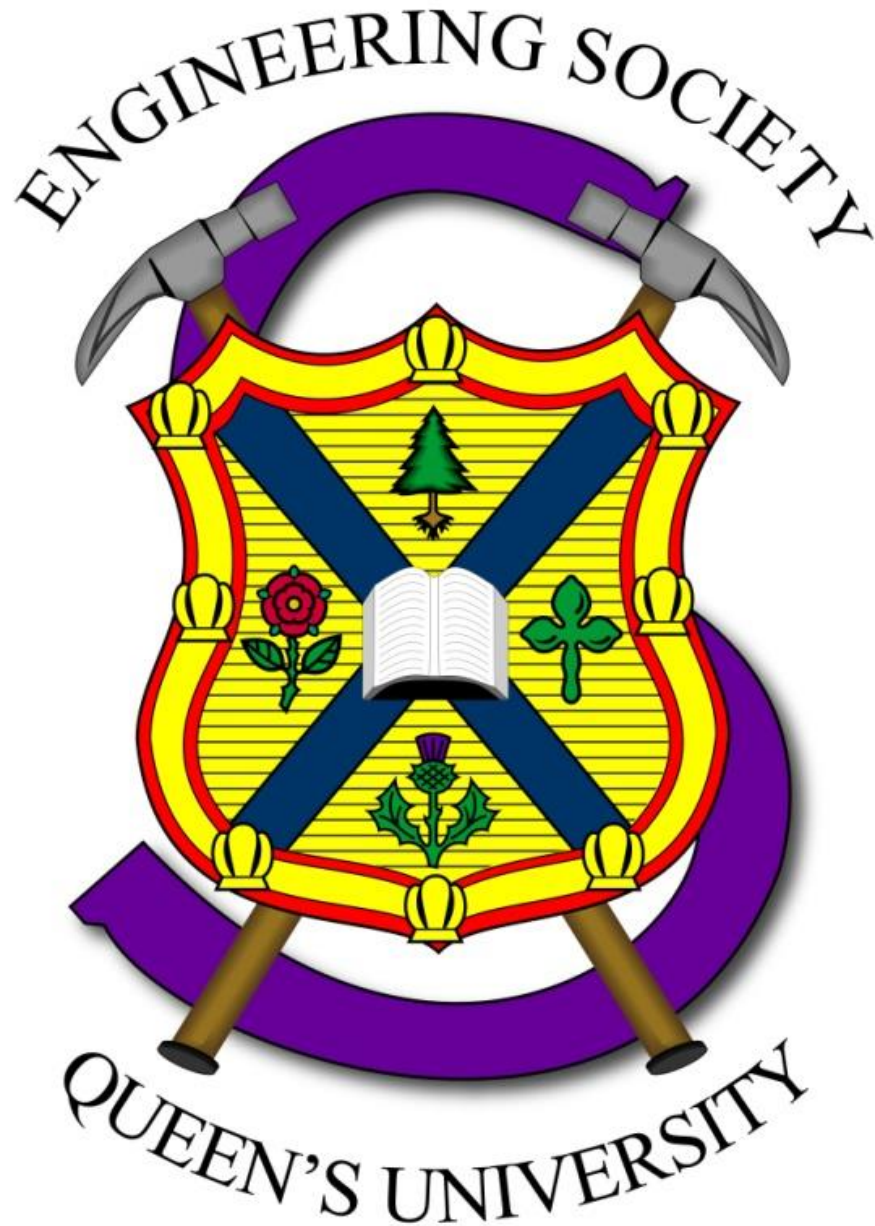


The Engineering Society of Queen's University Presents:

A Summer Plan for the VPSA



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Engineering Society VPSA 2016-2017

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Introduction

I am super excited to work with the Engineering Society over the summer to get some things I think students need to help further their student life and future success.

I have broken this proposal down into sections, Routine Duties, and Projects. Within the projects section, each job is assigned a priority, 1 = non-negotiable task that must be completed, 2 = should be completed if time permits, 3 = a good idea, a timeline, the budget required (if applicable), and a short summary of the project.

I will be working on for the 5 directors I support in addition to other projects that generally benefit the students.

Routine Duties

Static Meetings

- Dean Woodhouse
- Faculty Board
- Executive

Director Support

Communicate and support the following Directors:

- Communications
- Conferences
- Design
- Events
- Internal Affairs

I plan to provide support and Bi-Weekly meetings with all of my directors to gain updates on strategic plans and budgets as well as year goals and things I can be doing to assist their portfolio during the summer should something arise.

Society Updates

Tyler, Taylor and I will be updating the society on our progress through out the summer to keep us accountable to the society. We are being paid with student dollars to be in Kingston to improve the society, so it is very important that we are staying motivated and completing tasks that will better the Engineering Society for all students. We will be held accountable in two ways

- -Weekly web updates (potentially in the form of a video, blog post, or podcast)

- These will hopefully be interesting and give students a glimpse into what we have been spending our time doing
- -Monthly written report updates
 - these will be more in depth, and provide a through outline of what we have accomplished

Ritual & BBQ

Every Friday in May and June the executive hosts a BBQ and Ritual. This event aims to bring students, faculty members, and community members on campus together during the summer. The approximate timeline for this is 3 hours for BBQ, 3 hours for Ritual every Friday for two months.

Projects

The projects I am going to take on this summer are detailed below!

Directors

Communications

Communications Team Hard Drive

Priority: 1

Time Required: 1 hour

Budget Required: \$100

Summary: The Communications portfolio needs a hard drive to store all of their files, and needs it

Engineering Society Wikipedia page

Priority: 3

Time Required: 2-3 days

Budget Required: \$0

Summary: The Wikipedia page is very out-dated, so updating this is useful to anyone searching our society.

Conferences

Calendar

Priority: 1

Time Required: 3-5 days

Budget Required: \$0

Summary: Creating a webapp containing all of the conference schedules (Hiring and Run Time)

Workshop and Planning Guide for Conferences

Priority: 2

Time Required: 5 days

Budget Required: \$0

Summary: Prepare a how to run a conference and how to schedule workshops and find sponsors/speakers for conferences. This allows the engineering society to reduce the potential issues with poor transition.

Design

Supervising Summer Design Teams

Priority: 1

Time Required: 3-5 days

Budget Required: \$0

Summary: Watching over the design teams whose competitions are here over the summer, and ensuring that any crisis is dealt with appropriately.

Purchasing Design Bay Items

Priority: 2

Time Required: 1 day

Budget Required: \$0

Summary: Finalizing design budgeted purchases.

Events

Calendar

Priority: 1

Time Required: 3-5 days

Budget Required: \$0

Summary: Creating a webapp containing all of the events schedules (Hiring and Run Time)

Workshop and Planning Guide for Conferences

Priority: 2

Time Required: 5 days

Budget Required: \$0

Summary: Prepare a how to run an event guide. This allows the engineering society to reduce the potential issues with poor transition.

Internal Affairs

Policy Review and Binding

Priority: 1

Time Required: 5-10 days

Budget Required: \$200

Summary: Learning everything in policy and by-law and then fixing spelling mistakes and grammar. Printing and Binding policy so DoIA has it to reference for council

Probation Policy for Conferences, Events and clubs

Priority: 1

Time Required: 5-10 days

Budget Required: \$0

Summary: Consulting with members and conference chairs on effects and premise for probation and writing the policy to implement it.

Hiring Policy Overhaul

Priority: 1

Time Required: 3-5 days

Budget Required: \$0

Summary: Looking through all of hiring policy, forming a new updated joint hiring policy for all joint ratifications.

Probation Policy for Members of the Engineering Society

Priority: 2

Time Required: 5 days

Budget Required: \$0

Summary: Consulting with members on effects and premise for probation and writing the policy to implement it.

Other Projects

Discipline Clubs

Correspond with Discipline Club Presidents and Representatives

Priority: 1

Time Required: ongoing

Budget Required: \$0

Summary: Talking with discipline club reps about bursary implementation and ensuring all events will be properly sanctioned

Discipline Bursary Implementation Plan

Priority: 1

Time Required: 3 days

Budget Required: \$0

Summary: After consultation and full understanding of how the bursary is needed, write the policy and plan for the implementation on the bursary.

Finish Event Sanctioning Pamphlet

Priority: 1

Time Required: 1 days

Budget Required: \$0

Summary: Consulting the new head StuCon and new VPOps for AMS about the validity of the event sanctioning guide.

Engenda Creation

Finishing touches on Engenda

Priority: 1

Time Required: 3 days

Budget Required: \$0

Summary: Updating sections and photos in the engenda, adding EngSoc events, coordinating and placing ads.

Review and Editing of the Engenda

Priority: 1

Time Required: 3 days

Budget Required: \$0

Summary: Reviewing over Engenda and adding anything overlooked/fixing any mistakes.

Spaces

Clark Improvement

Priority: 1

Time Required: 3-5 days

Budget Required: \$0

Summary: Assisting with the building of the finance office and arrangement of the new organization. Also the Clark stairway TV installation.

Tom Harris Student Lounge Improvement

Priority: 1

Time Required: 3 days

Budget Required: \$0

Summary: Cleaning the lounge and re-arranging/assembling office chairs if needed.

ILC Space Evaluation

Priority: 1

Time Required: Ongoing

Budget Required: \$0

Summary: Re-evaluating where hiring takes place, and where to potentially re-locate

Design Bay

Priority: 2

Time Required: 2 days

Budget Required: \$0

Summary: *Cleaning the design bay.*

Documents

Organizing File Cabinets/Eliminate Paper Copies

Priority: 1

Time Required: 1-2 day

Budget Required: \$0

Summary: *Sorting through all filing cabinets and evaluating the use of the drawers and contents.*

Training Documents

Priority: 1

Time Required: 2 days

Budget Required: \$0

Summary: *Planning Director Training and Training "Conference"*

Strategic Plan

Priority: 2

Time Required: 3-5 days

Budget Required: \$0

Summary: *Working on Strat-Plan and budget for the year. Priority 2 since it will be done primarily on off-time*

Reviewing

Strategic Plans

Priority: 1

Time Required: 2 days

Budget Required: \$0

Summary: *Looking through director strat plans to ensure they align with their yearly goals.*

Budgets

Priority: 1

Time Required: 2 days

Budget Required: \$0

Summary: *Reviewing budgets to ensure nothing is mis-budgeted, and ensuring they are aligned with the strat plan.*

Miscellaneous Tasks

Repainting Year Crests

Priority: 1

Time Required: 1 day

Budget Required: \$0

Summary: *Painting Year Crests, should be during pre-week on an off-day*

Maintaining relationships with Faculty and AMS summer staff

Priority: 1

Time Required: ongoing

Budget Required: \$0

Summary: *Meeting with the AMS and faculty to ensure that the connections for the following year are solidified.*