



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

Thunderballz Coordinator- EngVents

Events



Thunderballz Coordinator 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. Thunderballz is one of the many traditions that are a part of the Queen's student experience and make our engineering society so unique and special. Frosh groups sign up and participate in an action-packed dodgeball tournament. The winning team receives special bars for their GPAs. Thunderballz is an extremely important event in the Queen's Engineering community as it encourages teamwork, an active lifestyle and helps build the engineering community.

Job Description:

This role is in charge of all the logistics behind Thunderballz. This requires the coordinator to work with other passionate and driven members of the EngVents committee to ensure the success of EngVents. In this role, you will gain experience with all aspects of event planning, such as logistics, budgeting, venue booking and running the event. It is a very rewarding role as you get to see all your hard work come together in a fun, community building event.

Responsibilities:

1. Organizing event logistics, such as the venue, sanctions from the AMS and gathering all the equipment and materials needed.
2. Organizing the teams.
3. Communicating the rules of the event.
4. Writing the schedule of the event.
5. Marketing and promoting event, through Facebook, posters and other advertisements.
6. Running the event.
7. Delegating tasks to other committee members.
8. Setting up and taking down the venue.



Time Commitment:

3 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• Connections within the society• Teamwork• Leadership

Daily Tasks:

- Planning the logistics of the event.
- Checking emails.
- Communicating with the rest of the EngVents team.

Timeline:

- **Hiring:** October
- **Training:** October
- **Busy Periods:** Leading up to the event (January/February)



Meetings Attended:

Meeting Name	Approximate Length	Frequency
EngVents Committee Meeting	1-2 hours	Biweekly * more meetings are required closer to the event date.

Incumbent Will Work With:

Role	Involvement Summary
EngVents Committee	Collaborate and provide assistance with other events as needed.
EngVents Chair	In charge of all events in EngVents. All major decisions are overseen by the Chair.
Other Thunderballz Coordinator	Work in a team of two to plan the event.

Past Incumbents:

Name	Year(s) in Position	Email address
Brad Higgins	2016/2017	14bjh1@queensu.ca

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

- Other EngVents Coordinators, such as the Chair, 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).