



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

EngVents Chair

Events



EngVents Chair Position Description

Purpose/ Main Goal:

EngVents is a committee that organizes roughly one fun event each month that brings the Queen's Engineering community together. The events are open and welcoming to all years and disciplines, which highlights the Engineering Society's value of inclusivity and community. These events are very valuable as they encourage teamwork, creativity and leadership. The EngVents Chair ensures that the committee is able to accomplish their goals effectively by leading the team, overseeing EngVents and providing assistance where required.

Job Description:

This role is the main contact for EngVents. The EngVents Chair leads a team of passionate and driven volunteers to ensure the success of EngVents by answering any questions, providing guidance and feedback and making sure the committee is reaching their deadlines and goals. In this role, you will gain experience with team management, such as delegation and leadership, and aspects of event planning, such as logistical planning and running an event. It is a very rewarding role, as you are able to witness the hard work of your team come together through fun, community building events.

Responsibilities:

1. Delegate task(s) within the EngVents committee.
2. Market the events.
3. Lead and monitor the planning and progress of each event to ensure no details are overlooked.
4. Main contact for EngVents.
5. Help run the events.

Time Commitment:

3-5 hours/ week.



Skills:

| Required | Gained |
|--|---|
| <ul style="list-style-type: none">• Teamwork• Leadership• Organization• Time Management• People Skills• Responsibility• Logistical Skills (i.e. Event Planning, Organization of People)• Enthusiasm | <ul style="list-style-type: none">• Experience with event planning, logistics and management• Communication skills.• Connections within the society• Time Management• Teamwork• Leadership |

Daily Tasks:

- Check and respond to emails as required.
- Communicate with the EngVents team.
- Develop PowerPoints for EngVent meetings.

Timeline:

- **Timeline and budget proposal:** July/August
- **Hiring of Committee Members:** September/October
- **Busy Periods:** Leading up to the events throughout both semesters



Meetings Attended:

| Meeting Name | Approximate Length | Frequency |
|--|--------------------|--|
| EngVents Committee Meeting | 1-2 hours | Biweekly * more meetings are required closer to the event date. |
| Event Chair Meetings with the Director of Events | 1 hour | A few meetings at the beginning of first semester. |

Incumbent Will Work With:

| Role | Involvement Summary |
|--------------------|---|
| EngVents Committee | Collaborate and provide assistance with other events as needed. |
| Director of Events | Collaborate and request advice. |

Past Incumbents:

| Name | Year(s) in Position | Email address |
|-----------------|---------------------|-------------------|
| Sydney Robinson | 2016/2017 | 14bjh1@queensu.ca |

If you're interested in *EngVents Chair*, you may also be interested in...

- Other EngVents Coordinators, such as Treasurer, Chutes and Lattes, the Boat Cruise and the Food Drive.
- The chair or planning committee for other events, such as Movember, EngRugby and EngWeek.
- Director of Events
- Conference planning committees.
- Orientation Week committees (e.g. FREC Committee, Chief FREC, Orientation Chair, OTIS, Water Team).