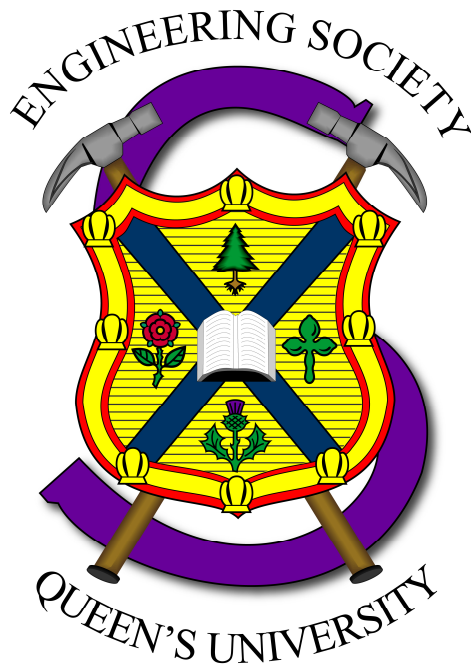


The Engineering Society of Queen's University Presents:

A Summer Plan for the President



Prepared by:

Greg Ellis

Engineering Society President 2009-2010

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1.0 Introduction

The summer is a time of year that holds tremendous potential for any member of the summer office, and the President is no exception. Full days to devote to the Engineering Society, rather than trying to schedule meetings around classes and projects around...projects. I am incredibly excited for the opportunity to work for all of you over the summer, and am putting forth what I see as an ambitious plan to move the Engineering Society forward. This plan should prove to be a guideline for me to follow through the summer as I work towards improving the Society we all love.

Following are a few main points about what I will be surrounding my summer with:

- Research and Learning
- Engineering Society Strategic Plan
- Alumni Relations Plan/Alumni Relations
- Incorporation Planning
- Marketing Office Planning
- Year Budget
- Accessibility at Queen's

2.0 Daily Tasks

There are several tasks that will fill up some of my time on a daily basis, but hopefully they won't get in the way of other projects. When I come into the office every morning, I plan on spending the first couple of hours reading/sending/responding/dealing with e-mails, phone messages, and mail. I also want to spend a bit of time checking in with the other members of the Summer Office (VP Operations, VP Academic, Director of Information Technology, and Orientation Chair) every so often to ensure that they have all the resources and support they need to get their own summer plans done. But as I said, this will only take a couple of hours at most each day so that I too can accomplish my own projects.

3.0 Projects

Once I get through the daily tasks each morning, I will have the rest of my morning and all afternoon to devote to key projects. I have listed the ones I plan on taking on below, along with a prioritizing scheme (1 = pretty much non-negotiable, 2 = should be done, 3 = a good idea), and an estimate of the time each project will take up in total number of days where all the work to be combined and carried out in one long session.

3.1 Executive Tasks

These are the tasks that I plan to enlist the help of some members of the Summer Office to complete.

Project: Clean Office and EngSoc Lounge

Priority: 1

Estimated Time: 3 days

Details: The office and the Lounge are filthy, and need to be cleaned out, re-organized, and cleaned up. This will make the Lounge a lot more inviting, and a much better working environment.

Project: Weekly Summer BBQ

Priority: 1

Estimated Time: 2 hours, weekly

Details: A usual campus fixture in the summer, EngSoc hosts a BBQ for all our workers, Advancement, Faculty, AMS, etc. This is a great networking time and gives us all a chance to better know the people we will be working with over the coming year.

Project: Homecoming

Priority: 1

Estimated Time: 1 day

Details: As you all know, homecoming has been shifted to the spring. With help from all of summer office, efforts to be welcoming and friendly to all alumni that will be coming back will be made. Since there will not be as many students on campus for the weekend, we should try to be as visible as possible.

3.2 President Tasks

These are the projects I plan to take on myself. They will make up the bulk of my summer!

3.2.1 Research and Learning

There's a lot to know in this job, and I don't know half of it. That's a problem.

Project: Read paper files, computer files, reports, and more

Priority: 1

Estimated Time: 7 days

Details: There is years' worth of digital files on the "prez" account that I need to get through as well as an overflowing filing cabinet that needs to be read, sorted, and cleaned. There are also tones of reports online and floating around the office and campus that I need to familiarize myself with, from EngSoc and AMS to Applied Science and the University.

Project: Learn about CFES, ESSCO and PEO

Priority: 1

Estimated Time: 2 days

Details: To be honest, I know what these acronyms stand for (Canadian Federation of Engineering Students, Engineering Student Societies Council of Ontario and Professional Engineers of Ontario), but not much else. If I am to work with these groups and attend conferences with Kasmets, I need to know their histories, roles, strengths, and shortcomings. This will also further enable me to dabble into the larger role of Queen's around the country. Also with the PEO student conference that will be held at Queen's in the fall, any information about these bodies will help.

Project: AMS Training

Priority: 1

Estimated Time: 2 days

Details: The AMS runs several training sessions throughout the summer on Marketing/Branding, Strategic Planning, and more. These have been quite useful to attend in the past, and will likely take no more than two days total.

Project: Learn Finances

Priority: 1

Estimated Time: 2 days

Details: While I don't think I need to be able to do Cory's job, it is important that I can at least understand QuickBooks and know how to make deposits, print cheques, and all that financial knowhow.

Project: Look into ESSARCK

Priority: 2

Estimated Time: 2 days

Details: I know very little about this group, and I feel that we need to figure out what else we can use this company and its land for.

Project: Learn About the Alumni Association

Priority: 1

Estimated Time: 2 days

Details: Several high-profile Engineering Alumni have done many great things for this University, and chances are a lot of them are active within the Alumni Association. It would be prudent to get to know this organization, what it does, and how we can work with them.

Project: Accessibility @ Queen's

Priority: 2

Estimated Time: 1 day

Details: This is a group on campus that works to improve building and resource accessibility for all students. It might be worthwhile to check them out and see how we could work them to improve the accessibility of certain places like Clark Hall Pub considering the coming by-law about having all buildings accessible.

3.2.2 Planning

Once I've learned more of what this job is, I need to plan how I'm going to do it. This includes planning out what needs to be done during my time in office, and planning out what the Presidents that follow will have to do for the Society once I'm gone.

Project: Strategic Plan

Priority: 1

Estimated Time: 3 days

Details: Using templates that have been used before (probably with modifications), I should have a good handle on how to lay out my goals for the year in a way that is actually useful. That being said, strategic planning is still a big process, so it will take a while.

Project: Alumni Relations Plan

Priority: 1

Estimated Time: 3 days

Details: Through the summer I plan to develop new means to get students closer to alumni and alumni closer to students. I believe that there is a wealth of knowledge that the alumni have that if even just listening to them will further enhance student's education.

Project: Budget

Priority: 1

Estimated Time: 1 day

Details: Once my strategic plan for the year is done, I have to budget how much my year is going to cost. Then it will go through Ryan and Cory to determine if anything that I have planned to do is feasible and attainable. Hopefully there should be projects that make it through.

Project: Review E/D Strategic Plans

Priority: 1

Estimated Time: 1 day

Details: I will help each member of the Executive and Directors write their strategic plans for the year, and will be reviewing them as they come in as well to ensure that all views on the society have a common goal in mind.

Project: Long-term Strategic Plan

Priority: 2

Estimated Time: 8 days

Details: Once the strategic plans for each member of E/D are done for the coming year, I will be looking at these plans as well as last year's plans, and through consultation with E/D, the Board, members of Council, the AMS, and the Faculty, try to project a long-term plan for EngSoc. This will be a very valuable tool for us to use when making decisions on many of the recommendations/options presented by the various reports prepared over the past few years.

Project: Incorporation Planning

Priority: 1

Estimated Time: 4 days

Details: This has been on a few summer and strategic plans throughout the society and will be once again. Jay has been looking into this for some time and has reached a stage where the complicated questions need to be asked. I will spend time this summer looking into this and developing a plan to move forwards.

Project: Marketing Plan

Priority: 3

Estimated Time: 3 days

Details: One of the longest-standing weaknesses of the Society is its inability to effectively market all the great things we do for our members and the greater Queen's

and Kingston communities. While Cenk will be responsible for much of this work, I plan to help him out as much as I can.

3.3.3 Review of Society and More Planning

Once we've figured out where the Society's going, we need to figure out how to get it there. This will take some critical reviews on where we are, some hard decisions, and some plans of action based on those decisions.

Project: Review of Executive, Director, and Officer Structure

Priority: 2

Estimated Time: 2 days

Details: A lot of questions have been asked over the past few years, and we need to decide on some answers once and for all. Should VPSA and VPSD become one VP(Internal) position? I will be reviewing the structure of the Society in consultation with the Executive and the Board, and will hopefully have a proposal together for the Fall to present to Council for feedback.

Project: Review of EngSoc's Operations and Groups

Priority: 2

Estimated Time: 3 days

Details: I will be going through all of EngSoc's many, many initiatives and try to sort out what's working, what isn't, how we can best benefit students, and how we can all work together to advance the Society overall.

Project: Council and Transition Schedule

Priority: 2

Estimated Time: 1 day

Details: Once everyone's plans for the year are on the table, I will be working with the Exec to figure out when things will be "due" and when we will be bringing things to Council. Not only will this act as a level of accountability, but it will also ensure that we have relatively consistent Council meetings, rather than some crazy-long ones and some super-short ones. We'll also know who does what and when.

Project: EngSoc Foosball Table

Priority: 1

Estimated Time: 0 days

Details: This is a project that I wanted to include but it will not be talking up my day time. This will be a past time of mine through a month. I will be keeping the frame but adding support and proper guides to the table along with other upgrades.

Project: Homecoming

Priority: 1

Estimated Time: 3 days

Details: With the change of dates of Homecoming, a plan to participate in Homecoming activities needs to be established and put into action.

Project: Review By-Laws and Policy Manual

Priority: 2

Estimated Time: 3 days

Details: The Policy Manual's structure was updated a year ago, but several references are still out of date. I will go through the whole deal, update it where I can, and just as importantly, outline the sections that need to be re-worked so that the rest of the Executive, Directors, and Council for that matter can pitch in as well.

Project: Plan Executive and Directors Power Work-Week

Priority: 1

Estimated Time: 1 day

Details: The Exec and Directors will all be back in Kingston the week before Frosh Week, and we will try our best to get as much as possible done before classes start. I will be organizing this week in advance to ensure it is as successful as possible.

Project: Summer Retreat and Fall Retreat

Priority: 1

Estimated Time: 4 days

Details: Summer Retreat is the first weekend after the July long-weekend. In the past, it consisted of a Summer Council meeting, games against the AMS, a party at Clark, and more. Some solid plans need to be laid down for all the people who make the trek to Kingston for this event, so that it's a hugely informative, but an awesome party. Fall Retreat is actually a physical retreat and bonding session for everyone to get to know everyone working for the Society in some capacity. This will hopefully be a weekend in September and should be a lot of fun.

3.3.4 Communications and Meetings

There are some regular meetings I'm expected to attend, and several steps we can take to improve overall communication within and external to the Society.

Project: Faculty Board, Operations Committee Meetings and Educational Assessment Committee

Priority: 1

Estimated Time: 5 days

Details: These are Faculty-based committees I sit on, and it is important that I attend these meetings to aid in the selection of scholarship winners, help sort out marks, and determine who can continue to study at this institution, and unfortunately, who needs a break; also other committees that will be created to assess education.

Project: Meetings with the Dean

Priority: 1

Estimated Time: 3 days

Details: Bi-Weekly meetings with the Dean for continual updates and direction both for the Faculty and the Engineering Society.

Project: Meetings with the Administrators External to Applied Science

Priority: 1

Estimated Time: Ongoing

Details: Meetings with the Principal, Vice-Principals and other Dean's to promote the name of the Engineering Society in all their eyes.

Project: Sponsorship

Priority: 2

Estimated Time: 3 days

Details: I will be looking into acquiring sponsorship for the Engineering Society. Companies, especially engineering companies, would love to get their name out into the engineering community.

Project: Update Website Content

Priority: 3

Estimated Time: 1 day

Details: There are a lot of holes on our website due to the beating that it took last summer. By the end of the summer I should be pretty familiar with all of it, so I should probably apply that knowledge and spread the wealth.

Project: State of the Society Reports

Priority: 1

Estimated Time: 3 days

Details: It was planned to put these in effect last year but unfortunately went without success. I also hope to deliver these reports on the entire Society, including our accomplishments, progress, challenges, and general news. I will work out the format and put out the first one over the summer months to keep students, staff, Faculty, and Alumni alike informed about EngSoc's business.

Project: Alumni Newsletter

Priority: 2

Estimated Time: 2 days

Details: In past years, there have been newsletters tailored exclusively for Alumni over the summer. Depending on the content of the State of the Society reports, this may or may not get brought up again.

3.3.5 Frosh Week

Given that Frosh Week is approaching and that it is in my portfolio, there will be a lot of work to do in this area.

Project: Review Primer

Priority: 1

Estimated Time: 2 days

Details: While I am sure Dorothy Yu will be putting together a masterpiece this year, I still need to go through it all before it goes to the Faculty and about it gets sent out.

Project: Pre Week Analysis

Priority: 1

Estimated Time: 4 day

Details: Pre Week has a few bugs that need to be cleaned out. I will be working with Rob Lee, the Orientation Chair, to see what we can do about pre-week.

Project: Work with OC and Chief FREC to Determine E/D's Role

Priority: 1

Estimated Time: 1 day

Details: While I don't think it will be a problem, the roles and responsibilities of members of E/D need to be clarified for Frosh Week.

Project: Talking to ArtScis/Presentation to First Year

Priority: 1

Estimated Time: 2 days

Details: This crazy video will be filmed on Move-In Day, but the content needs to be created long before then. I plan to develop another great video this year.

3.3.6 Random Events

There are a few different events I will have to attend that will take up some time. In the interests of proper time management, these should be noted.

Project: ESSCO AGM

Priority: 1

Estimated Time: 4 days

Details: This is a conference in June that I will be attending with Kasmel, and hopefully some of the other summer office employees. It should be a great learning and networking experience and a lot of fun too.

Project: Summer Retreat

Priority: 1

Estimated Time: 2 days

Details: While the planning of the Summer Retreat was covered in another section, I will also need to be attending and reporting at these events and meetings. Hopefully I will see you all there!

4.0 Timeline

The following timeline is a rough estimate of when I plan to accomplish the above-listed tasks. Keep in mind that meetings need to be scheduled around more than just my schedule, and things will invariably come up, so this is by no means set in stone...

Goals for May – Learning and Planning!

- Clean EngSoc and Clark Lounges
- Read all pertinent paper files, computer files, reports
- Learn about CFES, ESSCO and PEO
- Learn Finances
- Look into ESSARCK

- Learn about Alumni Association
- Accessibility @ Queen's
- AMS Training
- Strategic Plan and Budget
- Alumni Relations Plan
- Homecoming Plan
- Plan Summer Retreat
- Faculty Board and Operations Committee Meetings
- Daily Tasks and BBQs

Goals for June – Start Larger Tasks!

- Review E/D Strategic Plans
- Continue to work on Bookkeeper position
- Review of EngSoc's Operations and Groups
- Make State of Society Report Template and Write First Report
- Review and Edit Primer
- ESSCO AGM
- Daily Tasks and BBQs
- Start Long-term Strategic Plan
- Daily Tasks and BBQs

Goals for July – Keep Working on Large Tasks!

- Finish Long-term Strategic Plan
- Review Policy and By-Laws
- Update Website Content
- Pre-week Analysis
- Alumni Newsletter
- Summer Retreat
- Daily Tasks and BBQs

Goals for August – Finish Everything Up and Get Ready for School!

- Finish up any Outstanding Projects
- Get ready for Frosh Week
- Work with OC and Chief FREC to determine E/D's role
- Script Talking to ArtScis
- Work on Long-term Marketing Plan
- Council and Transition Schedule
- Organize E/D Work-Week
- Get E/D up to Speed and Organized
- Daily Tasks and BBQs

5.0 Accountability

Obviously, with students paying my salary for the summer, there needs to be some solid checks and balances in place to maintain accountability among the summer office. Here is what I promise to do for you:

- Weekly TPS Reports
- Monthly Reports to Council
- One State of the Society Report, likely in June

But for this to work, I need a few things from you. And by you, I mean anyone reading this document. Here's your list:

- Read the Reports Listed Above
- Send Me Your Feedback

That's it. Producing reports takes time, and that's time that I could be working on other things. I certainly don't mind letting everyone know what I'm up to throughout the summer, but if nobody is going to read them, then what's the point? If you think things are going well, let me know. I will really appreciate it. If you think they're going poorly, tell me how to do better. I'm in here because of all of you, and I want to do the best I can.

6.0 Conclusion

That concludes my Summer Plan. Along with the few summer office employees, there are still a lot of people that are supposed to be around Kingston for the summer. It's shaping up to be fantastically eventful, and I can't wait for it to start. By our next Council meeting, not including the informal one at Summer Retreat, I expect that I will have some substantial updates for all of you. Have a great summer (I know I will), and drop by the Lounge if you're ever in Kingston.

Cheers,

- Greg