



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

BED Fund Coordinator

Academics



BED Fund Coordinator Position Description

Purpose/ Main Goal:

BED Fund coordinators manage the Better Education Donation (BED) Fund, with the goal to improve Queen's engineering students' education. Students and discipline representatives can make proposals on how to spend the BED Fund, and these proposals are assessed and submitted for approval by the BED Fund Coordinator. These proposals can include new technology, furniture for the Beamish Munro Building, and educational resources and opportunities.

More information about the BED Fund can be found at:

<http://engsoc.queensu.ca/academics/bedfund/>

Job Description:

BED Fund Coordinators review the proposals and advocate for feasible ideas that will have a positive impact on Queen's Engineering. They work on a team of roughly 4 other coordinators and collaborate with current executive members, discipline representatives, faculty members and building managers. They must have a passion for education and academics and be committed to improving the academic experience of Queen's engineers.

Responsibilities:

1. Publicize the BED Fund.
2. Promote and encourage the submission of ideas.
3. Guide discipline representatives in creating and submitting proposals to the BED Fund.
4. Analyze ideas for the BED Fund (e.g. weaknesses, errors and strengths).
5. Submit good BED Fund ideas to the faculty for approval.
6. Manage endowment fund.

Time Commitment:

3 hours/ week



Skills:

Required	Gained
<ul style="list-style-type: none"> • Teamwork • Leadership • Budgeting • Good communication and interpersonal skills • Strong numeracy and analytical skills 	<ul style="list-style-type: none"> • Project management • Decision making skills • Impact and Influence • Develop connections within Engineering Society

Daily Tasks:

- Check and respond to emails.
- Maintain contact with discipline representatives and other BED Fund representatives.

Past Projects/Accomplishments:

- Proposed using the general fund to benefit all engineers, rather than only discipline specific purchases.
- Developed Pizza Party idea generation contest.

Timeline:

- **Hiring:** March
- **Preparation and Planning:** Summer break (May, June, July, August)
- **Busy Periods:** Heavy idea generation in the fall months (September, October, November).

Meetings Attended:

Meeting Name	Approximate Length	Frequency
BED Fund Meetings	2 hours	Biweekly



Incumbent Will Work With:

Role	Involvement Summary
Faculty financial office	Review BED Fund budget and allocation of funds to approved projects
Engineering council and Executive	Submit and recommend viable proposals for allocation of BED funds
Discipline representatives	Determine needs and feasibility of proposals
Beamish Munro Building Manager	Determine needs and feasibility of proposals
Other BED Fund Coordinators	Assess all proposals received and prepare recommendations

Past Incumbents:

Name	Year(s) in Position	Email address
Yusuf Ahmed	2016-2017	Yusuf.ahmed@queensu.ca
Mark Tamming	2015-2016	marktamming@gmail.com

If you're interested in *BED Fund Coordinator*, you may also be interested in...

- EngLinks Coordinator
- EngLinks Business Manager
- Director of Academics