



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

Treasurer - EngWeek

Events



EngWeek Treasurer Position Description

Purpose/ Main Goal:

EngWeek is one of the many strong and unique Queen's Engineering traditions. It is a week of action packed events and activities celebrating Queen's engineering students. These events occur on weeknights and during the weekend of the second week of second semester. It is an extremely important week as it encourages teamwork, creativity, leadership and resourceful thinking, while bringing the community together. The Treasurer is responsible for ensuring the event planners stay on budget so EngWeek can run smoothly and efficiently.

Job Description:

This role is in charge of finances for EngWeek. The EngWeek Treasurer collaborates and works together with other passionate and driven members of the EngWeek committee to ensure the success of EngWeek by making sure all events and projects remain on budget. In this role, you will gain experience with budget management, teamwork and leadership.

Responsibilities:

1. Work with the EngWeek Chair to produce a budget.
2. Communicate with the EngWeek committee members to ensure they stay on budget.
3. Make suggestions and answer any questions regarding the budget.
4. Oversee ticket sales.
5. Help with other EngWeek events when needed.

Time Commitment:

2 hours/ week.



Skills:

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

Daily Tasks:

- Check and respond to emails as required.
- Communicate with the rest of the EngWeek team to ensure they stay on budget.
- Respond to questions on costing and budget restrictions.

Timeline:

- **Hiring:** October
- **Ticket Sales:** First week of second semester (January)
- **Busy Period:** During EngWeek and the months prior (November/December/January).

Meetings Attended:

Meeting Name	Approximate Length	Frequency
EngWeek Meetings	1 hour	Weekly, although the frequency increased closer to EngWeek



Incumbent Will Work With:

Role	Involvement Summary
EngWeek Chair	Worked together to plan the event and provided feedback and assistance.
Other EngWeek Event Planers	Collaborate and provide assistance with other events as needed.

Past Incumbents:

Name	Year(s) in Position	Email address
Katie Cass	2015/2016	katie.cass@queensu.ca

If you're interested in *Treasurer EngWeek*, you may also be interested in...

- Other EngWeek positions, such as Marketing, Battle of the Bands, All Ages, Curling, Thundersledz and Karaoke.
- FC Treasurer.
- EngWeek Chair.
- Director of Events.
- EngVents and Movember Committee positions.
- Orientation Week committees (e.g. FREC Committee, Chief FREC, Orientation Chair, OTIS, Water Team).
- FREC Committee Treasurer or Sponsorship.