



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

Chair – Movember

Events



Movember Chair Position Description

Purpose/ Main Goal:

Movember is one of the many strong and unique Queen's Engineering traditions. It is a week of fun events and activities that raise awareness for the physical and mental health of men, encourage the Movember campaign, and bring the community together to support a great cause. The Movember Chair ensures that the committee is able to accomplish their goals efficiently by leading the team, overseeing Movember and providing assistance where required.

Job Description:

This role is in the head contact for the Queen's Engineering Movember committee. This requires them to work with other passionate and driven members of the Movember committee to collaborate and work together to increase awareness of men's physical and mental health. In this role, you will gain experience with team management, such as delegation and leadership, and aspects of event planning, such as logistics, budgeting, 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 events.

Responsibilities:

1. Hiring and training the committee
2. Delegating task(s) to the Movember committee.
3. Monitoring the progress of each event and its planning by making sure no details are missed.
4. Main contact for the committee.
5. Assist in running Movember events.
6. Work together with local organizations.

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 • Experience working with a budget

Daily Tasks:

- Checking email.
- Communicating with the rest of the Movember team.

Timeline:

- **Planning:** May-October
- **Hiring the committee:** September/October
- **Busy Period:** During Movember and the weeks prior (October/ November).

Meetings Attended:

Meeting Name	Approximate Length	Frequency
Summer Planning Meetings	1-2 hours	Biweekly
Movember Committee Meetings	1-2 hours	Weekly



Incumbent Will Work With:

Role	Involvement Summary
Other EngWeek Event Planers	Collaborate and provide assistance with other events as needed.
Kingston Frontenacs	Organized charity hockey game.
Clark Hall Pub Managers and Staff	Hosted events at Clark Hall
Queen's for the Boys	Collaborated
CEO	Ordered Movember merchandise
Movember Foundation	Raised money and awareness for a great cause

Past Incumbents:

Name	Year(s) in Position	Email address
Daniel Kao	2014/2015	daniel.kao.95@gmail.com

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

- Other Movember positions, such as Marketing, Broga, Battle of the Bands, BBQ, Thrive Mental Health Initiative, Concert, Queen's for the Boys, Accounting and Merchandise.
- Engineering Health and Wellness Center Events Coordinator
- Director of Community Outreach
- Director of Events.
- EngVents and EngWeek Committee positions.
- Orientation Week committees (e.g. FREC Committee, Chief FREC, Orientation Chair, OTIS, Water Team).
- FREC Committee Treasurer or Sponsorship.