

## **BY-LAW 8**

### **ENGINEERING SOCIETY DIRECTORS**

#### **Part I: Selection and Qualifications of Directors**

- 1. a.** This section pertains to the following positions:
  - i.** Director of Events
  - ii.** Director of Internal Affairs
  - iii.** Director of Professional Development
  - iv.** Director of External Communications
  - v.** Director of First Year
  - vi.** Director of Services
  - vii.** Director of Finance
  - viii.** Director of Information Technology
- b.** These positions shall be filled according to Policy Manual Section  $\beta$ .C: Appointments.

#### **Part II: Duties of Directors**

- 2. Director of Events**
  - a.** The Director of Events shall supervise all internally funded events of the society including but not limited to:
    - i.** Intramural Sports
    - ii.** Buddy Program
    - iii.** Carol Service
    - iv.** EngWeek
    - v.** Kamikaze
    - vi.** Science Formal Wine and Cheese
  - b.** The Director of Events shall report to the Vice-President (Society Affairs).
  - c.** The Director of Events shall be responsible for all duties listed under Section  $\beta$ .C.I in the Policy Manual.
- 3. Director of Internal Affairs**
  - a.** The Director of Internal Affairs shall:
    - i.** oversee the procedure and protocol of the Society
    - ii.** form and chair the Awards committee
    - iii.** oversee the Chief Returning Officer
    - iv.** oversee the Assistant Secretary
  - b.** The Director of Internal Affairs shall report to the Vice-President (Society Affairs).
  - c.** The Director of Internal Affairs shall be responsible for those duties listed under Section  $\beta$ .C.II in the Policy Manual.

#### 4. Director of Information Technology

- a. The Director of Information Technology shall be responsible for the information technology operations of the Society.
- b. The Director of Information Technology shall report to the Vice-President (Society Affairs) and be responsible for:
  - i. Maintaining the Society's IT infrastructure
  - ii. Over seeing the IT officers, computer managers, and web managers..
  - iii. Planning for the future growth and stability of the IT department
- c. The Director of Information Technology shall be responsible for those duties listed under  $\beta$ .C.VIII.

#### 5. Director of Professional Development

- a. The Director of Professional Development shall coordinate all EngSoc activities associated with career advancement and preparation of Society members for post graduate work. These activities shall include but not be limited to:
  - i. Organizing Resume, Cover Letter Workshops
  - ii. Organizing Mock Interviews
  - iii. Organizing Career Fairs
  - iv. Acting as a Liaison with Career Services
  - v. Industrial Relations Programs
  - vi. Acting as ex officio member of the External Relations Committee.
- b. The Director of Professional Development shall report to the Vice-President (Student Development).
- c. The Director of Professional Development shall be responsible for those duties listed under Section  $\beta$ .C.III in the Policy Manual.

#### 6. Director of External Communications

- a. The Director of External Communications shall act as a liaison between the Society and external groups including but not limited to:
  - i. Engineering Student Societies' Council of Ontario (ESSCO)
  - ii. Canadian Federation of Engineering Students (CFES)
  - iii. Ontario Society of Professional Engineers (OSPE)
  - iv. Professional Engineers of Ontario (PEO)
  - v. Engineers Canada
- b. The Director of External Communications shall:
  - i. Act as an ex officio member of the External Relations Committee
- c. The Director of External Communications shall be responsible for those duties listed under Section  $\beta$ .C.IV in the Policy Manual.

#### 7. Director of First Year

- a. The Director of First Year shall act as a liaison between the first year executive and the Engineering Society executive, shall advise the first year class and advocate first year concerns
- b. The Director of First Year will report to the President and be responsible for:
  - i. Providing advice and information to the first year executive.
  - ii. Publicizing the society to the first year class
- c. The Director of First Year shall be responsible for those duties listed under Section  $\beta$ .C.V in the Policy Manual.

#### 8. Director of Services

- a. 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.
- b. The Director of Services shall report to the Vice-President (Operations) and be responsible for:
  - i. Ensuring all Engsoc Employees are properly trained
  - ii. Assist management in hiring of assistant management.
  - iii. Inform the staff of policies surrounding the staff's position, i.e. Grievances and dismissal procedures.
- c. The Director of Services shall be responsible for those duties listed under section  $\beta$ .C.VI

#### 9. Director of Finances

- a. The Director of Finance shall be responsible for the short term financial operations of the Society
- b. The Director of Finance shall report to the Vice-President (Operations) and be responsible for:
  - i. Maintaining the society finances
  - ii. Over seeing the Budget Managers
  - iii. Approving check requisitions
- c. The Director of Finances shall be responsible for those duties listed under section  $\beta$ .C.VII

### **Part III: Policy References**

- 10. This by-law may be referenced in the following sections of the Policy Manual:  $\beta$ .C.