

**The Engineering Society of
Queen's University**

Planning for People and Politics

A VPSD Strategic Plan for 2009-2010



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1.0 Overview

In short, this year's VPSD position has four main goals for the student groups of its portfolio: to promote them at Queen's and beyond, to increase student interest, to make their activities safe for everyone involved, and to provide the support they need to operate effectively and with confidence. These objectives will see multi-faceted approaches, including written resources, hands-on training sessions, and the employment of the EngSoc website and other online resources.

2.0 Objectives, Goals, Strategies, and Measures

Objectives	Goals	Strategies	Measures
Provide groups with the support they need to operate effectively and with confidence	Create and release relevant written resources.	Finish the Design Team Operations Manual	Release electronically and in print to each team by September 30th
		Create a Clubs Operations Manual with input from club leaders	Release electronically and in print to each club by September 30th
	Provide basic training on topics including long-term planning, budgeting, safety, sponsorship, and how to run meetings.	Host a fall training day for team captains, conference chairs, and other group leaders.	Before October 15th
			Have >85% of the participants find it overall helpful and relevant
	Clean up the portfolio to focus resources on active groups	Require an up-to-date charter from each group at the beginning of the year.	Have >85% of the participants find it overall helpful and relevant
			Have a charter from each active group by November 1st
			Have a clear mandate for each group by the end of this term in office.
		Review the relevance of stagnant groups. Plan / reorganize / combine with another group / disband.	
		Close inactive bank accounts	By start of winter term

		Remove inactive groups from policy and add new groups	By start of winter term
	Evaluate the pros and cons of the EngSoc financial system compared to outside financial institutions, with respect to student groups	Write a report to the EngSoc VP (Operations) with recommendations for improving the system for student groups.	Submit report by October 1st
Promote and showcase student groups and their work and achievements	Promote student groups to the Queen's community	Utilize on-campus print and visual media	Gain increased recognition of student groups on surveys.
		Display promotional posters in the team space and other relevant places on campus.	
		Encourage groups to participate in on-campus events like Admitted Students' Day and Frosh Week	
	Promote student groups to the Kingston community	Utilize City media	Get at least one story in local Kingston news
		Encourage groups to participate in outreach programs	
Make extra-curricular involvement more accessible	Create a VPSD Webpage	Make it useful to student groups, faculty, administrators, outside people and groups.	Host explanations, contact information and meeting times for all student groups (how to get involved)
		Make it a forum for group leaders to share information and coordinate their activities	Create accounts for each group with posting access.

Promote and ensure safety in all student group activities	Make clear the responsibilities and liability of design teams and their faculty advisors with respect to safety	Hold design teams accountable to their own safety plans	Perform safety audits twice a year.
		Institute a basic level of safety training and ensure it is adhered to at the minimum.	Work with on-campus safety personnel to make sure it meets requirements but is also realistic
	Have an effective safety plan.	Re-evaluate its effectiveness.	Work with David Lay to improve it.

3.0 Key Action Plans

Task: Provide groups with the support they need to operate effectively and with confidence

Description: Groups often have an ample supply of initiative and direction but lack a framework in which to develop their ideas, as well as the support necessary for their organization to grow within EngSoc and the broader Queen's community. This initiative aims to provide that support to student groups in the form of training, consultation and written resources.

Steps for Completion:

- Create and distribute an Operations Manual to all clubs and design teams outlining some operational procedures and best practices as well as various resources available to student groups.
- Run an EngSoc Training Day(s) for all student group leaders. Content similar to the Operations Manual
- Consult teams and clubs on what resources are most in need and try to develop those resources

Task: Promote and showcase student groups and their work and achievements

Description: For all the amazing work that our student groups do, very little attention is paid. For the benefit of the group (and EngSoc as its supporting body) positive media attention should be actively sought both on-campus and in the broader community (Local, Regional, National).

Steps for Completion:

- Work with groups to identify extracurricular achievements to be publicized
- Approach media outlets (radio, television, print)

Task: Make extra-curricular involvement more accessible

Description: There is no shortage of opportunities within EngSoc to become involved in teams, clubs, conferences and committees, and promoting these opportunities to students is just the final step in ensuring we are meeting our mandate of providing benefit to students. By connecting students with groups that appeal to their interests, everybody wins.

Steps for Completion:

- Enable and assist student groups in promoting themselves
- Develop metrics for quantifying success in this area

Task: Promote and ensure safety in all student group activities

Description: Personal injury is a particularly pressing threat to the continued operation of student groups, in particular design teams. Steps need to be taken to ensure all activities are carried out safely.

Steps for Completion:

- Review the current design team safety plan with David Lay and search for ways to improve it
- Require a safety plan from all design teams, not just those that are in the ILC
- Work with David Strong to develop safety guidelines and put them into policy
- Adopt the design team safety plan template to suit clubs
- Make sure all groups take their safety plans seriously and follow the safety measures prescribed within