's something I wouldn't trade for the world.

Cheers,

Jordan Black
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