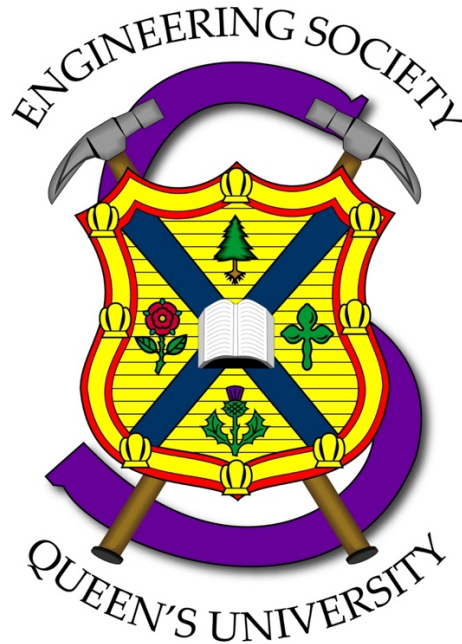




THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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Director of Events Position Manual



Created January 2017 by

Francesca Feldman, Director of Events 2016-2017

Job Description

The Director of Events oversees the planning, logistics and execution of various events run by the Engineering Society. This includes the Terry Fox Run, Homecoming Reunion Lunch, Dean's Wine and Cheese, Festival of Carols, December 6th Memorial Service, EngWeek, Movember, EngVents and various wellness initiatives.

Engineering is a lot of work, which is why it is important to ensure that the second part of "work hard, play hard" is available to every student. Although engineering events may seem like a laugh and a half to most people, they are incredibly important in developing a sense of community and culture throughout our faculty.

The Director of Events hires chairs and coordinators to run each event, with the exception of the Dean's Wine and Cheese, Homecoming Reunion Lunch and other initiatives they decide to take on. Therefore, the DoE must ensure that each event head has access to the resources they need to successfully run their event.

Relevant Policy Manual Sections

The policy outlining the responsibilities and duties of the Director of Events is located in Section β (Beta) of the EngSoc Policy Manual. Policy that is relevant to the Director of Events position is found in Section ν (Nu) of the EngSoc Policy Manual. This section contains policy for special events including Engineering Week and December 6th Memorial.

By-Law that is relevant to the Director of Events position is found in By-Law 8 describing Engineering Society Directors and By-Law 10 for society supported events. You can find all of these sections, as well as the rest of the EngSoc Policy and By-Law Manuals on the EngSoc website at <https://engsoc.queensu.ca/society/policy/>.

Event Portfolio

The following section provides a brief summary of each event the DoE oversees:

Terry Fox Run (September)

The Terry Fox Run is an annual run at the beginning of September to raise money for cancer research. This is a huge event that the Engineering Society has been hosting at Queen's since 1981. The Terry Fox Run Coordinator is hired by the Director of Events in April.

EngSoc Homecoming Reunion Lunch (Homecoming Sunday)

This year, the Engineering Society hosted the first ever reunion lunch for past student leaders. This event provides an opportunity for students to connect with alumni that are passionate

about the engineering society. The Lunch is organized by the Director of Events, Director of Professional Development and the President.

Dean's Wine and Cheese (Evening Before Sci' Formal)

The Dean's Wine and Cheese is a chance for the Dean to thank the Sci' Formal Committee and certain members of the Engineering Society in their graduating year for their contributions. The event is held the night before Sci' Formal and is organized by the Director of Events and the Dean's office.

Movember (November)

The Movember Foundation is a global charity dedicated to raising awareness for men's health. Every year in November, the Movember Committee runs a month long campaign to raise money and awareness for men's health. Some of these events include a concert, broga, weekly barbecues and a moustache growing competition. The Movember Chair is hired in April and the rest of the committee is hired in September.

Festival of Carols (End of November)

The Festival of Carols is a 71 year old tradition that takes place in Grant Hall at the end of November. It is an opportunity for students to come together with the community to sing carols, listen to musical groups, de-stress and celebrate the holiday season. The Festival of Carols Coordinator is hired in April.

December 6th Memorial (December 6th)

The December 6th Memorial Service recognizes those lost during the Montreal Massacre that occurred on December 6th, 1989 at the École Polytechnique. This event is organized by the December 6th Memorial Coordinator who is hired in April, as well as the Dean and the Faculty.

EngWeek (Week 2 of Second Semester)

EngWeek is one of the most exhilarating and thrilling times of the year! It is held the second week back from winter break and can be thought of as a second frosh week. There is a different event every night of the week that will cater to all interests. The EngWeek Chair is hired in April and the committee is hired in September.

EngVents (Throughout Year)

EngVents is an initiative designed to replace the Buddy and Fungineering programs. Its purpose is to bring together engineering students of all years and disciplines through team based competitions and non-alcoholic social events hosted throughout the year. Some of the events this year include an open-mic night, skating and a board game night. The EngVents Chair is hired in April and the committee is hired in September.

Wellness Initiatives (Throughout Year)

The Engineering Society runs events throughout the year in partnership with the Engineering Wellness Centre to promote general mental health awareness to the student body. Some of these events include mental health workshops, therapy dog sessions and lego building competitions. The Wellness Events Coordinator is hired in April.

Tasks Within Portfolio

The tasks to be completed on a daily basis and the time commitment required will vary from week to week. Typically, an hour or so each day will be dedicated to checking emails, getting the mail, and addressing daily issues. Additionally, each Director and Executive member holds office hours in the student lounge. This is for two to three hours a week and is a time where they are available to answer questions and assist anyone who comes in.

The Director of Events is also obligated to attend EngSoc Council, which is a bi-weekly meeting with the body that has been elected to represent Engineering students. The DoE does not have a vote, but they are responsible for passing any event related motions and act as an “expert witness” for any event related issues.

Brief Timeline

February to May

With the help of the previous Director of Events, the new Director will begin transitioning into the position. In April, they will start to hire the new event coordinators and chairs, and meet with them to discuss future plans.

June to August

During the summer, the Director of Events does strategic planning for the new academic year and becomes as knowledgeable as possible with their portfolio. They also hold Skype meetings with their event heads to make sure they are also preparing for the upcoming year.

September

During the first month back, the Director of Events begins helping their chairs hire their committees. They also begin planning the Wine and Cheese, the EngSoc Homecoming Reunion Lunch and help out at the Terry Fox Run.

October to February

During this period the DoE helps their Event Heads plan and prepare for their events. They also begin to help transition the new Director of Events.

Contact Information

If you have any more questions about this position, please don't hesitate to contact me. You can reach me at events@engsoc.queensu.ca any day of the week. I also have regular office hours which are posted in the Tom Harris Student lounge in the ILC.

Francesca Feldman

Director of Events 2016-2017

Queen's Engineering Society

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