



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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Director of Conferences Position Manual

Created January 2016 by

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Job Description

The main task of the Director of Conferences is to oversee and manage the 7 Engineering Society conferences and competitions and to ensure that they are successful. These include the Queen's Engineering Competition (QEC), Queen's Global Innovation Conference (QGIC), Queen's Global Energy Conference (QGEC), Queen's Conference on Business and Technology (QCBT), Queen's Space Conference (QSC), Conference on Industry and Resources: Queen's University Engineering (CIRQUE), Commerce and Engineering Environmental Conference (CEEC) and to a lesser extent the First Year Conference (FYC).

More specifically, the position includes six major initiatives: hiring new conference chairs, acting as a liaison between the conferences and the Society, holding conference chair round table meetings, aiding students wanting to start or ratify a new conference, chairing the Committee on Bursaries, and acting as a liaison between external bodies and conferences with our Engineering Society.

Hiring Chairs

The DoConf is in charge of hiring the incoming conference Chairs. That is, collecting Chair transition documents from the outgoing conference Chairs, compiling the online application for the position, and chairing the hiring panel for the position. After the hiring period the DoConf ensures a smooth transition between the outgoing and incoming Chairs and aids them in conducting their conference committee hiring.

Round Table

The DoConf plans and facilitates conference Chair round table meetings to enable the conference Chairs to discuss issues and group source solutions. These meetings are also used to gain the Chairs opinion on different issues/topics within the DoConf portfolio (eg. Conference bursaries). These are to be held at the beginning of each semester and 1 or 2 more times throughout the semester.

Liaison

The DoConf acts as a consultant and link between the Chairs and their committees and the current ED team. This includes introducing them to all of our resources and services such as IT, Comm Team, hiring, finances, alumni connections, etc. and continuously connecting them to these services through the year.

External Conferences

The DoConf is an ex-officio member of the External Communications Committee which gathers to discuss and evaluate external representational bodies such as the Canadian Federation of Engineering Students (CFES) and the Engineering Student Societies Council of Ontario (ESSCO)

and our relationship with them. The DoConf may also attend conferences hosted by CFES or ESSCO as a representative of the Engineering Society.

New Conferences

The DoConf helps any group that approaches wishing to ratify a conference under the Engineering Society. This includes helping go through the ratification process such as prepping the presentation for council and writing the motion. They will also help the new conference connect with more established conferences for their experiences and mentorship.

Committee on Bursaries

The Committee on Bursaries is an advisory body that acts to evaluate the practices for awarding and distributing bursary funds within the Engineering Society. This committee also strives to raise funds for a central bursary pool. The overarching goal of the Committee is to ensure that no event or item is financially unattainable for any member of the Society. These events and/or items include, but are not limited to: conferences, orientation week, and Applied Science jackets. The DoConf organizes and chairs meetings for this committee and ensures its continued success.

People Director of Conferences Works With

The Current Executive/Director Team

As a liaison between the conferences and the ED team you want to have a fairly strong understanding of each of the Directors portfolios so you know who to connect the conferences to depending on their needs.

Conference Chairs/Committees

As the basis of the DoConf portfolio you work very closely with the Chairs as well as their committees giving them guidance and support through the Society.

External Body Representatives

As DoConf it also falls within your portfolio to liaison between the Queen's Engineering Society and external bodies such as CFES, but this task is typically undertaken by the President or the Chair of the External Communications Committee.

Relevant Policy Manual Sections

The official responsibilities and duties of the Director of Conferences are outlined in detail in By-Law 8, Section B.5. By-law regarding the conferences can be found in By-Law 9, Section B and the policy for the conferences can be found in Policy section µ: Conferences And Competitions.

Regular Tasks

The day-to-day duties of the DoConf include: attending meetings, reading/sending e-mails, and answering questions from the Chairs regarding their planning process. The DoConf also receives many questions about our conferences from students both in the engineering faculty and other Queen's faculties that need to be replied to. Regular meetings with the conference chairs for one-on-one updates occur two or three times a month.

Meetings will also occur with the Vice President (Student Affairs) who is the executive member that oversees the DoConf as well as with the executive/director team as a whole to discuss relevant society issues and items coming to council, and to promote collaboration between ED portfolios.

Finally, the DoConf will hold office hours in the Engineering Society office and lounge. This will be for two to three hours a week and is time where he/she is available to answer questions and assist anyone who comes into the Tom Harris Student Lounge.

Meetings I Attend

The meetings that I attend/lead regularly are:

Weekly:

- Executive/Director Meetings – Update each other on portfolio developments and coordinate Society wide strategy. Give updates on when conferences are coming up. Consult with them on portfolio items.
- Vice President (Student Affairs) – Update and discussion on issues, challenges, and progress within portfolio tasks such as any issues with the conferences or their Chairs.
- FYPCO – Update FYPCO on DoConf portfolio and the task(s) that they have assigned.

Bi-Weekly:

- EngSoc Council – As a non-voting member on council you act as a consultant on any questions that arrive about your portfolio. Council is the decision making body and meetings are open to all members of the Engineering Society (all engineering students).
- Conference Chairs – Meeting with the conference chairs bi-weekly allows you to stay up to date on their progress, give any advice, and answer their questions. As the conference term progresses these can alternate between in person meetings and email updates as deemed fit.

Every so often:

- External Communications Committee – As an ex-officio member, the DoConf will meet with this committee once or twice a semester to evaluate our relations with external bodies such as CFES and ESSCO.
- Conference Chair Round Table meetings – The DoConf plans and chairs the meeting bringing the conference Chairs together to share their knowledge and best practices.
- Committee on Bursaries – Plans and chairs the meeting

Projects I Completed This Year

Completed Projects

- Created and implemented a new hiring timeline
- Established a new committee to evaluate the Society's bursary practices
- Updated conferences page on EngSoc website to reflect changes in portfolio structure
- Adopted new online payment system for delegate fees
- Executed Chair performance feedback evaluations
- Helped the Queen's Conference on Business and Technology get ratified
- Ran first ever Speakers & Sponsor's Training Session

Ongoing/Upcoming Projects

- Continue to establish and grow the Committee on Bursaries
- Hire new conference committees before the end of the year
- Educate engineering student body on the value of attending conferences

Timeline

February-April

With the aid of the outgoing DoConf, the new Director will conduct and complete the hiring for all ratified conference occurring between the beginning of their term and the beginning of exam season. New DoConf will also aid in the transition of the new chairs and hiring of the committees where needed. As a general Director you will hold office hours in the EngSoc Lounge as well as help the other Directors with their hiring panels when possible. This is a very busy time for the Director of Conferences.

Summer

During the summer, the DoConf does strategic planning for the new academic year and becomes as knowledgeable as possible in the other Directors portfolios and the resources the Engineering Society and Faculty can provide the conferences. He/she outlines goals, objectives, develops their budget and their FYPCO project plan for the year.

September

During the first month back you will plan and chair the first Conference Chair Round Table meeting. During this time you will also collect an updated conference constitution from each of the conference chairs. Depending if hiring needed to be continued in September, this month has the potential to be moderately heavy in terms of workload.

October to December

This period is generally less busy because the hiring is finished and you mostly do your regular day-to-day duties including the planning of additional Round Table Meetings (if deemed necessary). This time period is the best time for you to focus your energy into working on your special projects for the year. During this time frame Queen's Engineering Competition will be held. This time period is lighter in terms of work load.

January

This month is filled with conference prep for the Chairs, thus, staying in regular communication with them is very important. The initial work to prepare for hiring later in the semester should be done in this month. Updating and creation of transition documents will be done during the Holiday break and continue into the second semester. This month can be heavy in regards to workload.

February

Most of the conferences occur during this month so many weekends will be spent at the conferences. Hiring for the new Chairs occur within a week of the conferences ending so you will also be very busy doing hiring and transitioning the new chairs.

March

During March, AGM will occur and there will officially be a new DoConf. You will help transition them into this role and be there for them for the rest of their term if they need any assistance. Congrats! Your past year would have been pretty crazy but all of the friends and opportunities that you gain from it makes everything worth it.

Conclusion

"University is a lot more fun when it includes more than just school. Interacting with people outside of the classroom teaches you more than just studying and exams and academics. The people you meet and the experiences you have teach you skills that are equally if not more valuable when you actually step into the real world. Throughout the year, I've had the pleasure to work with so many driven, motivated, and passionate people who have inspired me to work hard and think critically. I have been part of an organization (it should really be called a family) so much bigger than myself where I could contribute for the great good. My experiences, both the ups and the downs, the crazy busy weeks, have taught me how to deal with stress and remind me constantly to step back and look at the bigger picture."

(From JT- DIA 2013-2014, Pres 2015-2016)

As JT said above, as a Director within EngSoc you gain valuable work experience and skills you can take into your professional career after university but you also get to work with some of the most passionate people in your faculty. From the other directors to the conferences chairs and their committees, you get to help these people make changes that affect every student in

engineering. If you are interested in working with some of the best student run undergraduate conferences in our country and passionate about helping them grow, this would be a very rewarding position for you.

“There’s a lot more to university than just academics and there’s a lot more to life than just university.” – Taylor Sweet (from T Sweet – DoConf 2016-2017)

“Don’t limit your challenges; challenge your limits”
-Jerry Dunn (From Loralyn- DoConf 2015-2016)

“You cannot create experience. You must undergo it.”
-John Keats (From DoConf 2014-2015)

Please feel free to message or email me if you have any questions!

Taylor Sweet

Director of Conferences 2016-2017

Queen’s Engineering Society

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