



Director of Internal Affairs Position Manual

Updated January 2017 by:

Lianne Zelsman, Director of Internal Affairs 2016-2017

Created from: DIA Position Manual

Updated by: Julie "JT" Julie Tseng, Director of Internal Affairs 2013-2014

Updated by: Eleanor McAuley, Director of Internal Affairs 2014-2015

Updated by: Julianna Jeans, Director of Internal Affairs 2015-2016

Job Description

The main task of the Director of Internal Affairs is to ensure that all the inner areas of the Society are functioning correctly, documented when changed, and celebrated for their hard work. The position includes five major initiatives: Council, Elections, Policy, Banquet and Awards.

Council

The Director is in charge of coordinating Council. That is, compiling the weekly Council email (agenda, minutes from the Council Secretary, relevant appendices to motions or presentations) and distributing them to the Council List. The location and themes of Council are also decided upon by the Director of Internal Affairs, and there is an electronic voting system which is controlled by the DIA.

Elections

The DIA oversees the EngSoc Elections which includes Year Executives and the Executive/Senator Elections. He or she acts as a consultant and link to the current E/D team for the Chief Returning Officer and Deputy Returning Officer.

Policy

The maintenance and upkeep of policy is done by the DIA in collaboration with the Constitutional Guru(s) and Engineering Society Review Board. The DIA works with other members of the Society should they want to change policy.

Awards

The DIA oversees the EngSoc Awards, including the nomination period, selection period, and engraving. These awards are presented at EngSoc Banquet. The DIA communicates with various faculty members to update award descriptions and to ensure that the awards get distributed to the recipients.

Banquet

The DIA plans the year end EngSoc Banquet which celebrates the accomplishments of about 160 volunteers within the Society. It is a great night to celebrate a wonderful year full of hard work.

People I Work With

The Current Executive/Director Team

When compiling the agenda, there are Executive/Director reports given by each member to promote accountability and transparency. The DIA corresponds with all members of the team to ensure that the reports are submitted at least 48 hours in advance, in time for the distribution of the Council email.

EngSoc Council

Secretary

The Secretary takes minutes at every Council session, edits and formats them, and then submits them to the Director of Internal Affairs to be sent out with the email for the following Council. Any corrections to the minutes are submitted to the Secretary.

Constitutional Guru(s)

The Gurus attend Council sessions and are resources for everything policy-related. They maintain the By-Law, Policy, and Constitutional documents. The Constitutional Gurus and the Engineering Society Review Board can be consulted when any changes are to be brought to Council to ensure that they are positive and consistent with precedence.

Chief Returning Officer

The Chief Returning Officer (CRO) is responsible for all things elections. They play a huge role in planning the Executive/Senator elections as well as helping to elect the Year Executives and Section Representatives. The CRO oversees the Deputy Returning Officer(s).

Deputy Returning Officers

The Deputy Returning Officer(s) (DRO) is responsible for aiding the CRO in any means necessary for managing and running events held within the elections portfolio. This means running events such as Announcement Night, Debates, the E/D Meet & Greet, and more.

Relevant Policy Manual Sections

As policy is a huge part of the Internal Affairs portfolio, the Director should be familiar with all sections of the governing document. The specific responsibilities and duties of the Director of Internal Affairs are outlined in β .C.II.

Regular Tasks

The day-to-day duties of the DIA involve meetings, emails, and preparing for upcoming Councils. Council, which occurs every second Thursday, requires reminding people to send in motions, policy updates, and reports. The DIA should meet with anyone planning to bring motions in order to ensure that their motion is completely prepared to be brought to Council. The agenda is then created and sent out 48 hours in advance and printed for Thursday. Council weeks tend to be busier than the week between councils.

Meetings will also occur with the Vice President (Student Affairs) who is the executive member that oversees the DIA. The DIA also meets with the E/D team as whole to discuss relevant society issues. Once the Chief Returning Officer and Deputy Returning Officer are hired, there will also be meetings with Elections Committee to plan the logistics of election season. The

Constitutional Gurus and Engineering Society Review Board will meet with the DIA periodically to update policy and discuss policy issues, inconsistencies, or controversial motions coming to Council.

Finally, the DIA will hold office hours in the Engineering Society office and lounge. This will be for two to three hours a week and is a 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. Remind the team to submit their motions and reports when it is a Council week. Consult with them on portfolio items.
- Vice President (Student Affairs) – Update and discuss issues, challenges, and progress within portfolio tasks such as Council, Elections, and Banquet.

Bi-Weekly:

- EngSoc Council – The DIA and the elected Speaker coordinate this biweekly meeting. Council is the highest decision-making body in the Engineering Society and meetings are open to all members (all engineering students).
- Elections Committee – Meet with the CRO and DRO(s) to discuss progress on the logistics of elections, timeline, and delegate tasks.

Every so often:

- Awards Committee – When it comes time to select award recipients before the EngSoc Banquet, the Awards Committee will convene to do so. Meeting with them prior to the selection meeting is beneficial to get input on how the process should work and coordinating a time that works for all members of the committee.

Timeline

February-April

The new DIA begins transitioning, and the new Speaker is elected for Council. So much transitioning happens during this period of time, and the new DIA helps the old DIA with EngSoc Banquet in March. Year Executive Elections also happen near the end of the year. The incoming DIA hires their Secretary, CRO, and Constitutional Gurus.

Summer

During the summer, the DIA does strategic planning for the new academic year and becomes as knowledgeable as possible in EngSoc Policy. He/she outlines goals, objectives, and develops their budget for the year.

September

During the first month back the DIA will have two councils to prepare for. The First Year Executive and Section Representative Elections should happen early on in the year, as the voting members from the new year must attend council (assuming they climb the grease pole). Hiring will occur for DRO(s) at the end of September/Beginning of October.

October to December

During the first semester you will have an additional four Councils to prepare for. You work with the Executive-Director team to determine what policy changes will be coming to Council. The Elections Committee am should meet bi-weekly to plan logistics and timelines for the Election Season during second semester. You begin preliminary planning for banquet and awards.

January

Elections!

This month is filled with the running of elections along with the CRO, DROs and CEO. You market the elections as a whole and ensure that the logistics run smoothly. There are also two Councils to prepare for. Continue planning for Banquet, which includes the awards evaluation and awards committee meetings. Begin transition documents for the new DIA!

February

Councils will continue to occur this month. AGM should be organized. Banquet and awards plans should be finalized.

March

During March, AGM will occur and the new Council Speaker will be elected. You will meet with Awards Committee to select award winners. You run banquet with the new DIA and finish transition documents.

April

You tie up loose ends and transition the new DIA. Congratulations, you're done!

Conclusion

University is much more fun when it includes more than just school. Interacting with people outside of the classroom teaches you more than just studying, 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. My experience as the Director of Internal Affairs reiterates this statement. 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.

It's my belief that the Director of Internal Affairs plays a key role in the evolution of the Engineering Society by coordinating council and documenting change. You help recognize and reward great work which is done within the Society, encouraging further growth. If you're interested in looking at the evolution of EngSoc through the years and are passionate about helping it continue to grow, this would be a rewarding and great position for you!

"Experience: that most brutal of teachers. But you learn, my God do you learn."

- C. S. Lewis (From JT- DIA 2013-2014)

"You cannot create experience. You must undergo it."

-John Keats (From Eleanor- DIA 2014-2015)

"Wisdom is the daughter of experience."

-Leonardo da Vinci (From Julianna- DIA 2015-2016)

"Perfection is not attainable, but if we chase perfection we can catch excellence."

-Vince Lombardi (From Lianne- DIA 2016-2017)

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

Lianne Zelsman

Director of Internal Affairs 2016-2017

Queen's Engineering Society

iaffaires@engsoc.queensu.ca