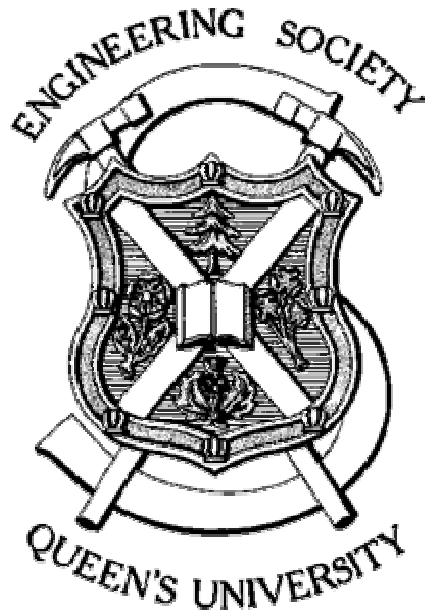


The Engineering Society of Queen's University Presents:

## **Junior Senator Position Manual**



**Prepared by:**

Ross Chaudhry  
Junior Senator 2009-2010

**With Files from:**

Mackenzie Dixon  
Junior Senator 2008-2009

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## Job Description

The position of Senator within the Engineering Society is unique in that the Senators have minimal responsibilities within the structure of the Engineering Society itself. The work of the Senator is done outside of the Society within the University administration, and they make important decisions that impact the entire university, not just engineers. As well, the Senators are free to vote as they please on issues that they face, rather than answering to specifically their constituents, as is the case with many other positions.

The Junior Senator is a member of the University Senate, which is the highest academic body at Queen's, and one of its three main governing bodies. The Senate makes decisions and policy changes regarding degree programs, student discipline, orientation programs, residences, scholarships, honorary degrees, and much more. The University Senate meets once a month for about an hour and a half. Each Senator will be on one or more specific Senate committees, where the majority of their work is done. Committee appointments are generally done in the April meeting of Senate, and run for the full length of the Senator's 2 year term. Different Senate committees meet at differing frequencies. Some, like the Senate committee On Non-Academic Discipline (SONAD), meet biweekly, and others, such as the IT committee, meet as little as 6 times a year. Others, such as the Nominating Committee, have nothing formal for a long period of time, and then in the span of a month, may meet three or more times a week. Student senators make up the Student Senate Caucus, which meets before Senate to discuss the issues behind closed doors, in order to present a coordinated student front on the Senate floor.

The Junior Senator also sits on the Applied Science Faculty Board, which typically meets in the week before Senate. This has a similar role to the Senate, though the Faculty Board deals with Applied Science centered issues. Faculty Board deals mostly with both the long-term strategic and budgetary planning of the Faculty, but also some day-to day operations. The Senators may or may not sit on a Faculty Board committee during this time. In addition to senators, the Engineering Society President, VP Academic, and Faculty Board year representatives also sit on Faculty Board.

The Junior Senator's final official position is on EngSoc Council, where they have a seat and a vote. The Junior Senator also has a seat and a vote at EngSoc Council. Council is the primary governing body of the Society itself, with voting members comprised of elected representatives from different groups within the University. Senators are responsible for presenting a brief oral report on pertinent information from the University Senate at the EngSoc Council meeting following each Senate meeting.

## **People I Work With...**

### **Senate:**

The Principal and Vice-Principals of the University  
The Deans of the respective faculties  
The Presidents of the AMS and SGPS  
The University Rector  
The Undergraduate and Graduate Student Trustees  
Elected staff and student representatives from each faculty

### **Faculty Board:**

The Dean of Applied Science  
The Applied Science Associate Deans  
All faculty members from each discipline  
The other elected student representatives

### **EngSoc Council:**

EngSoc executive and director team  
Year executive teams  
Discipline teams  
The student body! Any undergraduate engineer has speaking rights at council, and is welcome to attend.

## **Relevant Policy Manual Sections**

Since the Senators' sole responsibility within the Society is attending EngSoc Council, the only applicable pieces of policy are those relating to Council (By-Law 1 and Policy Manual Alpha).

## **Daily Tasks**

The main roles of the Junior Senator are meetings of committees and of other bodies. Some weeks, the Junior Senator may have nothing formal to do, and other weeks may have 3 or 4 meetings. The timing is highly variable, making the position very dynamic. Answering and dealing with emails is also an important part of the position, since that is how the majority of your correspondence will come.

## **Meetings I Attend**

**Senate** –Senate meets once each month, and its agenda (including appendices) can be up to an inch thick at times. That being said, in meetings of Senate, you hold the same power as everyone else, including the Deans. University-wide decisions and policies are made here, such as the final word on student discipline and the issuing of honorary degrees.

**Student Senate Caucus** – Caucus meets once a month prior to Senate to discuss the items on the agenda in order to co-ordinate the student response on the Senate floor. Meetings are held behind closed doors in order to allow each person to speak freely on the issues at hand.

**Faculty Board of Applied Science** – At Faculty Board, changes to the Faculty are approved (generally so), working with the Dean and Department heads. Issues discussed here range from budgeting to scholarships to course changes.

**EngSoc Council** – Council meets biweekly to act as the final word on the Society's operations, as well as to keep the Executive and Director team accountable for their actions. It can get a bit long at times, but is the most fun and casual of all the meetings.

**EngSoc Exec/Director Meetings** – Depending on the prerogative of the EngSoc President, the Senators may or may not attend some of these weekly meetings. This year, we did not attend any, but previous presidents asked for the Senators to attend.

## **Timeline**

**February to April** – The position of Senator is unique in that the term of the Senators officially begins in September. During this time, there will be a meeting of the outgoing and incoming Senators (likely at Summerhill). I attended meetings of Senate during this time, though I had no speaking rights or formal recognition. At the end of the year, I was also transitioned in and attended some Faculty Board meetings. As well, the Senators and the incoming and outgoing Presidents traditionally have a meeting to discuss how the relationship between will proceed.

**May to August** – There will be a meeting of the University Council during this time period, but again, the term will not have officially started, so attendance is optional. I was unable to attend, and nobody complained. Faculty Board met a few times as well, but this time period is very light and nothing is mandatory.

**September to December** – The position gets into full swing here, since all of the respective committees start meeting and getting down to business. The monthly meetings of Senate, Student Senate Caucus and Faculty Board begin, as well as the biweekly meetings of EngSoc Council. Also, committee responsibilities begin at this time, with workload highly dependent on which committee. There was another reception at Summerhill in order for all of the Senators to acquaint with each other in early September as well.

**January to April** – During this time, regular meetings of committees, senate, and faculty board continue, similar to the first four months. Senators are also invited to attend Spring Convocation. Finally, elections gear up and the job of transitioning in the new junior senator begin.

## Contact Information

If you have any questions about this position, please do not hesitate to contact either of the current senators. We can be reached at [senator@engsoc.queensu.ca](mailto:senator@engsoc.queensu.ca) any day of the week. The Senators do not hold regular office hours in the EngSoc Lounge, but either of us would be more than happy to meet with you at a mutually convenient time.

## Conclusion

Taking the position of Senator will expose you to a whole new facet of University operations, and will certainly open your eyes to the dealings in the University administration and within the AMS and the Engineering Society. Working in an environment where you are on an equal footing with the Deans and the Vice Principals is a great experience, and it takes a special kind of person to assume that kind of responsibility.

Although taking this position looks great on a resume, running solely for that reason is a poor choice. This position is for those that look beyond any inter-faculty rivalry, and want to improve Queen's on a University-wide level. By working with people from every faculty, I personally have grown a lot as a person and as a politician. I've met a bunch of fun people (you have no idea how cool the Dean really is until you see her in action), and met countless numbers of people. The connections that this position allows you to make are endless

Another major benefit of this position is the 2-year term. It's January now, and I firmly believe that I still don't truly know my position fully. Having a 2-year term truly allows you to make a real impact, since you're not transitioning out just when you have a firm lock on your position. Working with someone else who has done the job for a year is also a great plus, since they can guide you through the process early.

I've had the time of my life so far in this position, and I'm not even halfway done. I invite, and challenge you to step into what this position can offer you. If you would like to chat about the position, please feel free to shoot me an email at [senator@engsoc.queensu.ca](mailto:senator@engsoc.queensu.ca), or failing that, you can find me on Facebook. I look forward to hearing from you.

Prepared by:

Ross Chaudhry

**Junior Senator 2009-'10, Senior Senator 2010-'11**

*Queen's Engineering Society*

[senator@engsoc.queensu.ca](mailto:senator@engsoc.queensu.ca); [8rc@queensu.ca](mailto:8rc@queensu.ca)

With files from:

Mackenzie Dixon

**Junior Senator 2008-'09, Senior Senator 2009-'10**

*Queen's Engineering Society*

[senator@engsoc.queensu.ca](mailto:senator@engsoc.queensu.ca)