

Blank Motion Form

Please fill out this form and submit it to gesvpint@uoguelph.ca.

There is a detailed guide on how to fill out the form below.

Title:	Responsibilities of the Communications Coordinator
Mover:	Grace Ly, Jadelyn Appleby
Seconder:	
Spirit:	The spirit of this motion is to update the wording of the responsibilities and role of the Communications Coordinator to ensure consistent branding of Guelph's Engineering Society, such as putting all social media under them, attending SOE Communications Committee Meetings and the creation of all printed material.
Whereas:	<p>19. Responsibilities of the Communications Coordinator:</p> <ul style="list-style-type: none"> a. The Communications Coordinator shall be responsible for promotion of the Society, its events, and the services it offers. b. The Communications Coordinator shall also ensure that all printed material disseminated by the Society is non-offensive and in good taste. c. Specifically, the Communications Coordinator shall: <ul style="list-style-type: none"> i. prepare a calendar of events for each month and make it available on the Society's website, ii. ensure the Society's website is maintained and updated, iii. update links, documents, and contents to other websites as required, including but not limited to: current council members, engineering event pictures, events, connections to the University of Guelph website, connections to Engineering Clubs websites, Society meeting minutes, and governing documents, iv. be responsible for the publicity of engineering events through campus media and local media. v. compose a weekly announcement e-mail to be sent to members, and, vi. act as moderator for the undergraduate listserv.
And Whereas:	
BIRT:	<p>19. Responsibilities of the Communications Coordinator:</p> <ul style="list-style-type: none"> d. The Communications Coordinator shall be responsible for promotion of the Society, its events, and the services it offers. e. The Communications Coordinator shall be responsible for the creation of also ensure that all printed material disseminated by the Society while ensuring that it is non-offensive and in good taste. f. Specifically, the Communications Coordinator shall: <ul style="list-style-type: none"> vii. prepare a calendar of events for each month and make it available on the Society's website, viii. ensure the Society's website is maintained and updated,

	<ul style="list-style-type: none"> ix. update links, documents, and contents to other websites as required, including but not limited to: current council members, engineering event pictures, events, connections to the University of Guelph website, connections to Engineering Clubs websites, Society meeting minutes, and governing documents, x. be responsible for the publicity of engineering events through campus media and local media, xi. manage all Society social media accounts, including but not limited to: Facebook, Instagram, LinkedIn, Twitter xii. compose a weekly announcement e-mail to be sent to members, and, xiii. act as moderator for the undergraduate listserv xiv. attend the School of Engineering’s Communication Committee Meetings as the EngSoc representative.
BIFRT:	
Result:	
Discussion:	

Title: The title of the motion. Should sum up the goal of the motion in as few words as possible.

Mover: Your name.

Seconder: To be filled out at meeting. Please leave blank.

Whereas: What is currently written in the constitution.

And Whereas: What is currently written in the constitution in another place if you plan on amending it too.

Spirit: The goal of the motion. This is what you want to happen if the motion passes.

BIRT: The changes to the writing of the governing documents.

BIRFT: The changes to the writing in the constitution in the additional place you plan on amending

Result: Whether the motion passes. Will be filled out by the Guelph Engineering Society after SAGM.

Discussion: Discussion on the meeting. Will be filled out by the Secretary of the Guelph Engineering Society. Please leave blank.