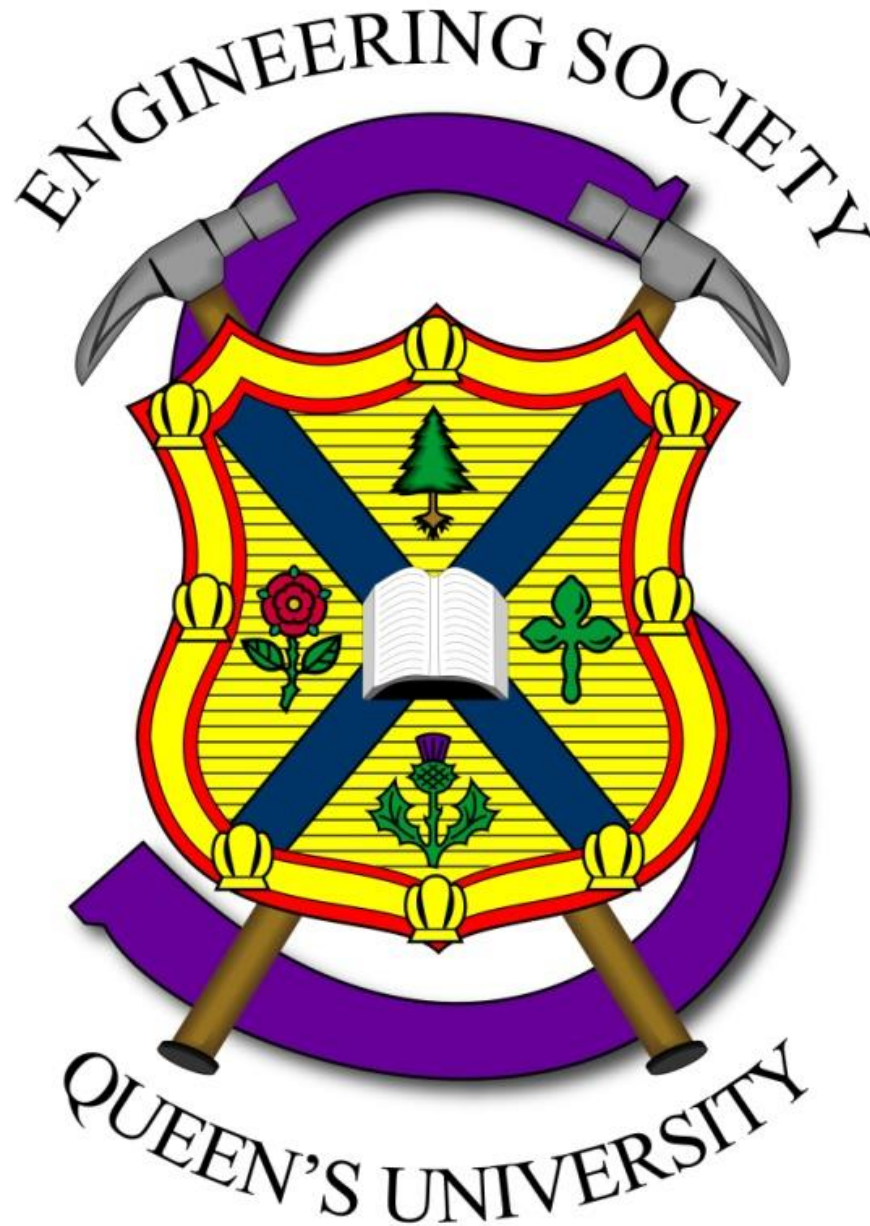


The Engineering Society of Queen's University Presents:

A Summer Plan for the President



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March 30th, 2017



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Introduction

I am incredibly excited for this summer and to embark on these projects that will better the Engineering Society and the student experience we will provide. I have broken this proposal down into sections, Routine Duties, and Projects. Within the projects section, each job is assigned a priority, 1 = non-negotiable task that must be completed, 2 = should be completed if time permits, 3 = a good idea, a timeline, the budget required (if applicable), and a short summary of the project.

I will be working on projects for both corporate initiatives (Sci Formal and Frosh Week), and for the 5 directors I support (Academics, Community Outreach, Human Resources, First Year and Professional Development), in addition to other projects that generally benefit the society.

Learning

I will be spending a significant amount of time learning about the Society. I am fortunate to have substantial general Director knowledge and the daily operations of the Society. However, I will be briefing myself on portfolios that I am less familiar with, including Academics and Outreach. Specifically, the BEDFund and the long-term planning of the Outreach position.

In addition, I will spend time reading through many documents and reports. Including reports on previous negative situations and historical documents. I will also be going through all of Policy and By-Law to review and further my knowledge.

Routine Duties

Static Meetings

Throughout the summer, I will be having many static meetings to stay informed, to gather input, and to provide advice on projects.

Position	Frequency	Subject(s)
Executive	Daily	-Ongoing Issues
AMS Executive	Weekly/Monthly	-Updates -Upcoming Issues -Discuss ideas for AMS/EngSoc collaboration
Dean	Weekly	-Updates -Discuss Relevant Issues -Maintain/Establish a positive relationship

Career Services	Monthly	-Keep up to date on current issues
Advancement	Bi-Weekly	-Sponsorship -Alumni Networking Summit
PEO	Monthly	-Keep up to date on current issues
QYEA	Monthly	-Work on summer event -Alumni Networking Summit
Faculty Board	Monthly	-Keep up to date on current issues
Advisory Board	Bi-Monthly	-Keep up to date on current issues
Homecoming Planning Committee	Monthly	-Plan Homecoming
External Communications Committee	Monthly	-Updates -Work on strategic plan and budget -Provide Support
Orientation Chair	Weekly	-Updates -Provide Support
Science Formal Convenor	Bi-Weekly	-Updates -Provide Support
Rector	Monthly	-Updates -Discuss relevant issues -Maintain a positive relationship
Director of Academics	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support
Director of Community Outreach	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support
Director of First Year	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support
Director of Human Resources	Bi-Weekly	-Updates -Work on strategic plan and budget -Provide Support

Director of Professional Development	Bi-Weekly	<ul style="list-style-type: none"> -Updates -Work on strategic plan and budget -Provide Support
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Director Support

Communicate and support the following Directors:

- Academics
- Community Outreach
- First Year
- Human Resources
- Professional Development

I plan to provide support by completing any tasks that are specific to Kingston, and helping them create their strategic plans and budgets for the coming year. Bi-Weekly remote meetings will be held to ensure constant communication. Below in the Projects section of my summer plan, I've detailed the projects I will work on over the summer that correspond with each of the Director's portfolios.

Society Updates

Julianna, Jill, and I will be updating the society on our progress through out the summer to keep us accountable to the society. We are being paid with student dollars to be in Kingston to improve the society, so it is very important that we are staying motivated and completing tasks that will better the Engineering Society for all students. We will be held accountable in two ways

- -Weekly web updates in the form of a video
 - These will hopefully be interesting and give students a glimpse into what we have been spending our time doing
- -Monthly written report updates
 - these will be more in depth, and provide a through outline of what we have accomplished

Additionally, we will have a live Gantt chart which we will update on the progress of our individual projects.

Ritual & BBQ

Every Friday in May and June the executive hosts a BBQ and Ritual. This event aims to bring students, faculty members, and community members on campus together during the summer. The approximate timeline for this is 3 hours for BBQ, 3 hours for Ritual. We're looking to expand the number of BBQs throughout the summer.

Managing the Summer Office

As President, it is the responsibility of the President to maintain summer office. I will ensure that projects are being completed; and that the appropriate hours are being put in. I plan on working with

Jill and JJ to develop a comprehensive timeline of when our tasks will be completed. By doing this we can evaluate our work on a weekly basis and determine where we can improve.

Projects

Directors

Academics

Resource Development

Priority: 3

Time Required: Ongoing

Summary: Regular check-ins with EngLinks team.

EngLinks High School Outreach

Priority: 3

Time Required: 1 day

Summary: Investigate the feasibility of continuing the High School Outreach program and if determined to be desirable, then to reach out and establish relationships with High Schools.

EngLinks Textbook Library

Priority: 3

Time Required: 0.5 day

Summary: Investigate the use of the textbook library and how to improve its awareness. Investigate the integration of Icons.

Community Outreach

Local Hockey Team

Priority: 2

Time Required: 0.5 Days

Summary: Reach out and maintain relationship with hockey team. Coordinate sponsorship.

Blood Drive

Priority: 2

Time Required: 0.5 Days

Summary: Maintain relationship with Canadian Blood Services. Consider organising regular trips throughout the summer.

Hiring and Human Resources

Appreciation within the Society

Priority: 2

Time Required: 3 Days

Summary: Evaluate how we appreciate different positions within the Society. For example, volunteer of the week. Appreciation options, Clark Line Skip vs Tea Room Gift Card vs CEO article vs EngLinks Workshop.

Transitioning

Priority: 2

Time Required: 3 Days

Summary: Develop an updated guide on transitioning of incoming and outgoing teams in relation to the new transition times. Identify issues with current timeline. And include a Director Office Hour guide, detailing the use of the printer + scanner, picking up mail, signing for packages, cleaning duties, etc.

First Year

Admitted Students Day

Priority: 1

Time Required: 1 Day

Summary: Participate in the Faculty Admitted Students Day.

SOAR

Priority: 1

Time Required: 1 Day

Summary: Participate in the Faculty SOAR day.

FYPCO Positions

Priority: 2

Time Required: 1 Day

Summary: Monitor directors' proposals for requesting FYPCOs and investigate extending the FYPCO program beyond current positions (Services, Design Teams). Additionally, write President FYPCO proposal (possibly on Volunteer of the Week).

Professional Development

Discipline Club Outreach

Priority: 2

Time Required: Ongoing

Summary: Reach out to Discipline Club reps to establish a stronger relationship related to Professional Development. Setting them up to reach out to companies themselves and facilitating recruitment for discipline specific companies.

Shane Pinder

Priority: 1

Time Required: Ongoing

Summary: Working with new Faculty Career Services Shane Pinder to develop the internship program and other resource development.

Alumni Networking Summit

Priority: 1

Time Required: Ongoing

Summary: Coordinate with Faculty Advancement Lindsay Seeger to reduce costs of the Summit. This will involve looking for more sponsorship and potentially a venue donation from alumni.

Consulting Recruitment Week

Priority: 1

Time Required: Ongoing

Summary: Coordinating with consulting companies for their recruitment/info sessions during 1st week of 1st semester.

QYEA Summer Event

Priority: 2

Time Required: Ongoing

Summary: Coordinate with QYEA to organise a new summer Student + Alumni event in Toronto on top of attending the regular summer event that they hold.

Corporate Initiatives

Frosh Week

Frosh Week Manual

Priority: 1

Time Required: 5 Days

Summary: Working with Orientation Chair to prepare an in-depth document to rationalise the events and decisions made for Frosh Week.

Primer

Priority: 1

Time Required: 1 Day

Summary: Spray paint primers and communicate with Faculty/Friesens on timeline to mail out primers.

Talking with ArtSci's / First Year Me

Priority: 2

Time Required: 1 Day

Summary: Make a funny video for Thursday Night Live! Reevaluate Talking with ArtSci's and consider something else.

Planning ED Assistance During Frosh Week

Priority: 1

Time Required: 1 Day

Summary: Collaborate with Matt Whittle to create a plan for ED assistance during Frosh Week

Assisting OC

Priority: 1

Time Required: Ongoing

Summary: Helping Matt Whittle with anything that comes up through the duration of the summer.

Online Orientation Week Fee

Priority: 1

Time Required: Ongoing

Summary: Collaborating with Jill, Cooper, and Matt Whittle to make sure Frosh Week orientation payment and sign up runs smoothly.

Science Formal

Human Resource Analysis for Science Formal

Priority: 2

Time Required: 1 Day

Summary: Analysing how our human resources are used during Sci Formal, and how we can improve the experience of students volunteering for the formal. Reevaluate the appreciation for SciFormal Committee and distribution of workload between committee and volunteers.

Assisting Sci Formal Convenor

Priority: 1

Time Required: Ongoing

Summary: Helping Matt Clark with anything that comes up through the duration of the summer.

Warehouse Booking

Priority: 1

Time Required: 0.5 Days

Summary: Working with General Manager to book Science Formal Warehouse.

Other Projects

Below the tasks involving the executives plans to make improvements to our spaces

Space	Time Required	Budget	Details
Clark Hall Stairwell	1 Day	\$282.50	-Painting -Finishing stairwell projects started by services

Clark Hall Bathroom	Ongoing	\$3333.50	-Replacing toilet and sink -Installing storage for Clark where shower used to be -Cleaning walls and floors -Painting if needed -Monitoring progress of PPS
Clark Hall Lounge	Ongoing	\$339.00	-Cleaning Floors -Getting rid of old/broken furniture -Completing project started by services if needed -Monitoring progress of PPS
Events Locker	2 Days	\$350.50	-Cleaning space -Moving event supplies to storage facility -Installing shelving -Re-organizing event supplies
Director Office	2 Days	\$384.00	-Moving things that are not needed to storage facility -Cleaning Space -Getting new chairs -Setting up computers
Boardroom	2 Days	\$3744.82	-Removing/disposing of things in the room -Cleaning -Moving in boardroom furniture
Tom Harris Student Lounge	2 Days	\$1569.52	-Cleaning Space -Replacing broken furniture/equipment

Clark Hall Stairwell

Priority: 1

Time Required: 1 Day

Budget Required: \$282.50

Summary: We will be painting the lower portion of the walls in the stairwell so that any marks left by students' shoes are less noticeable. We will also be offering our help to finish any of the stairwell improvement projects started by the services located in Clark Hall Pub. While painting should only take us one day, it should be noted that additional time might be needed to finish the other projects.

Clark Hall Bathroom

Priority: 1

Time Required: Ongoing

Budget Required: \$3333.50

Summary: It is important that we are providing a safe work environment to our services that operate in Clark Hall. To do this, we must renovate the bathroom located in the Clark stairwell so our volunteers and employees can use it. This is listed as an ongoing project because several improvements are under the control of PPS, and therefore are not in the control of the executive.

Clark Hall Lounge

Priority: 1

Time Required: Ongoing

Budget Required: \$339.00

Summary: We are hoping to turn the Clark lounge into a place that can be used by our students by ensuring that the services using the space are maintaining a clean environment. We will be investing in cleaning supplies that can be used by the executive during the summer, and by the services year round. This is listed as an ongoing project because several improvements are under the control of PPS, and therefore are not in the control of the executive.

Events Locker (Clark Hall)

Priority: 1

Time Required: 2 Days

Budget Required: \$350.30

Summary: I will be organizing the events locker (G7) located off the Clark Lounge. The contents for all events will be placed in different bins, shelving will be installed, and any materials that do not need to be on campus year-round will be moved to our offsite storage facility. One day has been budgeted for cleaning the space out, and another for reorganizing the space.

Director Office (Clark Hall)

Priority: 1

Time Required: 2 Days

Budget Required: \$384.15

Summary: We as the executive wish to provide our directors with a place where they can work outside of the ILC. We will be cleaning up the current director office to ensure that it is a usable space

Boardroom (Clark Hall)

Priority: 1

Time Required: 2 Days

Budget Required: \$3744.82

Summary: We are hoping to turn the room located between the CEO office and the events locker into a boardroom. This will allow members of the ED team to host meetings, have conference calls, and conduct interviews. This is in hopes to alleviate the number of student rooms taken up by the ED team for meetings and interviews.

Tom Harris Student Lounge

Priority: 1

Time Required: 2 Days

Budget Required: \$1569.52

Summary: There are several small but impactful changes we hope to make the Tom Harris Lounge in the ILC. We will be making a new banner to help us re-brand the space as the _____. We will be replacing the broken cabinet, chairs, and coat rack, as well as installing a set of cubbies where students can leave their backpacks.

Documents

Presidential Strategic Plan

Priority: 1

Time Required: 3 Days

Summary: Create a document outlining my actions for the year as president.

Organizing Presidential Files

Priority: 2

Time Required: 1 Day

Summary: Clean and organize the Presidential files, with the goal of cleaning more space for other director file storage.

Sponsorship Package

Priority: 1

Time Required: 3 Days

Summary: Collaborate with Sponsorship coordinators of conferences, design teams, Frosh Week, Sci Formal to develop a Society-wide Sponsorship package. Also, consider the implementation of a Sponsorship Caucus.

Reviewing

Strategic Plans and Budgets

Priority: 1

Time Required: 1.5 Days

Summary: Review all Directors and strategic plans and budgets. Review External Communications Committee Strategic plan.

Engenda

Priority: 1

Time Required: 0.5 Days

Summary: Review the Engenda before printing.

Primer

Priority: 1

Time Required: 0.5 Days

Summary: Review the Primer before printing.

Miscellaneous

Business Cards and Name Tags

Priority: 2

Time Required: 0.5 Day

Summary: Order business cards for the ED team + PD Chairs + EngLinks + Equity + Services + Jay, and create durable name tags for the ED team to wear during office hours and open houses.

Standard First Aid (SFA) Training

Priority: 1

Time Required: 1 Day

Summary: Get SFA training to ensure students are safe.

Website Development

Priority: 1

Time Required: 2 Days

Summary: Work with Jill to develop a master calendar on the new website to properly organise and advertise events across the Society. Investigate and implement a universal bank of documents and resources, to allow positions like committee members to have access to budget and strategic planning templates, etc.

Convocation

Priority: 1

Time Required: 1 Day

Summary: Help with Convocation ceremony for graduating students.

Homecoming EngSoc Lunch

Priority: 1

Time Required: 1 Day

Summary: Work with JJ and Leah to plan the Homecoming EngSoc Lunch.

3 Days for learning

45 Days for projects

13 Days for BBQ + Ritual

~5 Days for meetings

~5 Days for ongoing

~6 Days for unexpected