

The Engineering Society of Queen's University Presents:

Vice-President (Student Development) Position Manual



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Vice –President (Student Development) 2009-2010

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Job Description

Welcome to Vice President Student Development position. Queen's Engineering students are extremely fortunate to be offered such amazing opportunities to get involved at an undergraduate level, and that's what this position is all about. The initiative and innovation displayed by Queen's engineers is unrivalled, allowing for the creation of some of the strongest students groups in Ontario, and across Canada. Any student with a new idea can come to you and you help them to get started, while continuing to support the existing groups so that they can continue to flourish.

Although the position itself is broad, I believe that it is best defined by its mandate: ***To represent all non-academic student initiatives.*** The idea of "out of the classroom learning" is the essence of the Student development portfolio. You act as a liaison between groups, a representative, a supporter and a resource for the vast majority of the Society's student initiatives.

Within the VPSD portfolio there is the Director of Professional Development, a Conference Coordinator, as well as multiple conference chairs, design team captains and club executive members. As these people are all volunteers, there is no financial incentive for them to remain on top of their jobs. It's important for the VPSD to help out wherever they can, and encourage the people in their portfolio ensure remain motivated.

On top of this, the VPSD is a member of the Engineering Society Executive and, along with the other four members of the executive, is involved in decisions concerning the goals and objectives of the Society. This involves making decisions that will have an effect on students at large. As an elected individual, it's always the responsibility of the VPSD to act in the best interests of their constituents.

People I Work With...

The Engineering Society Executive and Director Team – The Executive and Director team are the people who you will work the closest with during your term in office. Together, you make the Society tick.

Design Teams- Currently there are 11 active design teams in the Engineering Society. Teams are found in the ILC and McLaughlin Hall. All design teams focus on different areas of interest. Many are competitive nationally and some internationally. They are listed as follows

- Aero Design Team
- Mostly Autonomous Sailboat Team
- Mini Baja Car
- Queen's Space Elevator Team
- Concrete Canoe
- Concrete Toboggan
- Fuel Cell
- Living Energy Lab
- Formula Car
- Solar Design Team
- Biofuels Team

The working relationship with design teams is a close one. Four Design Team Roundtables are held each year to discuss issues facing the teams and for the VPSD to disseminate important information.

Alma Mater Society (AMS)- The VPSD, along with the President and four year representatives, is a voting member of AMS Assembly. This keeps you in the know with what's happening across the road and is handy when club and team-related issues arise. The AMS also has a Clubs Manager which has many similar duties as the VPSD. Collaboration with the AMS Clubs Manager, as well as between EngSoc and AMS student groups, has proven beneficial in the past.

Clubs, Committees and Conferences- There are currently three major conferences and other various committees and clubs associated with the Engineering Society. You work with the chairs and the organizing committees to ensure that they are accomplishing their goals. Some of them are as follows:

- Conference on Industry and Resource Queen's University Engineering
- Commerce Engineering Environmental Conference
- Queen's Engineering Competition
- Environmental Development Committee
- Equality Issues Committee

Queen's Project on International Development (QPID)- As one of our oldest and most active student groups, QPID is an integral part of the Engineering Society, providing reports to council on what they're up to. The VPSD works closely with the QPID General Director and sits on the QPID Advisory Council.

Committee on Inclusivity – The Committee on Inclusivity is a group within the Society that discusses issues relating to overall inclusivity of the Society. The committee examines areas of the Society which may be seen by many of our members as “exclusive” and explores ways to remedy the situation. Along with the VP (Society Affairs), the VPSD sits on the committee as an ex-officio member to offer insight and suggestions.

Engineering Society Board of Directors (BOD) – The BOD is a group of faculty, students and alumni that offer guidance to the Engineering Society's services. The VPSD sits on this

board as an ex-officio and is privy to decisions and actions taken by the board, however does not have a vote. They are allowed to attend board meetings and offer input into discussion made.

Engineering Society General Manager, Jason Young – Jay was hired last year to provide guidance and advice to the Society, much of which is drawn from his experience in the food and beverage industry. He is an invaluable resource as someone to bounce ideas off of and provide feedback that you just wouldn't get from a student.

Relevant Policy Manual Sections

This is the relevant policy on the Vice-President (Student Development) position. Policy can be tedious but it is a necessary tool to provide consistency in the way things are done from year to year. Every piece of policy is picked apart at council to ensure that it makes sense, covers every situation, and is consistent with the values of the Society. Much of the work of the VPSD is creating and modifying sections of policy – to support a new initiative, for example.

Part I: Vice-President (Student Development)

(Ref. By-Law 4, Part IV, Section 13)

1. The Vice-President (Student Development) shall represent the social, environmental, as well as professional development issues to the Society's membership
2. 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. National Conference on Women in Engineering (NCWIE)
 - 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 β .D.
 - e. Clubs and Design Teams affiliated with the Society as seen in β .B.
3. 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

Daily Tasks

Daily tasks are a mix of “up-keep” (answering emails, regular meetings with groups, etc.) and working away at your long-term initiatives like creating guidelines for teams to use or organizing a workshop.

Other various daily tasks may pop up over the year. They mainly are to do with the design space from helping to clean it, to helping showcase the Engineering Society with the ILC Winter and Fall Previews.

In terms of time commitment, it varies over the year, due to the different schedules of all student groups. The good thing about working with students is that they have similar schedules and are very understanding, meaning work dies down over exam periods.

Meetings I Attend

EngSoc Exec/Director Meetings – Once a week! You get to hang out with the team and talk about what’s new in your portfolio. It’s a great opportunity to bond with the people that were elected and hired and to discuss how to improve the society as a whole.

EngSoc Council – Every other Thursday night! This is where it all happens... all ideas have to be passed at council, but as VPSD, you get to sit with the executive. Candy and games, fun and work, it’s all there. It’s the best way to have fun and get to know all about the society every other Thursday.

AMS Assembly – Every OTHER Thursday night! Before I joined this position I was told that every student should experience AMS at least once at Queen’s and, as VPSD you get to attend on a regular basis and have a say on occurrences. VPSD has a vote on assembly and with the President and a rep of each year, we are considered the unofficial opposition to the AMS executive. It’s a great way to know what is going on in the Queen’s community as well as meet some very motivated people.

Faculty Board of Applied Science – Once a month! With year representatives, VP Academic, the Senators and the President, you have a vote on Faculty Board. This is where you will become up to date on faculty changes and events and help decide on the approval on any changes of operations.

Design Team Roundtable – These meetings happen four times a year. This is a meeting that you chair and is an opportunity for you to receive updates from all of the design teams and for you to pass on any information on to them in person (e-mails are so cold...). Also a great way to iron out kinks associated with the design space.

Committee on Inclusiveness – Yay Inclusiveness! We met once a week, but the frequency is up to the chair that is elected by the committee itself. This committee examines activities of the Engineering Society and tries to find ways to make them more inclusive. It was a lot of fun this semester and, if you get a good group of people, the meetings seem to go by very quickly. This is probably one of the most meaningful parts of the position.

Conference Coordinator – Your Conference Coordinator is your eye on the conferences. They keep you up to date on how the planning is coming along, and keep you ahead of any issues that may arise. Meetings are roughly bi-weekly.

Dean's Meetings – Roughly every two weeks, the Engineering Society executive meet with the Dean of Applied Science to keep each other abreast of what's happening in each other's worlds. EngSoc updates the Dean's on any student initiatives or issues, and the Dean does likewise with the Faculty.

Projects I Completed This Year

- Completed the Design Team Operations Manual
- Cleaned up policy by removing old groups and focusing resources on our active groups
- Hosted a series of training workshops covering basic material including
- Created a student groups website
- Increased support for our student groups

Ongoing Projects

- Setting up Additional Training for group leaders
- A survey to see how many people have heard of our student groups and know opportunities to get involved are available
- Further increase support for our student groups

Upcoming Projects

- Revamping the Safety Policy
- Raise the profile of our student groups

Timeline

February to April

- Transitioning begins, and you meet a ton of new people, from ILC administration to the various people in the portfolio.
- Hiring, Hiring and more Hiring! This is when you hire everyone in your portfolio. These positions are for everything from committee members to conference chairs to Directors
- Begin planning upcoming projects.
- Have a design team roundtable and try to organize a meeting before the break for every committee. Gather contacts for each team, as new people will be elected captain over the semester.

May to August

- VPSD is not mandated to stay over the summer, so most of the work happens away from school. Please note that summer is the best time to finish your strategic plan and start working on specific projects. You complete your budget during this time as well.
- Often you will have meetings with the summer office and your director to ensure that everything is running smoothly. The majority of contact is done through e-mail but be prepared for the occasional Skype meeting or Teleconference.
- Typically all of the executive and directors come back two weeks before school starts to work on their own portfolio, as well as help out with pre week and frosh week.

September to December

- The biggest thing that you do in September is help with orientation week. This includes helping out with pre week and during frosh week. This will be the first experience the first years will have with the Exec Director Team, and EngSoc as a whole, and will hopefully encourage them to get further involved in the Society. Also it should help build the mentality that the ED team is approachable, and visible.
- After Frosh Week, there is a little hiring. Mainly First Year Project Coordinators for positions you need filled.
- This is where you do most of your projects.
- 2 design team roundtable in the beginning and the end.
- Organize Committee on Inclusiveness.
- Keep up to date with the members of your portfolio.

January to February

- Help with Conferences, since all three occur in this term
- Finishing up any outstanding projects
- Preparing transitioning, and prepare to hand over your keys
- Design team Roundtable/Conference Roundtable/Anything that needs to be done before you leave.
- Say goodbye and look back at the past term. Wow it goes by too fast!

Contact Information

If you have any more questions about this position please don't hesitate to contact me. You can reach me at vpsd@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 and on our website under Contact Us.

Conclusion

Although this position manual may seem a little intense with all the meetings and responsibilities I can assure you that being in this position has been incredibly rewarding.

You are in a position to give back to the community that has brought you so far in this post secondary institution. Some schools have paid positions, but this is simply voluntary. The people you work with have no monetary motivation, but are simply working because they believe in what Queen's engineers can do.

I'm not saying it's all easy as pie, and there will be times that you will face hard decisions and big issues, but remember you are essentially dealing with people's passions. The SD portfolio showcases the best Queen's engineers can offer. Many students work long hours on world issues, on top of their regular classes, for little recognition and less pay. These people are what make Queen's so great, and I believe the world needs more of these people.

A previous VPSD once quoted the united way, relating it to the position. At the time I didn't think much of it but after almost completing a year I feel the saying fits perfectly. The United way slogan states, "Without you there would be no way". You are the liaison between faculty, administration and student groups. Administration looks to you to make sure that everything runs smoothly and that they don't have to get involved. Student groups look to you to facilitate their jobs and to cut through all the red tape.

Through your time in the position you will meet incredible people from all years, disciplines and even from all faculties across the university. The opportunity to work with so many dedicated individuals and foster their passions is what motivates me in the position today.

Please e-mail me, drop by the office, or face book me if you have any other questions about the position specifically, or my Engineering Society experience as a whole. I've had a great time this past year, met great people and would encourage anyone who is even remotely interested to think long and hard about this position.

Cheers and best of luck with all your future endeavours.

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Queen's Engineering Society

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