



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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Director of Design Position Manual

Updated January 2016 by
Stephan Dobri, Director of Design 2015-2016

Created from: DD Position Manual
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Job Description

The main task of the Director of Design (DD) is to ensure the engineering design teams can operate smoothly and safely. This includes overseeing the Stewardship Agreements for the teams located in the ILC, scheduling times during which teams can have restricted access to the design bay to do work which requires extra ventilation, and being a liaison between the Engineering Society, the Faculty, and the teams.

Design Teams

The DD oversees and aids the 14 design teams ratified with the Engineering Society, 11 of which are located in the ILC. This oversight includes helping the teams maintain safe practices and helping them collaborate with each other and the Faculty.

Design Bay

The DD receives requests from teams who wish to book the design bay and restrict access so they can complete work such as composite layups or the concrete canoe pour which require the ventilation in the bay, as well as the use of respirators. The DD ensures there are no conflicts with the times the teams want to use the bay in such a way, and ensures that access is restricted during those working times. Also, the DD is in charge of ensuring the bay is kept in working conditions.

Stewardship Agreements

In September each year the teams which use space in the ILC must submit a Stewardship Agreement which outlines their use of the space as well as their safety plans and considerations. The DD reviews and approves the agreements then sends them to Simon Smith, the ILC building manager, and the Dean for their approval.

Dean's Donation Sessions

There are currently two training sessions held for groups which want to apply for funding through the Dean's Donation. The DD is in charge of helping organize the Advancement (sponsorship and similar activities) session, and is solely in charge of organizing the Project Management session. These are held in September/early October each year.

People I Work With

Design Team Captains

The main points of contact for each team is the captain. The DD corresponds with the captains regularly via email, and holds monthly meetings with them. Other team members do contact the DD if they have specific questions, but most communication is with the captain of the team.

Faculty Staff Members

The DD works with Faculty staff members regularly through the Dean's Donation Sessions, Stewardship Agreements and ordering the team jackets. In particular, the DD works with Simon Smith most regularly for anything related to the teams based in the ILC and the space in the ILC.

Relevant Policy Manual Sections

The section of policy which outlines the responsibilities and duties of the Director of Design is β.C.XI, and the information about Design Teams is outlined in K.B.

Regular Tasks

The day-to-day duties of the DD involve meetings, delivering mail, and emails, lots of emails. Many teams get materials ordered to the Eng Soc office, and it is the DD's job to let them know if a package has arrived and they haven't claimed it (although most check frequently when they are expecting a delivery).

Meetings will also occur with the Vice President (Student Affairs) who is the executive member that oversees the DD as well as with the executive/director team as whole to discuss relevant society issues. There is a monthly design team roundtable which all team captains attend, and the DD chairs these meetings.

Finally, the DD 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 they are 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. Consult with them on portfolio items.
- Vice President (Student Affairs) – Update and discussion on issues, challenges, and progress within portfolio tasks.
- FYPCOs (if you so choose to have one) – Update on their progress on an assigned project.

BiWeekly:

- EngSoc Council – Attend Council as a representative for the design teams by offering information about your portfolio as needed

Monthly:

- Design Team Roundtable – The Design Team Roundtables are monthly meetings which the DD chairs where they can talk about any upcoming deadlines/events, inform the teams about anything related to their portfolio, and help teams collaborate on any issues or projects that come up.

Projects I Completed This Year

Completed Projects

- Design Team Logo made
- Cleaned and organized the design bay over the summer
- Continued design team roster collection
- Created Design Team Best Practices Manual

Ongoing/Upcoming Projects

- Design Team jackets ordering
- Clubs Best Practices Manual
- Design bay redesign/composites lab installation
- Design bay cleaning supplies and working materials
- Keeping the bay clean

Timeline

April

Immediately, the DD takes over any upcoming Design Team Roundtables, although they will most likely be finished, and gets ready to help teams with any logistical issues for upcoming competitions (many occur during April/May).

Summer

During the summer, the DD does strategic planning for the new academic year and becomes as knowledgeable as possible about the teams they work for. They outline goals, objectives, and develop their budget for the year. They also offer support for any teams with summer competitions.

September

During September the DD has a Design Team Roundtable to hold, must oversee the Stewardship Agreements, and organize the Dean's Donation sessions. You will also work with the Faculty and teams to get volunteers for each team to the Fall Preview for prospective students.

October to December

During first semester you will have your monthly meetings to host and work on projects you created. You will also help teams however they need it. You will also work with the Faculty and teams to get volunteers to represent the teams at the Home Coming Open House.

January - February

Not much changes in January/February from the rest of first term, other than you remind teams about the second round of the Dean's Donation in January.

March - April

During March AGM will occur and there will officially be new DD, but you will stay on until the end of term. In that time you will work on transitioning the new you so they can do a fantastic job.

Conclusion

Design teams are one of the best opportunities for an engineering student to get involved. They are a unique way to get hands on experience that our regular education usually lacks. You can learn a great deal applying classroom knowledge to a real world problem, and make great friends along the way. Queen's Engineering has a lot of design teams with a wide variety of projects and each one has the capability to achieve excellence. The Director of Design can do their best to help each team reach its potential while maintaining the diversity of the teams and the great traditions of them and Queen's.

It's my belief that the Director of Design has ample room to grow. There are a number of projects they could undertake in order to better serve the design teams and help them excel. It is still a relatively new position and you will have the ability to steer it in a direction you see fit.

"If you build it, they will come."

- Field of Dreams (From Stephan- DD 2015-2016)

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

Stephan Dobri

Director of Design, 2015-2016

Queen's Engineering Society

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