

POLICY MANUAL FOR OFFICERS OF THE SOCIETY AND THEIR DUTIES

This policy manual is to assist all Council members in the performance of their duties. This manual clearly defines the *minimum* expectations of each position on Council. As set forth in the Constitution, any changes to the policy manual will require a two-thirds majority vote of Council.

PRESIDENT

The duties of the President of the Engineering Society Council are:

1. To be the official representative and spokesperson for the Society.
2. To ensure that every Society office (position) is discharged with efficiency and integrity; reporting incongruities to Council.
3. To have cheque co-signing authority on the General account with the VP Social and VP Finance and on the Publications account with the Publications Coordinator and the VP Finance.
4. To ensure that all events sponsored by the Engineering Society follow Risk Management guidelines.
5. To be subscribed to both the ESSCO Internet Link and the CFES Internet Link.
6. To coordinate a year-end report on the operations of Council and the guidelines of accepted practices for the Council's operation.
7. To act as an official Engineering Society representative to the local PEO chapter.
8. To provide Council members with a positive reference upon satisfactory completion of their duties as deemed necessary.
9. To ensure that all School of Engineering committees and the CPES Council have student representation. The committees include: Faculty Council (2-reps), Awards Committee (1 rep), Curriculum Committee (2-reps), and Program Committee (2-reps).
10. To provide Council members with private feedback and suggestions on their performance at the mid-point of each semester.
11. To collect and contribution from every Council member and to edit and publish a Society Transition Document by June the end of his/her term.

VICE-PRESIDENT EXTERNAL

The duties of the Vice-President External are:

1. To assist the President in the execution of his/her duties.
2. To assume (with VP Internal) the official duties of the President during his/her absence or inability to act.
3. To act as conference Coordinator – to setup a delegation selection committee consisting of the VP External, and 3 or more non-attending members of Council for CFES Congress. Delegations for other conferences will be selected by the VP External alone, unless the VP External feels a selection committee is necessary.
4. To act as the Canadian Federation of Engineering Students (CFES) representative within the Society.

5. To act as Engineering Student Societies Council of Ontario (ESSCO) representative within the Society as defined in the ESSCO Constitution.
6. To be responsible for all Society portfolios that can be deemed external to the School of Engineering.
7. To prepare a budget for Councils approval at least one week prior to the running an event and to provide a financial accounting of the event to Council within one week after the event occurred.
8. To ensure that risk management policies are followed for all events.
9. To act as student representative on both the PEO local chapter and the Guelph Engineering Alumni Association or to find an adequate representative.
10. To be subscribed to both the ESSCO Internet link and the CFES Internet link.
11. To assist the Program Councillor in any Outreach Events.
12. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall contain a detailed report on the operation of the event, as well as final finances, successes, failures and concerns.
13. To organize the Guelph Engineering Competition, following primarily the model of the Ontario Engineering Competition and the Canadian Engineering Competition.
14. To provide the members with information and results from each conference in the form of publishing each attending delegates report. These shall be accessible in both hard copy and online. These reports are to be published within 2 weeks of the conclusion of each conference.
15. To make significant efforts to get all relevant external information to the members using all avenues available.
16. To make significant efforts to acquire financial support for certain conferences which have been determined to be of high expense to the society.
17. To prepare a conference fees budget for all conferences throughout the year, based on previous years delegate fees, as well as the locations of the specific conferences and the number of delegates attending. This budget shall be given to the Vice President Finance no later than August 1st.

VICE-PRESIDENT INTERNAL

The duties of the Vice-President Internal are:

1. To assist the President in the execution of his/her duties.
2. To assume (with VP External) the official duties of the President during his/her absence or inability to act.
3. To have cheque co-signing authority on the General account along with the President and VP Finance for all cheques issued.
4. To ensure that elections are conducted as outlined in Article 5 of the Constitution.
5. To review and make changes to the constitution by presiding over the committee reviewing Constitutional changes.
6. To act as chairperson for the Undergraduate Lab Fund Committee and ensure that the Fund is properly administered according to the Constitution for the University of Guelph

- Engineering Society Equipment Fund.
7. To be responsible for all Society files that can be deemed Internal of the School of Engineering.
 8. Ensure that officer binders (containing policy manual, constitution) are collected and redistributed at the council turnover meeting.
 9. To be responsible for conducting the ENGSOC Annual General Meeting.
 10. To be responsible for holding and conducting the ENGSOC Elections.
 11. To prepare a budget for Councils approval at least one week prior to the running an event and to provide a financial accounting of the event to Council within one week after the event occurred.
 12. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall contain a detailed report on the operation of the event, as well as final finances, successes, failures and concerns.
 13. To moderate all email communications with members.

VICE-PRESIDENT FINANCE

The duties of the Vice-President Finance are:

1. To ensure that all bills sanctioned by Council are paid.
2. To have primary cheque signing authority with President and VP Social on the General account and President and Publications Coordinator on Publications account.
3. To agree to keep the financial accounting books in a satisfactory way that is in accordance with the standards set by Council. The books must be available upon request by any Council member or student.
4. To receive all subscriptions and hold all funds for the Society.
5. To prepare a budget (along with the President, VP External and VP Social) for Council approval no later than two weeks after turnover and to submit this budget to the C.P.E.S. council.
6. To keep an accurate account of each year's graduation fund, keeping the total in one bank account.
7. To keep an accurate account of the Conference Fund.
8. To ensure that the Council is adhering to the financial practices adopted as of January 1987 unless a two-thirds majority vote of Council deems a change is necessary.
9. To accurately divide up the phone bill and to ensure that the users are billed.
10. To make weekly reports to the Council stating the financial state of the Society.
11. To write a year-end report on all duties performed throughout the year, including semester ending budgets.

VICE-PRESIDENT ACADEMIC

The duties of the Vice-President Academic are:

1. To assist the President in the execution of his/her duties.
2. To 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.

3. To actively investigate educational and academic issues for undergraduate engineering students.
4. To represent the Society to the Faculty Council on all academic and curricular matters.
5. To sit on the School of Engineering Curriculum Committee and Program Committee.
6. To be aware of and discuss relevant accreditation issues and represent the undergraduate engineering students at any accreditation visits.
7. To liaise with the student senate representatives in regards to relevant academic issues.
8. To liaise with the School of Engineering Ad-hoc committee.
9. To organize at least one short course each semester that enhances student learning.
10. To assist the VP Internal with Lab Fund.
11. To run for a B.Eng student Senate seat.
12. To supervise the Directors of High School Conference.

VICE-PRESIDENT SOCIAL

The duties of the Vice-President Social are:

1. To make all arrangements for the social functions which the Society has chosen to sponsor.
2. To have cheque co-signing authority on the General account along with the President and VP Finance for all cheques issued.
3. To be responsible for the issuance and return of event tickets as in the latest financial practices adopted by Council.
4. To organize Frosh-Week (in September), and to assist the Publications Coordinator with the creation of the Frosh Handbook and the VP Internal with the organization of Frosh Kits
5. To prepare a budget for Council's approval at least one week prior to the running an event and to provide a financial accounting of the event to Council within one week after the event occurred.
6. To be responsible for organizing the following: Banquet, Corn Roast.
7. To ensure that Risk Management Policies are followed.
8. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall contain a detailed report on the operation of the event, as well as final finances, successes, failures and concerns.
9. To maintain gear points per person and declare class of the year
10. To ensure Traditions of Guelph Engineering are recorded and upheld from year to year to a highest priority

OPERATIONS MANAGER

1. To be responsible for ordering and pricing all inventories, including sweatshirts, t-shirts, printer toner, photocopier toner, binding supplies, paper, pop, and other merchandise.
2. Ensure Merchandise are well stocked and Store is neat

3. Have 3 units of office hours if required
4. Organize and maintain the back storages area of the office
5. Aid VP- Internal in the execution of his/her duties
6. To prepare a budget for Councils approval at least one week prior to the running an event and to provide a financial accounting of the event to Council within one week after the event occurred
7. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall contain a detailed report on the operation of the event, as well as final finances, successes, failures and concerns.

SOCIAL COORDINATOR

1. To aid the VP Social in all of his/her duties
2. Organize at least three events (one split license) per semester
3. To prepare a budget for Councils approval at least one week prior to the running an event and to provide a financial accounting of the event to Council within one week after the event occurred
4. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall contain a detailed report on the operation of the event, as well as final finances, successes, failures and concerns.

ATHLETIC COORDINATOR

The duties of the Athletic Coordinator are:

1. To organize all Sporting Events for the Society which may include but are not limited to: ski trip, bowling trip, curling, mini sticks hockey tournament and Pool & Dart Tourney.
2. To be 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
3. To be responsible for organizing any Inter-University Engineering Sporting Event (ie. Annual Hockey Tournament) that is to be hosted by the Society.
4. To assist the VP Social with the organization of sporting events during Frosh Week (in September) and Frost Week (in January).
5. To prepare a budget for Council's approval at least one week prior to the running an event and to provide a financial accounting of the event to Council within one week after the event occurred.
6. To ensure that risk management policies are followed for all events.
7. To organize one new athletics event for the year.
8. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall contain a detailed report on the operation of the event, as well as final finances, successes, failures and concerns.

SPECIAL EVENTS COORDINATOR

The duties of the Special Events Coordinator are:

1. To act as liaison between the Society and the College Royal Council.
2. To supervise the coordination of engineering-related College Royal events.
3. To supervise the coordination of National Engineering Week related events.
4. To organize all charity events held by the Society and to ensure that all funds collected are properly administered to the chosen charity.
5. To prepare a budget for Council's approval at least one week prior to the running an event and to provide a financial accounting of the event to Council within one week after the event occurred.
6. To be responsible for organizing the following: teeter-totter-a-thon, trick or eat and the food bank volunteering day.
7. To ensure that Risk Management Policies are followed for all events.
8. To organize one new Special Event for the year.
9. To provide a detailed debriefing of any event within one week of its execution. This debriefing shall contain a detailed report on the operation of the event, as well as final finances, successes, failures and concerns.

PUBLICATIONS AND PROMOTIONS COORDINATORS (2)

The duties of the Publications Coordinator are:

1. To be responsible for the publication of a Yearbook and to ensure that the yearbook has an editor.
2. To be responsible for the publication of the Newspaper (at least four times per semester) and to be the newspapers editor.
3. To create the Frosh Handbook each fall with the assistance of the VP Social.
4. To be ultimately responsible for all printed material put out by the Society making sure that it is non-offensive and in good taste.
5. To prepare a calendar of events for each month and post the calendar in the EngSoc. Lounge, ensuring accordance with SRM policies.
6. To ensure that the Engineering Society Board is maintained and updated.
7. To create posters when requested by other council members for upcoming events.
8. To be responsible for publicity of engineering events through campus media (Ontario, Peak, CFRU, etc) and local media (Radio, TV, Newspaper) ie. Teeter-totter-athon
9. To have cheque co-signing authority on the Publications account with the President and the VP Finance.
10. To compose a weekly announcement email to be sent to members.

TECHNICAL COORDINATOR

The duties of the Technical Coordinator are:

1. To organize and maintain the website for the Fall and Winter semesters.
2. To setup a calendar on the web showing upcoming Engineering Society Events.
3. To update the www.GuelphEngSoc.com website when needed.

4. To update links to other websites as required.
5. To clean the microwave to the best of their ability.
6. To maintain a file of old midterms and finals from courses taken by members of the Society for use by all members of the Society.
7. To change the passwords to the computer accounts monthly.

SECRETARY

The duties of the Secretary are:

1. To be responsible for the recording and preparing of the minutes of the Council meetings (to be completed and distributed 4 days prior to the next meeting).
2. To maintain a hard copy of the minutes from each meeting in a binder located on the shelves in the EngSoc Office.
3. To maintain a filing system and library of all society-related documents and all documents subscribed to by the society.
4. To have the sole responsibility for reading the e-mail from the Engineering Society main accounts, and forwarding it to the appropriate person.
5. To collect the mail from the second floor mail room and put it in the appropriate mail boxes.
6. To maintain the office and to let the VP-Internal know if inventory is low on any supplies.
7. To ensure that the Engineering Society computer account is registered on both the ESSCO and CFES links.

CLASS REPRESENTATIVES

The duties of the Class Representative are:

1. To be the voice of his/her respective class on Council.
2. To convey the opinions of the majority of students in his/her class to the Council.
3. Fourth year class representatives are responsible for the organization of the Grad Party.
4. To report the activities of the Council to his/her class as soon as possible after all meetings without bias.
5. To assist the Officer which he/she is appointed to be the Council during the academic year.
6. The third year reps to be the VP Social's helpers.
7. To oversee the organization of Pizza Days on a rotating basis and to organize at least one other event over the course of the academic year.

CHAIRPERSON

The duties of the Chairperson are:

1. To conduct all meetings of the Society as outlined in Robert's Rules of Order.
2. To be responsible for a weekly agenda for the meetings of the society.
3. To be appointed to the Council within two weeks after turnover.

4. To have no voting rights at the meetings.
5. To preside over (act as chairperson) on the grievance committee reviewing complaints and comments on the conduct of the Council (including the scheduling and type of events run by Council) by students, faculty or the University.
6. To ensure that the suggestion box is locked and periodically checked, bring up to Council any concerns raised by students found in the box.
7. To assist the VP Internal in the running of all elections.

ALL COUNCIL MEMBERS

The duties of all Council members (in addition to the aforementioned) are:

1. To act as Primary Organizer of at least one event per year.
2. To be drafted as event volunteers for any event that does not have enough volunteers in the order of priority of Years Reps (First through Fifth), VP Social, Publications, Special, Athletics, Technical, Secretary, Chair, VP Finance, VP External, VP Internal and President assuming no valid reason exists for a Council member's inability to attend. If a Council member planned to attend the event anyways, their priority in the drafting queue will be increased.
3. To write a year-end report of all duties performed throughout the year.
4. To participate in Engineering Society Events.
5. To act in the best interest of the Engineering Society.