



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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Director of First Year Position Manual

Updated January 2016 by
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Job Description

The main task of the Director of First Year is to assimilate the incoming class of first years into Queens Engineering, and introduce them to the society. They are also responsible for representing their best interest and

First Year Exec

The DoFY is responsible for assisting the Director of Internal Affairs in running the first year exec elections in first semester as well as helping them elect their second year exec team. They are also responsible for assisting the first year exec team where needed during meetings and their events, also being present for consultation on ideas and for the year exec to gain knowledge on resources in the society.

Jackets

The DoFY is responsible for communicating with CEO and Year Exec on all things Jacket related such as Jacket pickup, jacket fitting, as well as helping the Director of Internal Affairs with Jacket council.

First Year Conference

The DoFY hires the FYC Chair, and assists the chair in hiring the FYC committee. The main role of the DoFY in FYC is to ensure the event runs as envisioned and maintaining the connection between the chair and the engineering society contacts.

General Assistance

The DoFY is responsible for in general answering any questions that may surface during the school year pertaining to a wide array of subjects such as discipline selection, orientation week, mental health and other questions first years may have. It is the directors job to appropriately answer these questions and to do it in a timely manner as many decisions are time sensitive and last minute questions often present themselves.

First Year Project Coordinators

The Director of First Year is responsible for hiring with and organizing the First Year project Coordinator Coordinator(FYPCOCO). The two will then hire the First Year Project Coordinators after vetting director team requests for projects. The DoFY acts as a liaison with the society and to provide expertise and ensures the FYPCOs are on task by attending the meetings.

Discipline Selection

The DoFY is responsible for assisting the faculty in planning discipline selection and finding creative ways of getting First Years introduced to the disciplines available to them.

People I Work With

The Current Executive/Director Team

The Executive/Director team is very useful for finding opportunities for first years, and the team is also very good for workshops such as the Director of PD for a resume workshop, or the Director of Finance for FYC finance workshops.

FYC Chair/Committee

The DoFY will work closely with the FYC chair in planning the conference over the summer, so they are ready to hire the committee in the fall when school starts again. The DoFY is responsible for having plans and a good vision of the 5 year plan for the conference, while the chair is mainly responsible for ensuring that the committee members are doing their jobs, and consulting with the DoFY/providing updates.

FYPCOCO/FYPCOs

The FYPCOCO is useful in helping the DoFY run the FYPCO program, and coordinates events, workshops and ensures that all of the directors and their FYPCOs are continuing their projects and communicating together. The FYPCOs are a great experience for first years, so ensure to make sure that they get the most out of the experience, by introducing them to other upper years and Engineering society members.

CEO Managers

The CEO managers are useful for contact with Jackets, since the DoFY and the CEO team work closely to organize all of the jacket related events along with the the year executive team.

Relevant Policy Manual Sections

The responsibilities and duties of the Director of First Year are outlined in β .C.5.

Regular Tasks

The day-to-day duties of the DoFY involve meetings, emails, and responding to a ton of emails! There will be a lot of emails in your inbox everyday, so it is crucial that you work on responding to them 2-3 times each day to make sure that everyone knows what is happening.

The DoFY has to be comfortable with talking to Aphra(Bless Her) and Corinne to make sure that the first years have everything they need to succeed

Finally, the DoFY 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 answers 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's a council week. Consult with them on portfolio items.
- FYC- Meet with the FYC committee and help out where needed, they are fairly self-sustaining, so the main goal is to ensure your vision is continued and improved upon.
- First Year Exec- Meet with first year exec to advise them on decisions and provide information about the society.

BiWeekly:

- FYPCOs – FYPCO meetings are run by the FYPCOCO, and the DoFY sits in to make sure everything is running smoothly and to answer any questions the FYPCOs have, that they may have not had the opportunity to ask their respective director. Also these meetings generally have a general theme, or a workshop speaker.
- EngSoc Council – The Director of First Year is responsible to appear at every council during their term. The DoFY is responsible for answering any questions pertaining to the First Year portfolio and ensuring that all of the elected first years know what is happening at the council, and prepping then for all councils. The DoFY also is responsible for making all of the first years feel welcome at council by sitting with them and integrating them into the council atmosphere.

Every so often:

- Aphra Rogers- Aphra and the DoFY occasionally meet to discuss the affairs of the first year students and how to better serve them as a whole.
- Corrine Hoas- You will meet with Corrine to talk about open houses, and also about the All Discipline's night(Deserts and Disciplines).

Projects I Completed This Year

Completed Projects

- Elections
- Facebook Page Monitoring/Establishment
- All Things Jackets
- Mini Hiring workshop
- First Year Conference
- All Disciplines Night

Ongoing/Upcoming Projects

- Discipline dating

- Transition
- FYPCO Event

Timeline

February-April

Immediately, the DoFY begins prep for the next year by hiring the FYC Chair and the FYPCOCO to begin planning with them for the summer, awaiting the arrival of the first years.

Summer

Over the summer the DoFY is responsible for creating a strategic plan for the year, creating a budget to present to council for the next year, and lastly creating the Facebook page for the incoming year(Sci' 20). The job of the DoFY then is to check the page very often to ensure that any question on the page is answered quickly, and that any unruly comments or posts be deleted immediately.

September

During September your job is to help the Director of Internal Affairs in electing the first year reps to council, potentially jacket council depending on the time of the year, and you will have to hire your FYC Committee and the FYPCO's around the end of the month after year exec elections.

October to December

October to December is full of working with Year Exec to make sure that they know what they are doing, and to support and provide advice when needed, you are also for working with CEO and year exec to organize jacket pickup, jacket fitting, and the jacket slam. This is also when you do the majority of FYC planning so it is ready to go once you get back in January!

January

FYC is finally here! Your first week will be super busy because you will be crisis managing for FYC, making sure everything is all set up and calling people to confirm attendance. Post-FYC you should make an effort to reach out to Corrine to start planning the all disciplines night

February

February is all about beginning transition of the new DoFY and helping the first years select disciplines. You will be there to help them get connected to discipline reps, and to help them select it through meet and greets with disciplines, however you choose to enhance this experience.

March

During March you will really start to transition out, you will officially relinquish the position at the end of exams in April, not much else to do but write a sappy letter to the first years, and tell them that you will always be their director of First Year if they need you.

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.

My experience in being the director of First Year has been very eye opening in that I was able to see and help a large diverse group of people. Being a director is very rewarding, but a large time commitment, so if you are keen to help out a ton of first years, and you feel that you have time to help them all out, I encourage you to apply for the Director of First Year.

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

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