

β: SOCIETY LEADERSHIP

The Society Leadership policy outlines the positions and responsibilities of the Engineering Society executive and directors. Included are lists of responsibilities and duties as well as special requirements such as summer positions.

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 Director of External Communications, 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)
 - iii.** The President, along with Director of External Communications shall attend all ESSCO and SFES regular meetings for which EngSoc is invited. In the event that only one space is made available for a Queen's delegate, either the President or the Director of External Communications shall attend as decided by council
 - 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 v.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 θ.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 ι.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 ζ.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 ζ.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.

Part II: Vice-President (Student Development)

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

6. The Vice-President (Student Development) shall represent the social, environmental, as well as professional development issues to the Society's membership
7. The Vice-President (Student Development) shall have responsibility and authority over the following elements of the Society:
 - a. The committees, and Chairs, within the Student Development portfolio, which include:
 - i. the Committee on Inclusiveness
 - ii. the Charitable Works Committee
 - iii. the Engineering Society Outreach coordinator
 - b. The Conference Coordinator, conferences, and competitions of the Society, which include:
 - i. Conference on Industry Resources Queen's University Engineering (CIRQUE+)
 - ii. Conference on Women in Engineering (CWIE)
 - iii. Commerce and Engineering Environmental Conference (CEEC)
 - iv. Queen's Engineering Competition (QEC)
 - c. a Design Team Roundtable which shall facilitate communication among the Design Teams associated with the Engineering Society
 - d. Queen's Project on International Development (QPID), as seen in Bylaw 9, Part VIII and Appendix D
 - e. Clubs and Design Teams affiliated with the Society as seen in κ.C
8. The duties of the Vice-President (Student Development) shall include, but are not limited to:
 - a. to attend executive meetings as described in By-Law 4, Part III.
 - b. to represent the groups within this portfolio to EngSoc and to other external organizations.
 - c. to meet regularly with groups within this portfolio to act as an information source, to encourage the initiatives of the groups, and to monitor the progress of the goals of these groups.
 - d. be a voting member of the Faculty Board of the Faculty of Applied Science.
 - e. Oversee the activities of the Director of Professional Development.
 - f. voting member of AMS Assembly

Part III: Vice-President (Operations)

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

9. The Vice-President (Operations) is the primary financial and legal officer of EngSoc, responsible for overseeing the Directors and Management of the facilities and service operations of EngSoc.

10. The Vice-President (Operations) shall have responsibility and authority over the following elements of the Society:

- a.** The Director of Finance
- b.** The Director of Services
- c.** EngSoc accounts and those of associated groups who bank with the Engineering Society.
- d.** The central EngSoc budget.
- e.** The Finances of the Engineering Society Services as outlined in section η of the Policy Manual. This list includes:
 - i.** Campus Equipment Outfitters (CEO)
 - ii.** Science Quest
 - iii.** Golden Words
 - iv.** Clark Hall Pub
 - v.** EngNet.
 - vi.** Engenda Publications
 - vii.** Integrated Learning Centre Constables (iCons)
 - viii.** The Tea Room
- f.** To enhance student life and the broader learning environment for the Engineering Society Membership and greater Queen's community.
 - i.** 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.
 - ii.** The Vice-President (Operations) shall be responsible for submitting the proposal of the new service to the Board of Directors and, pending on their approval, write and present policy regarding the new service to the Engineering Society Council.
- g.** All EngSoc Service Advisory Boards, including:
 - i.** The Tea Room Steering Committee
 - ii.** Golden Words Editorial Review Board (GWERB)
 - iii.** The Science Quest Advisory Board
- h.** The Society's physical facilities including:
 - i.** The Services Space
 - ii.** The Clark EngSoc Lounge
 - iii.** The ILC EngSoc Offices
 - iv.** Related areas
- i.** The legal and financial decisions for the Engineering Society in collaboration with the President, as seen in Policy θ.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.
 - j. The IMAGINUS poster sale, as long as such contract exists.
- 11.** The duties of the Vice-President (Operations) include, but are not limited to:
- a. To attend all executive meetings as described in By-Law 4, Part III.
 - b. To 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.
 - c. To meet regularly with the Director of Services to:
 - i. Discuss, keep up to date, and develop strategy for service operations and human resource issues.
 - ii. Evaluate performance of the Director of Services.
 - iii. Evaluate service performance
 - iv. Act as a resource for the Director of Services
 - d. To meet regularly with the Director of Finance to:
 - i. Discuss, keep up to date, and develop strategy for finances of the Society.
 - ii. Evaluate performance of the Director of Finance.
 - iii. Evaluate financial performance of various groups and clubs of the Society.
 - iv. Act as a resource for the Director of Finance.
 - e. To meet with service management in order to act as an information source and to monitor the progress of their goals. This involves:
 - i. Leading long term strategic and capital planning.
 - ii. The review of actual, margins and profits for each service.
 - iii. Handling all loan requests for services from the Engineering Society as outlined in section 0.H.V of the Policy Manual.
 - iv. Responsibility for all honoraria and salary changes for services.
 - v. Evaluate the performance of management.
 - f. To review budgetary actual and operational updates for each service on the 7th day of each month, as is outlined in section 0.H of the Policy Manual and forward these documents to either the EngSoc Board of Directors and/or the appropriate advisory body.
 - g. To serve as an ex-officio voting member of the Engineering Society's Board of Directors.

- h.** To serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK).
- i.** Ex-officio recommendation 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.
- j.** To chair or appoint a representative to chair the service's advisory councils where applicable.
- k.** To supervise all service Business Managers, and Events, Years and Club Treasurers, ensuring that their operations are in accordance with good financial practice and statutory requirements.
- l.** To inspect the books of the Clubs, Years, and other operations of the Society monthly.
- m.** To arrange that each year the Society's financial books are inspected by a Chartered Accountant who shall prepare a statement based on those records if deemed necessary.
- n.** To oversee all aspects of the:
 - i.** EngServe agreement
 - ii.** The Service Capital Plan
 - iii.** Dean's Donations
 - iv.** Tripartite Agreement
 - v.** Lease Agreements
- o.** To sign off each day on any deposit into the EngSoc safe in the safe log as recorded by the Chief Financial Director.
- p.** To present for approval to the EngSoc Council the EngSoc Operating Account Annual Budget and the Operating Account Consolidated Financial Statements as outlined in EngSoc Policy Manual θ.
- q.** To update and maintain policy relevant to the Operations Portfolio.
- r.** To act as a liaison for EngSoc associated groups and services to the Faculty of Applied Science, Queen's University, and other external organizations, including:
 - i.** Working with the EngSoc investment advisor on Society investments.
 - ii.** Consulting with the AMS General Manager on issues of insurance and liability.
 - iii.** Any managers and advisors who deal with the Society's money and/or services.
- s.** To monitor the external sponsorship of groups within this portfolio.
- t.** To organize and run the IMAGINUS poster sale or appoint a designate to fulfill this duty, as long as such a contract exists, three time each year with the assistance of the Arts & Science Undergraduate Society (ASUS).

- u. To keep Council informed by regular reports on the financial and operational position of the Society and its services.
- v. The Vice-President (Operations) shall have a paid summer position as outlined in Grouping 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 Vice-President (Operations)'s Summer Plan (Grouping B.2).
 - ii. The Summer Plan Regular Task List including:
 1. Submitting weekly summaries (TPS reports) to the summer executive.
 2. Submitting monthly reports to Council.
 3. Daily administrative, payroll and financial duties for the Engineering Society.
 4. Assisting Executive and Directors during the summer months.
 5. Assisting service managers and staff over the summer.
 6. Liaising with the Faculty of Applied Science on Finance and Financial Services issues.
 7. Strategic planning and budget support for Clark Hall Pub and the Tea Room.
 8. Budget, human resources, and management support for Science Quest.
 9. Logistical support for the Engenda publication.
 10. Providing financial assistance to QPID.
 11. Dealing with CU Advertising on the Engenda, Frosh Primer, and Yearbook publications.
 12. Becoming familiarized with Engineering Society finance.
 13. Reviewing insurance contract and space agreements.
 14. Updating the Society's finances.
 15. Preparing the EngSoc annual budget.
 16. Reviewing QUESSI documents.
 17. Liaising with the Faculty of Applied Science and the AMS Services on Services issues.

Part IV: Vice-President (Society Affairs)

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

12. The Vice-President (Society Affairs) shall strive to represent the Engineering Society to its members and market the Society to the community at large,

13. The Vice-President (Society Affairs) shall have direct responsibility and authority over the following elements of the Society:

- a.** the Director of Internal Affairs.
- b.** the Director of Events
 - i.** Associated events of the Engineering Society not specifically delegated to another officer or separately empowered committee.
- c.** the Director of Information Technology
- d.** Internal Marketing Office (IMO).
- e.** the Polling Officers
- f.** the Society Videographers.
- g.** the Society Photographers.

14. The duties of the Vice-President (Society Affairs) include, but shall not be limited to:

- a.** attending and acting as secretary at all executive meetings as described in By-Law 4, Part III.
- b.** acting as a resource in the effective operation of the Internal Marketing Office (IMO).
- c.** the maintenance of an open database of all non-confidential transition reports to be used as job description information for EngSoc hiring.
- d.** Supporting Review Board in the acquisition of transition reports from all outgoing EngSoc Executive, Directors, and Officers; prior to the end of his/her own term
- e.** the maintenance of a database of current EngSoc Position holders, the maintenance of mailing lists and a file of unsuccessful candidates for all EngSoc positions.
- f.** the maintenance of the paper filing system of the Society Offices.
- g.** the administration and monitoring of the e-mail lists of Engineering Society, including approval of all electronic communications to the Society membership through this list in accordance with the Society's Computing Policy (Policy λ.B)
- h.** the indirect maintenance of the external and internal computer systems of the Society Offices through supervision of the Director of Information Technology (IT).
- i.** liaising with each Science Year and Discipline Club; this includes convening regular meetings of the Year Presidents' Caucus.

- j.** ensuring all Hiring Committees are familiar with and follow the Hiring Policy (Policy γ.B)
- k.** organizing the annual Appointment Fair to publicize available appointed positions

- l.**
- m.** the facilitation of an institutional memory of past Society occurrences for future benefit by:
 - i.** supervising the EngSoc Videographers and Photographers in the documentation of Society events throughout the year.
 - ii.** supervising the activities of the EngSoc Handbook (Proceedings of the Engineering Society) Editors.
- n.** reporting to Council the state of affairs of the Society with respect to this portfolio.

Part V: Vice-President (Academic)

(Ref. By-Law 4, Part IV, Section 16)

15. The Vice-President (Academic) shall represent the Society to the Faculty of Applied Science and to Queen's University on all academic and curricular matters, and in matters related to the implementation of the Integrated Learning philosophy. The Vice-President shall act to enhance the quality of education delivered to all students of Queen's Applied Science.

16. The Vice-President (Academic) shall have direct responsibility and authority over the following elements of the Society:

- a.** The Faculty-Student Liaison Committee.
- b.** The Better Equipment Donation (B.E.D.) Fund.
- c.** Englinks, the Engineering Society's tutor-matching program.
- d.** Students for Engineering Education Development (SEED).

17. The duties of the Vice-President (Academic) include, but shall not be limited to:

- a.** Attending all executive meetings as described in By-Law 4, Part III.
- b.** Representing the Engineering Society membership in all matters related to academics and curriculum.
- c.** Developing and implementing initiatives of a curricular nature in order to enhance engineering education
- d.** Being an ex-officio, voting member of the Better Equipment Donation Fund Board, as defined in By-Law 16.
- e.** Being a voting member of the Faculty Board of Applied Science
- f.** Serving on the Academic Planning Committee of the Faculty Board of Applied Science
- g.** Acting as a member of Students for Engineering Education Development and monitoring its activities.
- h.** Serving on the Operations committee of the Faculty Board of Applied Science
- i.** Representing the Engineering Society on the Faculty-Student Liaison Committee

- j. Monitoring and acting as a resource for the discipline club academic representatives
- k. Monitoring the activities of the Queen's University Senate and its associated Committees and Subcommittees in consultation with the Engineering Student Senators
- l. Overseeing Faculty Board representatives.
- m. Being a liaison with all groups described within the portfolio of this position and representing these groups to EngSoc council.
- n. Representing EngSoc at external committee meetings whose mandates fall within the portfolio of the Vice-President (Academic).
- o. Liaising with the AMS Academic Affairs Commission and sitting on the AMS Academic Caucus
- p. The Vice-President (Academic) shall have a paid summer position, as detailed in Grouping B, and will be required to be in Kingston for the summer to develop Applied Science curricular initiatives, to represent the Society's academic interests and serve as resource for the Engineering Society members. The Summer activities shall consist of:
 - i. Those activities and initiatives outlined in the Vice-President (Academic)'s Summer Plan, as detailed in Grouping B.2.
 - ii. The Summer Plan Regular Task List including:
 1. Submitting biweekly reports to the Executive
 2. Submitting monthly reports to Council
 3. Assisting Executive who are geographically unable to visit Kingston during the summer months
 4. Finalizing the annual operations of the Better Education Donation (BED) Fund.
 5. Liaising with the Faculty of Applied Science on Academic Issues
 6. Meeting frequently with the Applied Science Summer Projects Office
 7. Liaison with the AMS Academic Affairs Commission

B. Summer Executive Positions

1. Introduction

a. Scope: This policy is intended to provide a guideline for the activities of the Summer Executive for the summer months. The policy covers accountability, compensation, and planning issues.

2. Planning and Documentation

a. Planning Process:

i. Two main resources shall be used to create the Summer Plan for each Executive Member, they are:

1. The transition report of the past Executive Member, which shall include suggestions relating to the Summer Plan.

2. A Summer Proposal, prepared by each executive member, created through consultation with the EngSoc Executive and any other relevant parties.

ii. The Summer Plan shall be presented to council, for approval, no later than the final meeting of EngSoc Council before summer recess.

iii. The VP (Operations), if circumstances dictate, shall additionally submit their Summer Plan to the Board of Directors for feedback.

b. Planning Documentation

i. The Summer Plan for each Executive Member shall include at least three main sections:

1. the Summer Plan Work Schedule

2. the Summer Task List

3. the Summer Goal List

ii. The Summer Plan Work Schedule shall include:

1. the work schedule of the individual Executive member, justifying the sixteen (16) week salary in terms of hours worked.

2. the tentative volunteer work schedule for each executive member, in order to maintain the volunteer aspect of the position. It would be expected that this portion would be in the order of an additional 30-40% of the paid President work schedule.

3. tentative plans for summer meetings, including the date of the EngSoc Summer Retreat.

4. the reporting schedule to the EngSoc Review Board and EngSoc Council regarding progress made during the summer.

iii. The Summer Plan Regular tasks for each Executive are listed for the President (Group A.I.3.j.ii), Vice-President (Operations) (Group A.III.bb.ii.) and Vice-President (Academic) (Group A.VI.19.p.ii) in the respective descriptions of these position and must be updated yearly by Council no later than the final meeting of the fall term

iv. The Summer Plan Goal List shall form the basis for executive goals for the upcoming year. Within the summer plan it shall form the basis for the actions of the Executive member required to achieve these goals.

3. Accountability and Progress Reporting

a. Accountability

- i. The Executive member is accountable to the EngSoc Council for the duration of the summer.
 - ii. It is the responsibility of the Chair of the EngSoc Review Board to initiate and schedule discussions regarding the Executive member and his/her success in terms of the Summer Plan.
 - iii. It is the responsibility of the Executive member to submit in writing an update to council regarding the success in terms of the Summer Plan. The date of this report shall be detailed in the Summer Plan Task List.
 - iv. It is the responsibility of EngSoc Council members to bring to the attention of Council any concerns they may have regarding actions of the Executive member in the summer term.
 - b. Deviations from the Summer Plan.
 - i. The Executive member may deviate from the Summer Plan, however, if considerable policy changes have been made they must notify council in writing.
 - ii. Considerable changes are defined as those that would
 - 1. alter the intent of any goals set by the Executive member contradict proposals in the Summer Plan.
 - 2. eliminate items from the Summer Task List
 - c. Reporting
 - i. The Report on the Summer Term must be made by the second fall council meeting. This shall be a brief document summarizing the summer activities in terms of success and failures, noting any minor deviations or additions made to the plan.
 - ii. The Executive member shall send a written update in the form of a TPS (Thorough Present Status) Report and a written update to Council at least monthly.
4. Compensation:
- a. All Summer Executive members shall be remunerated according to the following:
 - i. The hourly wage shall be set at \$15.75 for the year 2010 and compounded annually by the Canadian Government regulated Consumer Price Index (CPI) for subsequent years.
 - ii. Each Summer Executive shall be eligible to receive, at the discretion of Council, an honorarium with the value worth one week of pay.
 - b. The Summer Executive salaries must be approved by Council every March, and the rate of pay shall be reviewed by the outgoing Executive a minimum of once every three (3) years. Any changes to these salaries must be approved by Council.
5. Determination of Summer Positions:

- a. The outgoing Executive shall bring a motion before Council at the last meeting of the Fall term mandating which members of the incoming Executive will have paid summer positions.

C. Directors

Part I: Director of Events

(Ref.By-Law 8, Part II, Section 2)

1. The position of Director of Events is responsible for the supervision of all internally funded events and programs of the Society. The position holder will be highly spirited and must be able to motivate committee members and coordinate many aspects of events run by the Engineering Society.
2. The specific duties of the Director of Events are the following:
 - a. to assist groups with the scheduling and long-term planning of events and programs.
 - b. to communicate regularly with group chairs.
 - c. to communicate regularly with Charity Coordinator.
 - d. to communicate regularly with the Vice-President (Society Affairs).
 - e. to oversee the financial activities of groups in conjunction with a member of the treasury.
 - f. to inform council of the activities and concerns of EngSoc groups.
 - g. to act as a resource to groups.
 - h. to implement personal and platform projects and initiatives which will improve the general welfare of the Society.
 - i. to act as a liaison with the Science Formal Committee and assist them in using EngSoc resources.
 - j. to organize the EngSoc Formal Wine and Cheese.

Part II: Director of Internal Affairs

(Ref.By-Law 8, Part II, Section 3.)

3. The Director of Internal Affairs shall oversee the procedure and protocol of the Society.
4. The Director of Internal Affairs shall have direct responsibility and authority over the following elements of the Society:
 - a. the Chief Returning Officer (CRO)
 - b. the Council Secretary
 - c. the Constitutional Guru
 - d. the Chief Internal Records Officer

5. The specific duties of the Director of Internal Affairs include, but shall not be limited to:

- a. maintaining consistency mechanics and smooth operation of Council.
- b. running elections arising in Council including those of Speaker and Assistant Speaker.
- c. being present at Council meetings and acting as an objective resource for the EngSoc Speaker
- d. Compiling and publicizing the agenda of upcoming Council meetings.
- e. Publicizing upcoming Council meetings in the This Is For Real section of Golden Words
- f. acting as the Chief Electoral Officer (CEO) for all Society elections and overseeing the Chief Returning Officer (CRO) in carrying out of said elections, as seen in Bylaw 3, Part I:
 - i. meeting as necessary with the Chief Returning Officer (CRO)
 - ii. making rulings resolving disputes and making rulings during the election
- g. being the Policy Brahma of the Constitutional Guru.
- h. ensuring the accuracy and integrity of the EngSoc archives by sending information to campus archives whenever necessary
- i. Compiling a directory of contacts for all position holders in the Engineering Society and in its associated groups, clubs and organizations.
- j. being an ex-officio, non-voting member of the EngSoc Review Board, as seen in Bylaw 15 and Policy ε.A.
- k. proposing changes to the current Constitution and Policy Manual to be implemented by Council in conjunction with the EngSoc Review Board.
- l. coordinating the annual Engineering Society Awards Banquet, as seen in Bylaw 17:
 - i. soliciting nominations and selecting candidates for the Awards Committee, in accordance with Bylaw17, Part I, Section 2
 - ii. liaising with the Faculty Office with respect to Society Awards.
 - iii. holding meetings of the Awards Committee as necessary.
 - iv. organizing and chairing the annual Awards Banquet.
- m. overseeing the activities of the EngSoc Chief Internal Records Officer in the retrieval of information from campus archives to provide perspective on current Society happenings.
- n. communicating at a minimum of weekly with the Vice-President (Society Affairs)

Part III: Director of Professional Development

(Ref. By-Law 8, Part II, Section 4)

6. The Director of Professional Development shall coordinate all EngSoc activities associated with career advancement and preparation of Society members for post graduate work.
7. The Director of Professional Development will support the long term stability of external groups by promoting strong ties to industry through the initiation of corporate partnerships and exploration of alternative avenues of sponsorship to support groups.
8. The specific duties of the Director of Professional Development are the following:
 - a. to oversee professional development programs including but not limited to:
 - i. resume programs;
 - ii. mock interviews;
 - iii. cover letter workshops;
 - iv. informational pamphlets; and
 - v. the Engineering Summer Job Fair.
 - b. to act as an ex-officio member of the External Relations Committee.
 - c. to act as a resource person, focusing on career development and preparation for undergraduate engineers
 - d. to communicate with industry through the preparation and forwarding of promotional material relating to the operation of EngSoc and appropriate groups and services.
 - e. to coordinate corporate hosting including the organization of corporate information sessions and industry tours.
 - f. to promote the concept of interaction between students and industry on campus.
 - g. to coordinate information sharing between sponsorship representatives from EngSoc groups seeking external funding.
 - h. To serve as a student member of the local chapters of the Professional Engineers of Ontario (PEO) and Ontario Society of Professional Engineers (OSPE).
 - i. to act as a liaison between EngSoc and:
 - i. Queen's University Career Services.;
 - ii. International Association for the Exchange of Students for Technical Experience (IAESTE);
 - iii. Queen`s Undergraduate Internship Program (QUIP);
 - iv. Professional Engineers of Ontario (PEO);
 - v. Ontario Society of Professional Engineers (OSPE); and
 - vi. Engineers Canada.
 - j. to communicate at a minimum of bi-weekly with the Vice-President (Student Development).

k. to continually re-evaluate the mandate of the External Relations Committee and adjust it as necessary with the help of the Director of External Communications.

Part IV: The Director of External Communications

(Ref. By-Law 8, Part II, Section 5)

9. The Director of External Communications acts to maintain strong and relevant associations between the Engineering Society of Queen's University and Engineering Faculties and Societies at other institutions, thereby furthering the greater engineering community and enhancing the role of the Engineering Society of Queen's University in it.

10. The Director of External Communications shall be responsible for:

- a. the selection of delegates for external conferences
- b. Attending and co-ordinating conferences and meetings with external associations, including the Engineering Student Societies' Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES)
- c. To act as an ex-officio member of the External Relations Committee.

11. The specific duties of the Director of External Communications are as follows:

a. to act as liaison between EngSoc and external organizations including but not limited to:

- i. Engineering Student Societies' of Ontario (ESSCO)
- ii. Canadian Federation of Engineering Students (CFES)
- iii. Professional Engineers of Ontario (PEO)
- iv. Ontario society of Professional Engineers (OSPE)
- v. Engineers Canada

b. to actively inform students about external groups and organizations.

c. to provide a link to external for internal Engineering Society organizations, especially for the purposes of recruiting conference delegates and promoting opportunities to the greater engineering community

d. to initiate and support events and opportunities which enhance the inter-university engineering spirit and community

e. to attend conferences, events and meetings of external organizations as the head representative of the Engineering Society including:

- i. conferences of the Engineering Student Societies Council of Ontario (ESSCO) and Canadian Federation of Engineering Students (CFES)
- ii. other conferences at which it is deemed to be of benefit for the Society to be represented or which provide relevant information or opportunities to Society members.

- f. To arrange for the travel and attendance of selected delegates to external conferences.
- g. to monitor the online resources of ESSCO, CFES and other relevant affiliated groups, and participate on behalf of the Engineering Society in discussions over these organizations' e-mail links and online meetings.
- h. to maintain a database of current contacts for Engineering Faculties, Societies and other relevant resources at other institutions.
- i. Oversee the building of an EngSoc float for the Santa Claus parade
- j. Oversee the organization of the annual FebFest Snow Sculpture building competition
- k. Oversee EngSoc's participation in National Engineering Week
- l. Distribute Press Releases for Engsoc

12. The Director of External Communications shall be responsible to the President of the Engineering Society. The Director, along with the President shall attend all ESSCO and CFES regular meetings for which EngSoc is invited. In the event that only one space is made available for a Queen's delegate, either the President or the Director of External Communications shall attend. The Director of External Communications shall be EngSoc's head delegate at all conferences the Director of External Communications attends. The Director of External Communications shall represent the opinions of the Engineering Society and vote on behalf of the Society as so directed by the President or the Engineering Society Council. In the event that no direction is given, the Director of External Communications shall vote in a manner which the Director of External Communications deems in the best interest of the society.

Part V: Director of First Year

(Ref. By-Law 8, Part II, Section 5)

13. The Director of First Year will be responsible for enhancing the relationship of the first year class with their Engineering Society. The Director will coordinate efforts to involve the first-year class in Society programs and services. The Director will convey logistical information to the first years and advise on Engineering Society resources, as well as Faculty and University services. This Director will function to promote the Society as a direct part of the lives of its first-year membership, recognizing the Society's commitment to fostering inclusiveness. The director will undertake initiatives to this end.

14. The duties of the Director of First Year are as follows:

- a. to provide advice and information to the first year executive without inference in the autonomy of that executive.
 - i. the Director shall not provide information or advice to the first year executive unless so solicited by the first year executive.

- b.** to serve as a direct liaison between the first year class and the Engineering Society Executive and Directors.
- c.** to be available to first years in order to gather individual concerns and act on their behalf.
- d.** to publicize the Engineering Society and involvement opportunities to the first-year class and making the first year class aware of its relevant policies, structure, services and organizations.
- e.** to organize two Engineering Society Club Fairs, one each term, of each year.
- f.** to hire from the first year class, in concert with the Vice-President (Student Development), a First Year Academic Representative.
- g.** working with the First-year Academic Representative to solicit concerns and suggestions, and develop recommendations for the Annual Report on the First-Year Program.
- h.** to meet frequently, along with the first year President, with the Faculty of Applied Science Director of First Year Studies to attain updates on the first year academic program and to address students' concerns.
- i.** To create and develop initiatives which enhance the academic and extracurricular education of first year students.

Part VI: Director of Services

15. The Director of Services shall be responsible for overseeing the management and operations of the services of the Engineering Society as outlined in section η of the Policy Manual. This list includes:

- a.** Campus Equipment Outfitters (CEO)
- b.** Science Quest
- c.** Golden Words
- d.** Clark Hall Pub
- e.** Engenda Publications
- f.** Integrated Learning Centre Constables (iCons)
- g.** The Tea Room

16. The Director of Services shall be responsible for ensuring that all service employees of the Engineering Society are properly trained, tracked, and comfortable during their employment.

17. The Director of Services will act as a resource for both staff and management and will also mediate problems that exist between these two groups.

18. The specific duties of the Director of Services are as follows:

- a. To meet regularly with the service managers to act as an information source, to encourage and assist the initiatives of the management, and to monitor the progress of their goals.
- b. To meet regularly with the Vice-President (Operations), this involves:
 - i. Assisting with long term strategic and capital planning.
 - ii. The review of actual, margins and profits for each service.
- c. To update and maintain a database of service interview questions for both management and staff positions for each service.
- d. To coordinate hiring and advertising, with the help of the Vice-President (Society Affairs), for all service manager positions.
- e. To assist managers with hiring of assistant managers and staff during their hiring period.
- f. To organize and plan the manager training day with the Vice-President (Operations) and the outgoing executive.
- g. To organize and plan a training session for all service staff outlining the role of the Engineering Society as it relates to service staff including but not limited to:
 - i. The roles of the Director of Services and the Vice-President (Operations)
 - ii. The Staff Chat system
 - iii. How to file a complaint or grievance.
- h. To coordinate and prepare individual contracts for each service manager to be signed within 2 weeks of manager hiring.
- i. To collect the names and positions of all service managers for the year and create a dossier for each which includes:
 - i. their application and/or resume submitted for the position;
 - ii. updated contact information;
 - iii. results of any manager/staff reviews and evaluations that have been completed; and
 - iv. records of any formal complaints/grievances made by or against the individual and any follow-up on the claim.
- j. To verify that each employee has fulfilled the academic requirements (enrolled in the Faculty of Applied Science, member in good standing etc...) associated with the position they hold.
 - i. any employee that is in violation of their job requirements will be reported to the Vice-President (Operations).
- k. To be the first contact point for any complaints between any combination of the service staff, the service management, and the Engineering Society.
- l. To act as a mediator for disputes between staff members as well as the staff and management.

- m.** To carry out one Staff Chats session for each service, each semester is carried out.
 - i.** for Science Quest it is expected there will be two Staff Chats sessions during the summer.
- n.** To bring all management discipline cases to the attention of the Vice-President (Operations) and handle these cases in the following matter:
 - i.** making note each time an expected duty for a manager is not completed each month;
 - ii.** classifying each infraction made by the management;
 - iii.** determining an appropriate course of action with the Vice-President (Operations) as outlined in section ε.A.III or γ.c of the policy manual.
- o.** To assist with any staff and/or management rehires that occurs throughout the year.
- p.** Collecting and reviewing all manager transition reports.
- q.** Mediating an internally or externally originating conflicts or complaints between staff and management as well as management and the Engineering Society, as outlined in Policy Manual section η.

Part VII: Director of Finance

- 19.** The Director of Finance shall be responsible for the short term financial operations of the Society as outlined in section θ of the Policy Manual.
- 20.** The specific duties of the Director of Finance are as follows:
 - a.** To ensure that the finances of the Society are correctly set up and maintained throughout the year in QuickBooks.
 - b.** To update the EngSoc budget as often as possible and to provide summary sheets to the Vice-President (Operations) when requested.
 - c.** To keep track of bank location, signing authority, and account information for all groups within the Engineering Society, even if they do not bank with EngSoc.
 - d.** To reconcile bank statements and ensure that all bills are paid on time.
 - i.** this includes reviewing and verifying all transactions on each financial statement with Queen's Financial Services.
 - e.** Oversight of the Budget Manager(s) whose tasks shall include:
 - i.** Assisting in the oversight of the finances of the events, conferences, and competitions of the Society, as outlined in section η,μ,ν Policy Manual.
 - ii.** Assisting in the running of the finances of the society. To this end the budget manager shall be granted access to QuickBooks.
 - iii.** Being a non-voting member of the Budget Approval Committee.

- iv. Working with the Chair of the Budget Approval Committee to arrange meetings and obtain budgets and final reports from groups, as outlined in 0.G.
 - f. To approve cheque requisition forms submitted by those groups within the Bank of EngSoc as outlined in section 0.B of the Policy Manual.
 - i. after the form has been approved, the cheque is then to be written and left in the appropriate area for the President and Vice-President (Operations) to sign.
 - g. To deposit the funds of the Society in the bank on a regular basis as outlined in section 0.C.IV of the Policy Manual.
 - i. All funds deposited in the EngSoc safe will be recorded in a safe log that is filled out by the Director of Finance. All log entries must be signed by the Vice-President (Operations).
 - h. To provide invoices to the services each month and ensure that all payments are made on time.
 - i. the Vice-President (Operations) will be informed of any late payment and how many days it is late.
 - i. To process all salary requisitions for any work study employees of the Engineering Society during the year.
 - j. To fill out GST remittance forms as required.
 - k. To order office supplies as needed for the ILC EngSoc Offices, the photocopier, and the fax machine.
 - l. To correspond with CU Advertising on collecting money for the various publications run by the Engineering Society.
 - m. To create photocopier accounts for all those who require them.
21. To communicate a minimum of once a week with the Vice-President (Operations).

Part VIII: Director of Information Technology

- 22. The Director of Information Technology should have experience with IT in an enterprise environment.
- 23. The Director of Information Technology shall represent the IT team to the Vice President (Society Affairs) and the Engineering Society Executive.
- 24. The Director of Information Technology shall be responsible for:
 - a. supervising the IT team
 - b. managing the Engineering Society's servers to provide web, e-mail and file storage services.
 - c. perform the budgetary planning for the IT department
 - d. maintaining the Engineering Society's workstations for use by the Engineering Society's Executive, Directors and Officers.

- e. protecting the integrity and security of EngSoc's data, through appropriate archival and security policies.
 - f. working with the Engineering Society's services, clubs, groups and design teams to ensure effective and efficient use of shared and private IT resources.
 - g. keeping a full inventory of the Society's physical IT assets, including purchase dates and warranty information.
 - h. compiling and maintaining complete documentation for all aspects of the Society's IT infrastructure.
 - i. providing training and documentation for all users of Engineering Society computer equipment.
 - j. training Computer Managers, the Webmaster and the Web Team.
 - k. coordinating projects among the IT team
 - l. delegating work to the appropriate positions of the IT team
 - m. managing IT office hour scheduling
 - n. creating a detailed written transition report at the end of their term.
25. The Director of Information Technology shall be the chair of the hiring panel responsible for hiring all members of the IT team excluding the Director of Information Technology position.