

POLICY MANUAL

Guelph Engineering Society



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Table of Contents

Society Leadership

Executive

General Executive Responsibilities

President

Authority

Position Specific Duties

Vice President of Internal Affairs

Authority

Position Specific Duties

Vice President of External Affairs

Authority

Position Specific Duties

Vice President of Social Affairs (2)

Authority

Position Specific Duties

Vice President of Financial Affairs

Authority

Position Specific Duties

Vice President of Academic Affairs

Authority

Position Specific Duties

Vice President of Student Experience Affairs

Authority

Position Specific Duties

Managers and Coordinators

General Officer Responsibilities

Secretary

Position Specific Duties





Guelph Engineering Society Policy Manual

Internal Development Manager

Position Specific Duties

Merchandise Coordinator

Position Specific Duties

Special Events Coordinator

Position Specific Duties

Athletic Coordinator

Position Specific Duties

Thornborough Manager

Position Specific Duties

Professional Development Manager

Position Specific Duties

OSNAP Coordinator

Position Specific Duties

First Year Engagement Coordinator

Position Specific Duties

Communications Coordinator

Position Specific Duties

Chair

Position Specific Duties

Arts Officer

Position Specific Duties

Representatives

Representatives General Responsibilities

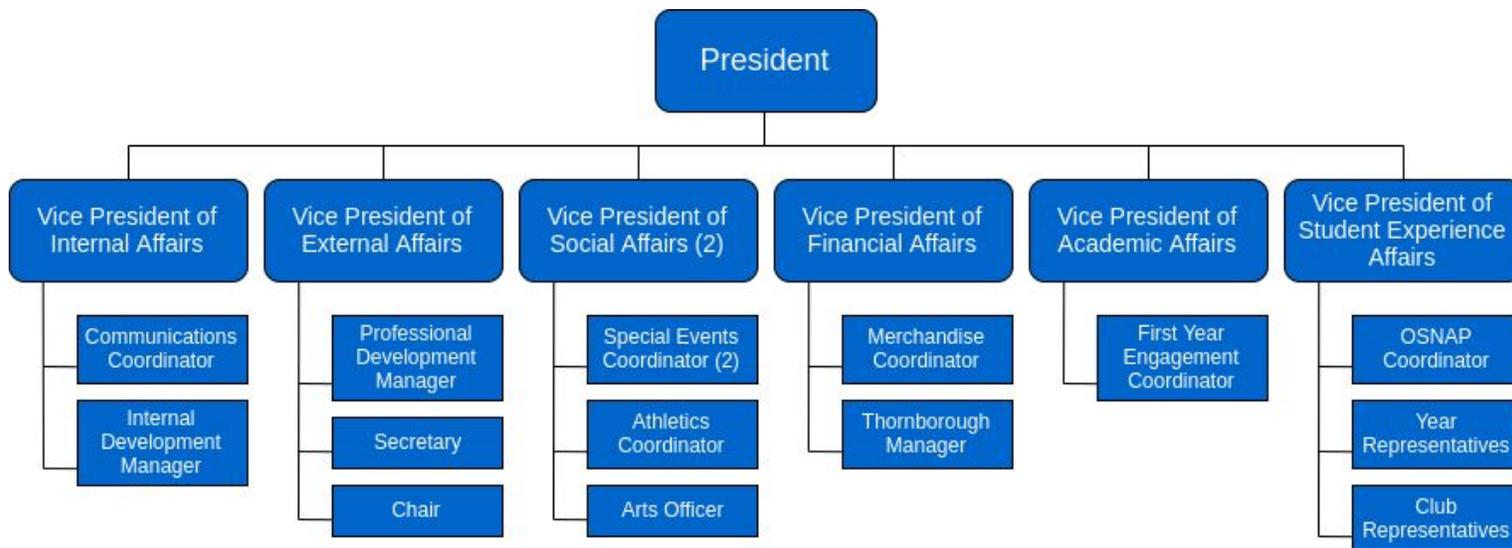
Year Representatives

Division of Year Representatives

Position Specific Duties



1. Society Leadership



Executive

1.1.1. General Executive Responsibilities

The general duties of all Executive Council members include, but are not limited to:

- a. Act as Primary Organizer of at least one event per year.
- b. Be drafted as event volunteers for any event that does not have enough volunteers in the order of priority of:
 - i. Years Reps (First through Fifth)
 - ii. Vice President of Social Affairs
 - iii. Officers
 - iv. Chair
 - v. Vice Presidents
 - vi. President
 1. Assuming no valid reason exists for a Council member’s inability to attend.
 2. If a Council member planned to attend the event anyways, their priority in the drafting queue will be increased.
- c. Write a year-end report of all duties performed throughout the year.
- d. Participate in Engineering Society Events.
- e. Act in the best interest of the Engineering Society.
- f. Maintain their position-specific folder on the EngSoc drive and ensure it is updated with all relevant working files throughout the year that may be helpful to future EngSoc councils
- g. Be signed up for three office hours per week
 - i. Executive officers only hold one regular office hour with two more hours in the Executive Office.



Guelph Engineering Society Policy Manual

- h. When running an event you must prepare for Council:
 - i. A budget for approval:
 - 1. Within one week prior to the running an event.
 - ii. A financial accounting of the event:
 - 1. Within one week of its execution.
 - iii. A detailed debriefing of any event:
 - 1. Within one week of its execution.
 - 2. This debriefing shall contain a detailed report on the operation of the event, as well as:
 - a) Final finances
 - b) Successes
 - c) Failures and concerns
- i. Ensure that Risk Management Policies are always followed.
- j. Act the leader of all members in their respective teams within council as outlined by the EngSoc organization chart in section 1. This includes but is not limited to meeting with their team members as required, acting as the primary source of help to their team members and providing them with private feedback and suggestions on their performance throughout their mandates. In return, the executive shall be able to delegate tasks related to their position to their officers when needed. Executives shall meet with their team members at least once every month, either individually or as a team.
- k. Attend a closed weekly or biweekly meeting with other executives that is run and chaired by the President.
- l. Every member must join the ticket committee for one event and be responsible for all cash ticket sales for their pertaining event. It is to be managed by the Vice President of Financial Affairs. Until a electronic form is made available.



1.1.2. President

The President shall serve as the primary representative and voice the opinion on behalf of the Engineering Society as well as its members. The president shall also serve as the overseer of all general matters related to the Engineering Society.

1.1.2.1. Authority

The President shall have direct responsibility and authority over the following elements of the Society:

- a. Entire Society acting as the primary representative
- b. Primary cheque signing
- c. Executive Society members
- d. Society Member Representatives

1.1.2.2. Position Specific Duties

The specific duties of the President include, but are not limited to:

- a. Act as the official representative and spokesperson for the Society
- b. Representing students during:
 - i. Town Hall Meetings
 - ii. Faculty meetings
 - iii. Times of student concern
 - iv. School of Engineering Planning Committee
 - v. Alumni events
- c. Ensure that every Society position is discharged with efficiency and integrity;
 - i. Reporting incongruities to Council
- d. Have cheque co-signing authority on the General account with the Vice President of Internal Affairs and the Vice President of Financial Affairs
- e. Ensure that all events sponsored by the Engineering Society follow Student Risk Management (SRM) guidelines
- f. Coordinate a year-end report on the operations of Council and the guidelines of accepted practices for the Council's operation
- g. Ensure that the year-end report is distributed to newly elected council members no later than one month after the reports have been collected from outgoing council
- h. Official Engineering Society representative to the local PEO chapter in the event that the Vice President of External Affairs is unable to attend
- i. Provide Council members with a positive reference upon satisfactory completion of their duties as deemed necessary
- j. Act as the student representative on the School of Engineering Planning committee and the CPES Student Council
- k. Ensure that all School of Engineering committees have student representation.
 - i. The committees include:
 1. Faculty Council (2-reps)



Guelph Engineering Society Policy Manual

2. Curriculum Committee (2-reps)
 3. Program Committee (2-reps).
- l. Provide Council members with private feedback and suggestions on their performance at the midpoint of each semester
 - m. Collect a transition contribution from every Council member and to edit and publish a Society Transition Document by June (the end of his/her term)
 - n. Put in their best effort to organize and run a Town Hall meeting each semester with the Dean and Director and students
 - i. In the event that the town hall meeting is not held, the President shall send a report to the students
 - o. Run and chair a biweekly executive meeting.



1.1.3. Vice President of Internal Affairs

The Vice President of Internal Affairs shall be in charge of maintaining the integrity of the constitution and policy manual, both in terms of ensuring that the Society abides by them and that it is being progressed and updated regularly. This includes all matters related to the Laboratory Fund and the Endowment Fund.

1.1.3.1. Authority

The Vice President of Internal Affairs shall have direct responsibility and authority over the following elements of the Society:

- a. The Electoral Committee acting as Chief Electoral officer
- b. The Constitutional Advancement Committee by presiding over it
- c. The Lab Fund Committee acting as chairperson
- d. Primary check signing
- e. The Communications Coordinator and Internal Development Manager

1.1.3.2. Position Specific Duties

A.2.4 The specific duties of the Vice President of Internal Affairs include, but are not limited to:

- a. Assist the President in the execution of his/her duties.
- b. Assume (with the Vice President of External Affairs) the official duties of the President during his/her absence or inability to act
- c. Have cheque co-signing authority on the General account, along with the President and the Vice President of Financial Affairs for all cheques issues
- d. To act as the Chief Electoral Officer and ensure that elections are conducted as outlined in Article 5 of the Constitution
- e. Review and make changes to the constitution with the assistance of the Constitutional Advancement Committee
- f. To act as the chairperson for the Undergraduate Lab fund Committee and ensure that Lab Fund is properly administered according to the Engineering Society Equipment Fund Constitution
- g. Responsible for all Society files that can be deemed Internal of the School of Engineering
- h. Responsible for conducting the EngSoc Semi-Annual General Meeting to be held once in the fall semester and once in the winter semester.
- i. To be a moderator for the undergraduate Engineering listserv
- j. Follow up on lab fund purchases from the previous semester to ensure that they have ended up with the proper recipient
 - i. This will be done through recording all LabFund recipients and compiling a report
- k. Ensure the following awards are voted on and distributed to deserving recipients:
 - i. Bill James Award
 - ii. Male Athlete of the Year
 - iii. Female Athlete of the Year



Guelph Engineering Society Policy Manual

- iv. Gordon F. Morton
- v. Golden Peter Award
- vi. Scott A. Robertson Award
- vii. Engsoc Most Valuable Person Award
- viii. Bill Verspagen Award
- ix. Class of the Ass



1.1.4. Vice President of External Affairs

The Vice President of External Affairs shall be responsible for the day-to-day representation of the Engineering Society to all bodies considered external to the University of Guelph. The Vice President of External Affairs shall also act as conference Coordinator and be responsible for all matters surrounding conferences.

1.1.4.1. Authority

The Vice President of External Affairs shall have direct responsibility and authority over the following elements of the Society:

- a. Delegation Selection Committee as Conference Coordinator
- b. Canadian Federation of Engineering Students (CFES) as representative
- c. Engineering Student Societies Council of Ontario (ESSCO) as representative
- d. Professional Engineers Ontario (PEO) as representative
- e. Engineers Canada as representative
- f. Conference related PDR's
- g. Oversight of the GEC Chair
- h. All CFR Forms submitted
- i. The Secretary, the Chair, and the Professional Development Manager

1.1.4.2. Position Specific Duties

The specific duties of the Vice President of External Affairs include, but are not limited to:

- a. Assist the President in the execution of his/her duties.
- b. Assume (with the Vice President of Internal Affairs) the official duties of the President during his/her absence or inability to act.
- c. Setup a delegation selection committee consisting of the Vice President of External Affairs, and 3 or more non-attending members of Council for CFES Congress. Delegations for other conferences will be selected by the Vice President of External Affairs alone, unless the Vice President of External Affairs feels a selection committee is necessary.
- d. Act as the contact person regarding all CFR form submissions and to ensure all sponsored delegates submit a report to Council
- e. Submit CFR for conferences promoting leadership and involvement with the `CFES and ESSCO
- f. To oversee the organization of the Guelph Engineering Competition (GEC), following primarily the model of the Ontario Engineering Competition and the Canadian Engineering Competition.
 - i. The competition may, at the VP External's discretion, be organized by the Vice President of External Affairs themselves or by an appointed GEC Director that the Vice President of External Affairs adopts in accordance with Article 15 of the Constitution.
 1. If the Vice President of External Affairs elects to appoint a GEC Chair, applications for the position must be open for at least one week. Selection must be



Guelph Engineering Society Policy Manual

- made no later than 6 weeks prior to the anticipated date of the competition and subsequently ratified by a majority vote of Council.
2. Once appointed, the GEC Chair is responsible for organizing GEC with support from the Vice President of External Affairs. The Vice President of External Affairs is responsible for volunteering on the day of the Competition to provide support to the GEC Chair as necessary
 3. In the event that the GEC Chair is unable to fulfill their duties, the Vice President of External Affairs is responsible assuming the duties of the GEC Chair to the best of their abilities
- g. Submit to council a report or series of reports on the conference describing the portions of the conference relevant to the Engineering Society and/or to students at large. These shall be accessible on the Guelph Engineering Society website
 - i. A template and/or other guidance on the content of these report(s) are to be given to all attending delegates within 3 days of the conference ending.
 - ii. Conference report(s) are to be sent to the Communications Coordinator within four weeks of the conclusion of each conference for publishing
 - h. Make significant efforts to get all relevant external information to the members of the Engineering Society using all avenues available
 - i. Make significant efforts to acquire financial support for conferences, which have been determined to be of high expense to the Society.
 - j. Prepare an anticipated budget for travel and conference fees for all conferences throughout the year, based on previous years delegate fees, as well as the locations of the specific conferences and an estimation of the number of delegates attending.
 - i. This budget shall be given to the Vice President of Financial Affairs no later than August 1st.
 - k. Prepare an anticipated budget for all conference funding that will be required for the year. This will be based on the previous years requests and interest from the Student Body and the Council.
 - i. This budget will shall be given to the Vice President of Financial Affairs no later than August 1st.
 - ii. The total conference budget for the year will be divided semesterly so that equal support will be given in the Fall and Winter semesters.



1.1.5. Vice President of Social Affairs (2)

The Vice President of Social Affairs shall serve as the overseer of all events run by the Guelph Engineering Society that are deemed social by nature and ensure they are run smoothly, safely and abide by SRM standards.

1.1.5.1. Authority

The Vice President of Social Affairs shall have direct responsibility and authority over the following elements of the Society:

- a. O-Week Big Buddies
- b. All other O-Week volunteers
- c. Corn Roast volunteers
- d. Banquet Committee
- e. Special Events Coordinator, Athletics Coordinator, Arts Officer

1.1.5.2. Position Specific Duties

The specific duties of the Vice-President of Social Affairs include, but are not limited to:

- a. Make all arrangements for the social functions, which the Society has chosen to sponsor.
- b. Responsible for the issuance and return of event tickets as in the latest financial practices adopted by Council.
- c. Assist the Publications Coordinator with the creation of the Frosh Handbook and the Vice President of Internal Affairs with the organization of Frosh Kits.
- d. To prepare a budget for Council's approval at least one week prior to running an event if the amount differs from what was allotted in the budget.
- e. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall include a detailed report on the operation of the event, as well as the final finances, successes, failures and concerns.
- f. Responsible for organizing the following:
 - i. O-Week
 - ii. Banquet
 - iii. Corn Roast
 1. The Vice Presidents of Social Affairs will create a subcommittee for the organization and planning of Corn Roast, consisting of any students interested in helping
- g. Ensure that Student Risk Management (SRM) Policies are followed for all social events.
- h. Ensure Traditions of Guelph Engineering are recorded and upheld from year to year to a highest priority.



1.1.6. Vice President of Financial Affairs

The Vice President of Financial Affairs shall serve as the primary financial officer of the Engineering Society and in doing so be head authority on all finances deemed important to the Guelph Engineering Society

1.1.6.1. Authority

The Vice-President of Financial Affairs shall have direct responsibility and authority over the following elements of the Society:

- a. Primary check signing
- b. Merchandise Coordinator and Thornborough Manager

1.1.6.2. Position Specific Duties

The specific duties of the Vice-President of Financial Affairs include, but are not limited to:

- a. Ensure that all bills sanctioned by Council are paid.
- b. Have primary cheque signing authority with President and Vice President of Internal Affairs on the General account and President and Vice President of Internal Affairs on the Publications account.
- c. Keep the financial documentation plus any other record in a satisfactory way, including, but not limited to:
 - i. Documentation of each cheque written and received
 - ii. Before reimbursement is completed a full expense report will be completed
 - iii. Hard Copy of Expense reports will be filed and kept for future reference
 - iv. Actual spending of the budget
 - v. The till balance each month
 - vi. All receipts must be available upon request by any member
- d. Receive all subscriptions and hold all funds for the Society.
- e. Prepare a budget (along with the President, Vice President of External Affairs and Vice President of Social Affairs) for Council approval
 - i. No later than two weeks after turnover
 - ii. Submit this budget to the C.P.E.S. council within one week of being approved
- f. Develop a yearly budget (combination of Fall, Winter and Summer)
 - i. At least \$10 000 float available at the beginning of the Fall Semester as a buffer for the delay in receiving student fees.
- g. Keep an accurate account of each year's graduation fund, within the EngSoc bank account with the Vice President of External Affairs.
- h. Ensure that the Council is adhering to the financial practices outlined in the constitution and train all incoming EngSoc members on cash handling procedures.
- i. Accurately divide up the phone bill and to ensure that the users are billed.
- j. Make weekly reports to the Council stating the financial state of the Society upon request of a Society member.



- k. Write a year-end report on all duties performed throughout the year, including semester ending budgets.
- l. At the final meeting of each semester, will present the budget to council outlining the expected versus actual spending of each specific item

1.1.7. Vice President of Academic Affairs

The Vice President of Academic Affairs shall represent the Society and its members to the Faculty of Engineering and the School of Physical and Engineering Science on all academic and curricular matters. The Vice President shall act to enhance the quality of education delivered to all Guelph Engineering Students.

1.1.7.1. Authority

The Vice President of Academic Affairs shall have direct responsibility and authority over the following elements of the Society:

- a. First Year Engagement Coordinator

1.1.7.2. Position Specific Duties

The specific duties of the Vice President of Academic Affairs include, but are not limited to:

- a. Assist the President in the execution of his/her duties.
- b. Act as the official ombudsman for any and all academic concerns that any undergraduate engineering students have, and to do so in confidence if requested by the student(s) or the Council.
- c. Actively investigate educational and academic issues for undergraduate engineering students.
- d. Represent the Society to the Faculty Council on all academic and curricular matters.
- e. Sit on the School of Engineering Curriculum Committee and Program Committee.
- f. Be aware of and discuss relevant accreditation issues and represent the undergraduate engineering students at any accreditation visits.
- g. Liaise with the student senate representatives in regards to relevant academic issues.
- h. Liaise with the School of Engineering Ad-hoc committee.
- i. Organize at least one short course each semester that enhances student learning.
- j. Assist the Vice President of Internal Affairs with Lab Fund.
- k. Be responsible for checking academic feedback box and bringing up suggestions to faculty/curriculum meetings.
- l. Update council at meeting when needed with a summary of last faculty meeting/progress/changes being discussed in academics.



1.1.8. Vice President of Student Experience Affairs

The Vice President of Student Experience Affairs shall represent the social connection between the members of the Guelph Engineering Society and the student government. The Vice President of Student Experience Affairs shall also strive to market the services of the Engineering Society and its members at large.

1.1.8.1. Authority

The Vice-President of Student Experience Affairs shall have direct responsibility and authority over the following elements of the Society:

- a. OSNAP Coordinator, Year Representatives, and Club Representatives.

1.1.8.2. Position Specific Duties

The specific duties of the Vice-President of Student Experience Affairs include, but are not limited to:

- a. Facilitate and organize separate meetings with club representatives, year representatives, and the O'snap Coordinator
- b. In charge of a survey being created when needed.
 - i. Decide on the topic of the survey
 - ii. Ensure that the survey is designed in the best interest of the school
- c. Ensure that the Society is providing the necessary support to clubs and to promote communication of opportunities for Club involvement, both internal and external, among Engineering Students
- d. Hold year representatives accountable for their position-specific duties
- e. Hold OSNAP Coordinator accountable for their position-specific duties
- f. Hold club representatives accountable for their club-specific duties
- g. Be familiar with and maintain a working relationship with the Leadership Education and Development (LEAD) Advisor of Student Life, of the Office of Student Affairs of the University of Guelph
- h. Advocate for availability of student services (i.e. printing, events ticket purchasing, merchandise, study space)
 - i. Coordinate with Thornborough Manager to ensure the Office is staffed during scheduled available
 - ii. Coordinate with Merchandise Coordinator to reflect the demand of the student body for availability of merchandise



1.2. Managers and Coordinators

1.2.1. General Officer Responsibilities

The specific duties of all Council members (in addition to the aforementioned) include, but are not limited to:

- a. Act as Primary Organizer of at least one event per year.
- b. Be drafted as event volunteers for any event that does not have enough volunteers in the order of priority of:
 - i. Year Representatives (First through Fifth)
 - ii. Vice President of Social Affairs
 - iii. Managers and Coordinators
 - iv. Vice Presidents
 - v. President
 1. Assuming no valid reason exists for a Council member's inability to attend.
 2. If a Council member planned to attend the event anyways, their priority in the drafting queue will be increased.
- c. Write a year-end report of all duties performed throughout the year.
- d. Participate in Engineering Society Events.
- e. Act in the best interest of the Engineering Society.
- f. Be signed up for one office hour per week in the Eng Soc office
- g. When running an event you must prepare for Council:
 - i. A budget for approval:
 1. Within one week prior to the running an event.
 - ii. A financial accounting of the event:
 1. Within one week of its execution.
 - iii. A detailed debriefing of any event:
 1. Within one week of its execution.
 2. This debriefing shall contain a detailed report on the operation of the event, as well as:
 - a) Final finances
 - b) Successes
 - c) Failures and concerns
- h. Ensure that Student Risk Management (SRM) Policies are always followed.



1.2.2. Secretary

The Secretary shall be in responsible for the records, correspondence, minutes of meetings and other related affairs important to the Engineering Society.

1.2.2.1. Position Specific Duties

The specific duties of the Secretary include, but are not limited to:

- a. Responsible for the recording and preparing neat and accurate minutes of the Council meetings
 - i. Completed and distributed 48 hours after the council meeting
- b. Maintain a filing system and library of all Society-related documents and all documents subscribed to by the Society.

1.2.3. Internal Development Manager

The Internal Development Manager shall be responsible for documentation of information relevant to the further development of the Engineering Society. The Internal Development Manager shall also be responsible for trying to improve the constitutions and policy manuals at General Meetings.

1.2.3.1. Position Specific Duties

The specific duties of the Internal Development Manager include, but are not limited to:

- a. Recording the various successes and failures throughout the year to be documented and used in transition.
- b. Assist the Vice President of Internal Affairs in the documentation of Labfund forms and requests
 - i. Document Labfund information in a proper database
 - ii. Ensure that previously purchased Labfund equipment has been given to the proper caretaker after intended use
 - iii. Look for means of distributing the list of previously purchased equipment and where to find it to the students
- c. Familiar with Constitutions and policy Manual.
- d. Assist the Vice President of Internal Affairs and other interested parties in writing motions for General Meetings.
- e. Keep all Society archives organized for future use and expanding in terms of content.
- f. Responsible for counting the till balance alongside the Professional Development Manager and communicate with the Vice President of Financial Affairs to ensure that the appropriate amount of cash is left in the till and the rest is put into the safe.
- g. Reserve the right to edit and modify the *Policy Manual* without the approval of a general meeting but, instead, through a presentation of desired changes at the next available Engineering Society meeting.



1.2.4. Merchandise Coordinator

The Merchandise Coordinator shall be responsible for the furthering of the Guelph Engineering brand through merchandising.

1.2.4.1. Position Specific Duties

The specific duties of the Merchandise Coordinator include, but are not limited to:

- a. Further the Guelph Engineering brand and promote the sales of Guelph Engineering merchandise throughout the school
- b. Restock merchandise that is running low.
- c. To run clothing orders every semester
 - i. The merchandise offered during clothing sales is up to the discretion of the current Merchandising Coordinator and the Society
- d. Run the sale of leather jackets.
- e. To ensure the proper distribution of all orders
- f. Discontinue the sales of non-successful merchandise.
- g. Design and create new ideas for merchandise.
 - i. Calculate and decide at what price they are to be sold at.
- h. Document the inventory of all Engsoc merchandise.
- i. Create and update merchandise summary book. Stating what merchandise is available
 - i. This summary shall include the prices and pictures of all merchandise
- j. Design and use new logos, while still maintain the tradition of the Guelph Engineering Gears
 - i. Hold design contests for guelph engineering students to get involved.

1.2.5. Special Events Coordinator

The Special Events Coordinator shall be responsible for organizing all Charity Events held by the Society, ensuring that all funds collected are properly administered to the chosen Charity. This position has the option of allowing for a dual run should the candidates desire to work as a team.

1.2.5.1. Position Specific Duties

B.7.2 The specific duties of the Special Events Coordinator include, but are not limited to:

- a. Act as the primary contact of the Society with the College Royal Organizing Committee
- b. Supervise the coordination of
 - i. Teeter-totter-a-thon
 - ii. College Royal, Engineering related events
 - iii. National Engineering Week related events.
- c. Annually organize the following charity events held by the Society
 - i. Trick or Eat.
 - ii. Movember
 - iii. Pi Day



- iv. Up to the Discretion of Special Events Coordinator if they would like to include one new Special Event each year

1.2.6. Athletic Coordinator

The Athletic Coordinator shall be responsible for organizing all Sporting Events held by the Society.

1.2.6.1. Position Specific Duties

The specific duties of the Athletic Coordinator include, but are not limited to:

- a. Organize all Sporting Events for the Society, which should include but are not limited to:
 - i. Bowling trip
 - ii. Curling
 - iii. Mini sticks hockey tournament
 - iv. Pool & Dart Tourney
- b. In charge of the issuance and return of any equipment which are owned by the Society, and is responsible for informing Society of the method by which this is done.
- c. Responsible for organizing any Inter-University Engineering Sporting Event that is hosted by the Society such as:
 - i. Annual Hockey Tournament
 - ii. Rugby
- d. Organize teams for intramurals before the appropriate entry deadline for the Fall and Winter semesters in sports of the Society's interest.
- e. Assist the Vice President of Social Affairs with the organization of sporting events during Frosh Week (in September) and Frost Week (in January).
- f. Organize one new athletics event for the year.

1.2.7. Thornborough Manager

The Thornborough Manager shall be responsible for upkeeping the Engineering Society office.

1.2.7.1. Position Specific Duties

The specific duties of the Thornborough Manager include, but are not limited to:

- a. Responsible for ordering and pricing all inventories including, but not limited to:
 - i. Printer toner
 - ii. Photocopier toner
 - iii. Binding supplies
 - iv. Paper
- b. Ensure Engsoc Office is tidy at all time and all materials are easily accessible
- c. Organize and maintain the back storages area of the office.
- d. Create a weekly microwave cleaning schedule each semester, rotating through the Council members to clean the two microwaves in the EngSoc Lounge.
- e. To ensure that Microwave cleaning schedule is maintained and followed
- f. Join the Safety Committee for the School of Engineering.
- g. Develop and maintain an office inventory system.



- h. Maintain and upkeep the calendar and poster boards in the Engsoc Lounge, including but not limited to changing the calendar every month and adding relevant event items and rotating photos from events to keep them recent.
- i. Act as a liaison between students and the SOE Tech Support team when issues with printers arise
- j. Monitor emails sent to engsocprinters@gmail.com and respond quickly to student emails.

1.2.8. Professional Development Manager

The Professional Development Manager shall coordinate all EngSoc activities associated with career advancement and preparation of Society members for post-graduate work. The Professional Development Manager shall also encourage support the long-term relationship of the Society with industries by promoting strong ties through the initiation of corporate partnerships.

1.2.8.1. Position Specific Duties

The specific duties of the Professional Development Manager include, but are not limited to:

- a. Oversee professional development programs which may include, but are not limited to:
 - i. Resume Review programs
 - ii. Mock Interviews
 - iii. Cover letter workshops
 - iv. Informational Pamphlets
 - v. Job Fairs
- b. To oversee the organization of the Guelph Engineering Competition (GEC), following primarily the model of the Ontario Engineering Competition and the Canadian Engineering Competition.
- c. Act as resource person, focused on career development and preparation for undergraduate engineers
- d. Communicate with industry through the preparation and forwarding of promotional materials relating to the operation of the Society and appropriate groups and services
- e. Coordinate corporate hosting including the organization of corporate information sessions and industry tours
- f. Promote interactions between students and industry on campus
- g. Look into methods of the possibility of sponsorship for the Engineering Society
- h. Serve as a student member of the local chapters of the Professional Engineers of Ontario (PEO) and the Ontario Society of Professional Engineers (OSPE)
- i. Act as a liaison between Engsoc and other Career Services throughout campus
- j. Provide updates to council regarding Engineering Career Services
- k. Participate as part of the annual Professional Development Conference Committee
- l. Responsible for counting the till balance alongside the Internal Development Manager and communicate with the Vice President of Financial Affairs to ensure that the appropriate amount of cash is left in the till and the rest is put into the safe.



1.2.9. OSNAP Coordinator

The OSNAP Coordinator will be responsible for ensuring that the SOE newspaper is published at least four times every semester. They will also be responsible for making sure that OSNAP contributions are non-offensive and in good taste following the Editorial Policy manual.

1.2.9.1. Position Specific Duties

The specific duties of the OSNAP Coordinator include, but are not limited to:

- a. Responsible for the publication of the Newspaper.
 - i. Completed at least four times per semester.
- b. Ensuring that the OSNAP contributors are properly lead and organized.
- c. Act as the communicator between OSNAP and Engsoc.
- d. Responsible for making sure that OSNAP is non-offensive and in good taste.
- e. Act in the best interest of OSNAP and the Engineering Society.
- f. Creation of the Frosh Handbook each Fall with the assistance of the Vice President of Social Affairs.
- g. Have everyone on council write an article

1.2.10. First Year Engagement Coordinator

The First Year Engagement Coordinator will be responsible for enhancing the relationship of the first year class with the Engineering Society. The First Year Engagement Coordinator will also coordinate efforts to involve the first-year class in Society programs and services.

1.2.10.1. Position Specific Duties

The specific duties of the First Year Engagement Coordinator include, but are not limited to:

- a. Enhance the first year experience and promote first year student involvement and participation in Engineering Society events and engineering traditions.
- b. Assist the Vice Presidents of Social Affairs with organization and planning of Orientation Week activities and being directly responsible for selection and supervision of Big Buddies.
- c. Prior to the commencement of frosh week, ensure that traditional engineering events can be executed by meeting with Guelph's frosh week organizers and explaining engineering culture with them.
- d. Identify and attempt to resolve academic concerns of the first year class through coordinated work with the following:
 - i. First Year Representatives
 - ii. Cluster Leaders
 - iii. Vice President of Academic Affairs
- e. Work with Engineering Peer Helpers to enhance and promote the participation of first year students in the Peer Helper Program if necessary
- f. Assist the Vice President of External Affairs in recruitment for delegates for the ESSCO First Year Integration Conference and attend ESSCO's First Year Integration Conference as head delegate on behalf of the Vice President of External Affairs if they are unable to attend.



- g. Assist the Vice President of Internal Affairs with purchasing and assembly of frosh kits.
- h. Design and produce one coverall patch incorporating a Guelph Engineering tradition by the end of the winter semester's exam period.
- i. Meet formally at least twice a semester with first year reps to discuss concerns, address them and report to council.
- j. Run EngPub, a social event in Peter Clark Hall, twice per semester.

1.2.11. Communications Coordinator

The Communications Coordinator will be responsible for promotions of the Engineering Society and the various services offered by the Engineering Society. The Communications Coordinator will also ensure that all printed material put out by the Society are non-offensive and in good taste before distribution.

1.2.11.1. Position Specific Duties

The specific duties of the Communications Coordinator include, but are not limited to:

- a. Ensure all printed material put out by the Society is non-offensive and in good taste before distribution.
- b. Prepare a calendar of events for each month and post the calendar in the EngSoc Lounge and on the Society's website.
- c. Ensure that the Engineering Society Board and website (www.guelphengsoc.com) is maintained and updated.
- d. Update links, documents and contents to other websites as required; including but not limited to:
 - i. Current Council Members
 - ii. Engineering Pictures
 - iii. Events
 - iv. Connections to University of Guelph Website
 - v. Connections to Guelph Engineering Clubs Websites
 - vi. Meeting Minutes
 - vii. Constitution, labfund constitution and policy manual
- e. Responsible for publicity of engineering events of Guelph Engineering as a whole through:
 - i. campus media, which may or may not include:
 - 1. the Ontarion
 - 2. Peak
 - 3. CFRU
 - ii. local media, which may or may not include:
 - 1. Radio
 - 2. TV
 - 3. Newspaper
- f. Compose a weekly announcement email to be sent to members.
- g. Be a moderator for the undergraduate listserv.



1.2.12. Chair

The Chair shall be responsible for chairing regular Engsoc Meetings without bias.

1.2.12.1. *Position Specific Duties*

The specific duties of the Chair include, but are not limited to:

- a. Conduct all meetings of the Society in the fashion of Robert's Rules of Order
- b. Responsible for a weekly agenda for the meetings of the Society.
- c. Appointed to the Council.
- d. Have no voting rights at the meetings.
- e. Preside over as chairperson on the grievance committee
 - i. Reviewing complaints and comments on the conduct of the Council from:
 1. Students,
 2. Faculty
 3. University Administrators
 - ii. Including the scheduling and type of events run by Council
- f. Ensure that the suggestion box is periodically checked, bring up to Council any concerns raised by students found in the box.
- g. Assist the Vice President of Internal Affairs in the running of all elections.
- h. Responsible for knowing the constitution and policy manual
 - i. Ensure both are followed at meetings
 - ii. Have a copy of both of these documents at every meeting for reference.

1.2.13. Arts Officer

The arts officer will constantly look for ways to involve the Arts side into engineering events or create new events with the option of running with alone or with a partner.

1.2.13.1. *Position Specific Duties*

- Annually organize at least 1 event for each of the 3 Arts (visual, dramatic musical) held by the Society
 - Visual
 - Photography Contest in O'Snap (year round)
 - Paint night
 - Lip Dub
 - Dramatic
 - Direct a Play
 - Improv night
 - Musical
 - Coffee House



- Lip Dub
- Answer emails for the Arts @guelphengsoc email account and keep record of interest in what kind of arts students want represented
- Would only have 1 executive office hour during the semesters when they are directing a play.

1.3. Representatives

1.3.1. Representatives General Responsibilities

The specific duties of all Council members (in addition to the aforementioned) include, but are not limited to:

- a. Act as Primary Organizer of at least one event per year.
- b. Be drafted as event volunteers for any event that does not have enough volunteers in the order of priority of:
 - i. Year Representatives (First through Fifth)
 - ii. Vice President of Social Affairs
 - iii. Officers
 - iv. Chair
 - v. Vice Presidents
 - vi. President
 1. Assuming no valid reason exists for a Council member's inability to attend.
 2. If a Council member planned to attend the event anyways, their priority in the drafting queue will be increased.
- c. Write a year-end report of all duties performed throughout the year.
- d. Participate in Engineering Society Events.
- e. Act in the best interest of the Engineering Society.
- f. Be signed up for two office hours per week in the Eng Soc office
- g. Meet at least once a semester to meet with peer or coordinator from the peer helper program to discuss concerns of their classmates and address them and then report to council.
- h. When running an event you must prepare for Council:
 - i. A budget for approval:
 1. Within one week prior to the running an event.
 - ii. A financial accounting of the event:
 1. Within one week of its execution.
 - iii. A detailed debriefing of any event:
 1. Within one week of its execution.
 2. This debriefing shall contain a detailed report on the operation of the event, as well as:
 - a) Final finances
 - b) Successes
 - c) Failures and concerns
- i. Ensure that Student Risk Management (SRM) Policies are always followed.



1.3.2. Year Representatives

The Year Representatives shall be responsible for representing and communicating the best interests of his/her respective class/discipline to the rest of the Guelph Engineering Society without individual bias.

They shall also be responsible for communicating all relevant non-confidential information shared within the Guelph Engineering Society to their respective class/discipline.

1.3.2.1. Division of Year Representatives

The Year Representatives shall be divided up as:

- a. 2 - first year general representatives
- b. 2 - second year general representatives
- c. 4 - third year representatives divided as:
 - i. Environmental and Water representative
 - ii. Mechanical representative
 - iii. Biological and Biomedical representative
 - iv. Computer and ESC representative
- d. 4 - fourth year representatives divided as:
 - i. Environmental and Water representative
 - ii. Mechanical representative
 - iii. Biological and Biomedical representative
 - iv. Computer and ESC representative

1.3.2.2. Position Specific Duties

The specific duties of the Year Representatives include, but are not limited to:

- a. Be the voice of his/her respective class/discipline on Council without individual bias by conveying the opinions of students in his/her class to the Council to the best of their abilities.
- b. Report the activities of the Council to his/her class/discipline within one week of having access to that information (through meetings of the Society, e-mail or any other means).
- c. Assist officers in their duties when required
- d. Form a calendar with important deadlines, midterms and all other relevant dates for their classes/disciplines within 2 weeks of the start of each semester. This calendar should be brought to all meetings of the Society.
- e. Place all information on aforementioned calendar on the master calendar on the Guelph Engineering Society website by the end of the 3rd week of class.
- f. Meet with professors from their year to get and give feedback on student process
- g. Join at least one committee within the Society and take on a project within the committee. These projects shall be chosen in a meeting between the representative and the Vice President of the committee within one week after the start of the representative's mandate.
- h. (For 4th year mech rep only). Representative must attempt to do announcements in classes of at least two different streams of mechanical engineering (energy, mechatronics, manufacturing, and biomechanics). Classes could be 3rd or 4th year, as representative sees fit.