



Agenda

Meeting of the Concurrent Education Students' Association Council

Sunday, January 29th, 2017

6:00 PM, Dunning 12

1. **Motion #1** - Adoption of the Agenda of the meeting of January 29th, 2017
Moved by: Jena Bowden
Seconded by: Jacob Gardhouse
2. **Motion #2** - Approval of the Minutes of the meeting of January 15th, 2017
Moved by: Jena Bowden
Seconded by: Jacob Gardhouse
3. **Speaker's Business**
4. **Guest Speakers**
5. **Old Business**
 - a. **Motion #3** - Homecoming Crew (B)
Moved by: Ishta Xavier
Seconded by: Emilie Watson
That CESA Council amends the CESA Constitution as outlined in Appendix: Homecoming Crew (B).
6. **New Business**
 - a. **Motion #4** – QCE: Queen's Changes in Employment (Descriptions)
Moved by: Seane Thorman
Seconded by: Sherri Patterson
That CESA Council amends Article 5 the Job Description Policy Manual as outlined in Appendix: QCE: Queen's Changes in Employment (Descriptions) (A).
7. **President's Report**
8. **Vice Presidents' Reports**
 - a. Vice President (Internal)
 - b. Vice President (External)
9. **Executive Administrator's Report**
10. **Events Director's Report**
11. **Marketing and Design Director's Report**

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- 12. Treasurer's Report**
- 13. Academic Affairs Commissioner's Report**
- 14. Equity Affairs Commissioner's Report**
- 15. Senator's Report**
- 16. AMS Representative's Report**
- 17. Year Representatives' Reports**
 - a. First Year Representatives
 - b. Second Year Representatives
 - c. Third Year Representatives
 - d. Fourth Year Representatives
- 18. QCE Chair's Report**
- 19. Head Teach's Report**
- 20. Statements by Members**
- 21. Question Period**
- 22. Discussion Period**
 - a. CESA Clubs – Sherri Patterson
- 23. Speaker's Last Word**
- 24. Adjournment**



President's Report

Jacob Gardhouse

Hello CESA Council! I'm back for my first in-person report of 2017. I'm extremely excited to work with you all for rest of the semester and I'm so proud of all the effort you've put in so far! Here are some updates from me:

Dialogue with the Dean

Our meeting with Rebecca went very well! Thank you to Sherri, Carma, Carla, Morgan, Katey and Scott for coming and sharing your thoughts on the experiences of Con-Ed students. We look forward to further consultation with the Faculty to ensure that the needs of our students are being considered on a day-to-day basis.

AMS Assembly

We had a very significant AMS Assembly meeting last Thursday, including some substantive constitutional changes with respect to the absolvment Commission of Environmental Affairs, as well as many ratifications and fee approvals. If anyone has questions about anything that happened at Assembly, I'd be happy to answer them during Question Period!

Elections/Plebiscite

Voting days are tomorrow and the next day! Please vote on the CESA, ASUS and AMS ballots, as you are members of all three societies. A Plebiscite question regarding options for a fall term break will also be present on the ballots, please answer this as well so the decision the AMS recommends to the Fall Term Break Task Force is well-supported and informed by students! Also, elections can be a stressful time for many, so please remember to offer support, in any way you can, to those around you, and respect the hard work all candidates and campaign volunteers undertake during this time of year.

That's all the major updates from me! Thank you for reading my report. Happy Week 4! You're all superstars :)

Con-Ed Love,

Jacob



Vice President (Internal)'s Report

Carma Steenkamp

Hey Everyone,

I hope the semester is going well for everyone!

[Year Reps]

The year reps are busy at work planning events and fundraisers and we will be getting together to look into a collaborative event.

[Athletic Coordinators]

BEWIC was this past weekend and Michelle and Gabe did a fantastic job of planning the event!

[Intern]

The interns are busy planning their collaborative event so stay tuned for more information on that! Also, a reminder to submit anything for the weekly email or prof reps to Amanda by Friday at midnight.

[ASUS]

ASUS did not meet this week due to elections causing Assembly not to meet quorum. The next Assembly will be on February 9th.

[Faculty Board]

Faculty Board is on the 27th. Some of the things on the agenda for this meeting include the closure proposal for Physical and Health Education Closure Proposal, some general curriculum changes, the creation of a new Master in English Language and Literature, a new Major in Languages, Literatures and Cultures, and approving calendar dates for Arts and Science at Queen's and at the BISC.

That's all there is to report from me this meeting. Good luck for the rest of January!

Carma Steenkamp
Vice-President (Internal)



Vice President (External)'s Report

Sherri Patterson

Hey friends!

January has been a rollercoaster of things happening and I'm very excited for it to be done (and I'm excited that Reading Week is soon!!)!!!! The past two weeks haven't been overly eventful for me, but big things are coming!

EXTERNAL UMBRELLA

There are so many cool things coming up soon! Get excited about the Council Social, as well as the other socials and events coming up for everyone in the next few weeks! Yael and I have been hard at work and we're very happy with how everything is going. As was mentioned during our mid-year review presentation, we're very open to hearing ideas from you about what events you want to see.

CESA DAYS

KEEP MARCH 5TH OPEN YOU WON'T REGRET IT I PROMISE O M G!!!!!!!!!!!! TELL YO FRIENDS!!!

Please remember to vote on January 30th and 31st! Your voice is very important and reading everyone's platforms to make an informed decision is a great idea.

Also, like I said, January has been a rollercoaster and please take care of yourselves! As always, I'm happy to sit down for coffee (always coffee) and do whatever I can to help you be your best self :)

Lots of love,
Sherri



Executive Administrator's Report

Jena Bowden

Hello Everyone,

I hope your week 3 went well and you are ready to head straight into week 4!

Elections

Voting begins on Tuesday, and will remain open until Wednesday at 8:00 PM. Candidates will receive their results that night, and the Association will be notified of the results via email on Thursday morning.

Thank you to everyone who came out to the Candidates' Forum! The minutes have been sent out for those of you who were unable to attend – please look over them to best inform your vote, in conjunction with the platforms email from last Saturday.

A huge shout-out to Sean for carrying yet another elections period so smoothly!!!

Office Hour Schedule

Over the past week or so, I have been able to create an office hour schedule! Surprise! It will be changing at least one more time after this meeting! Please let me know if you need anything changed, because there is still time.

Transition Manuals

This is just a friendly reminder that you should be thinking about writing your transition manuals. EVERYONE ON COUNCIL AND EXTENDED COUCNIL NEEDS TO WRITE ONE! If you have any questions about how to do this please feel free to ask me.

Orientation

For the next little while, in the interest of lifting some of the pressure on our peers, please go easy on the discussions about Orientation Week. This isn't a "rule" that needs to be enforced – I'm just imploring of you to be extra conscious of the effects that your words and questions may have on people after results come out. I'll elaborate briefly in my oral report.

Jena



Events Director's Report

Emilie Watson

Hey everyone!

Hope all is well, here's what's new in the world of events!

Social Affairs

So many exciting things going on! Liv and Maddy have planned our next social! It's a Con-Ed Mario Kart and Munchies Night and it's going to be SO. MUCH. FUN! Details will be released very shortly, so stay tuned! Though this event is free to attend, there will also be an opportunity to purchase some goodies by donation, with all proceeds going towards our Relay for Life Team! Can't wait to see you all there 😊

In other news, formal plans are certainly coming together and we're SO excited for this phenomenal event to take shape (HUGE shoutout to Liv and Maddy for all their hard work here!). If you're interested in being on the Formal Committee, there will be a meeting on **Wednesday, February 1st at 6:30**, location TBD! I'm pumped and hope you all are too!

Community Affairs

Wow, lots going on here too! Community Affairs is going to be volunteering with Martha's Table this semester, and so if anyone is interested (you do NOT already have to be on CommComm to participate!) you can contact Lindsey and Jessica at communityaffairs@cesa.queensu.ca for all the deets.

CommComm will also be helping out with the fundraising for Relay for Life, which will be happening February and March leading up to the big event! Stay tuned for lots of info coming your way about that, including the second annual PIE IN THE FACE FUNDRAISER! It's a really fun time and for a great cause, so I hope you all come out and participate!

Workshop Coordinators

Anj and Jessee are in the midst of contacting speakers for their big day, which is coming up in March! There'll be great presentations, food, and good company... what more could you want??

That's all for now! There are so many exciting events coming up in the next few weeks and we can't wait to share them all with you 😊

Events luv, Emilie



Marketing and Design Director's Report

Oshaen-Lynn Swartz

Ello world!

Firstly, sorry for not being present at the meeting this week. Don't have too much fun without me! Things on my end are going well. I had another hiccup with my computer this week; thanks to everyone for being patient with me! I've been working on graphics for upcoming events, and communicating with those under my umbrella. Shout out to my umbrella for being awesome!

I.T Admin:

John and I spoke with Carma about making slight changes to the I.T Admin job policy regarding website maintenance.

We just want to remind everyone to habitually login to your CESA email accounts on a computer, even if you have it connected to your phone. We suspect password conflict arises because people aren't logging in as often as the accounts require.

B.Ed Spread:

Connie and Jansen are currently working on the January edition of B.Ed Spread, which should be realised next week. Please remember you're obligated to write an article before the end of the year!

Merchandise:

We're still selling new merchandise. If anyone comes into the Con-Ed Office looking to buy some swag, please ensure to enter the information in the IPad. Tell your friends about all the cool mugs and mittens we want to sell to them!

Photography:

Both coordinators have been on a leave of absence during the campaign period, but things are going smoothly. Reminder to ensure you're noting that you need Photography coordinators at your event while submitting an event proposal!

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Sometimes time conflicts arise, and neither coordinators can make it to an event to take photos. If you like taking photos and are interested in getting involved, let either myself or Celina and Emily know, and we'd be happy to have your help!

Happy week four, my friends

Oshaen



Treasurer's Report

Joyce Chiang



Academic Affairs Commissioner's Report

Katey Day

Hi CESA Council!

I hope you all had a wonderful week! There is not too much happening in the world of Academics right now, but here is what I have been up to since the last meeting.

DIALOGUE WITH THE DEAN

I had the opportunity to attend "Dialogue with the Dean" the past Monday with Jacob, Morgan V, Sherri, Carma, Carla and Scott last Monday, January 23rd. We discussed our experiences in Con-Ed, things we loved, and things we would like to see changed in the future. We shared with her some information we included in our Academic Feedback Report as well as drawing on our own personal experiences. It was wonderful to get to chat with Dr. Luce-Kapler and discuss the future of the Con-Ed program. If anyone has any questions about what we discussed, feel free to ask!

That is all from me! Happy Week 4! ☺

Katey Day

Academic Affairs Commissioner



Equity Affairs Commissioner's Report

Kerri Lee

Hello everyone! Can't believe it's almost February. Huge thumbs-up and high-fives to all of you because you are all superstars!

"Things I Wish My Teacher Had Known: LGBTQ+ Workshop and Panel"

Afsheen and I worked closely with EQUIP on this workshop/panel event, which took place this past Wednesday in Dunning. It was a very valuable learning experience and 50 students attended! EQUIP did a wonderful job with the presentation and the four panelists shared their experiences and answered audience questions. Huge thank-you to everyone that came to the event! It was a joy working with EQUIP on this workshop and panel. Certificates will be available for pick-up in the Con-Ed Office next week!

Bursaries

I'm handing out bursaries for QCE and BEWICS this week. I will be e-mailing specific dates/pick-up times to bursary recipients to come pick them up in the Con-Ed Office. I'll post a list in the Con-Ed office as well, in case students have not yet checked their e-mails and ask you when they can pick their cheque up.

Equity Caucus

We had an Equity Caucus meeting this past Wednesday and had some very productive discussions. We welcomed new members from the Queen's School of Medicine's Society as well as Nursing and we helped to select applicants for the AMS Committee on Inclusion.

Upcoming Events

We'll continue to keep you all posted on future events! We are hoping to collaborate with other social groups on campus to offer more workshops/panels/events before the end of the year (for instance, a Race and Class Relations Workshop and panel for next month or March).

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"If 'Plan A' didn't work, the alphabet has 25 more letters. Stay cool."

Kerri Lee

Equity Affairs Commissioner

Concurrent Education Students' Association

John Deutsch University Centre

Kingston, Ontario K7L 3N6

Tel: (613) 329-1893





Senator's Report

Scott Kell

Hi Everyone!!

FTBTF

FTBTF is moving along rapidly as we are making our final recommendation to send to the Principal next week. In the AMS elections there's a question between two styles of year that would give students a Fall Break, please answer it.

One: having move-in day on the Saturday before Labour Day, classes start on the Thursday and Friday, Sat. Sun. for Res. Orientation, Mon. - Wed + Sat. Sun. for Faculty Orientation, and the concert could be held on the Friday night. The Fall Break would be a four day weekend most likely after Thanksgiving, but it could be anywhere in the term as long as it's a Thurs. and Fri. being taken away.

Two: having move-in day a week earlier. The earliest this could be is Aug. 23. This would mean summer jobs would be severely limited for Orientation leaders, and residence costs/student fees would increase because campus would need to be open a week earlier. The break could again be anytime in the semester, and it would be a full week Break.

Senate

Senate is coming up on Tuesday. Senate is voting on approving the Sessional Dates (school calendar) for next year. Same as this year, no fall break, no changes to move in day.

Thanks to a BIG grant (\$24.2 million USD) from The MasterCard Foundation Queen's is partnering with the University of Gondar to advance inclusive education for young people with disabilities in Ethiopia and other countries in Africa. The money will be used to educate teachers in Ethiopia, and bring 60 of the University of Gondar's faculty to Queen's to study here.

Barbara Crow has been appointed the new Dean of the Faculty of Arts and Sciences.

The Board of Trustees has approved the revised Policy on Sexual Violence Involving Queen's University Students.

A new M.Ed program is being voted on. The degree would be a dual degree M.Ed partnered with South China Normal University. First year would be at the student's home institution, second year at the partner institution, and third year would be focused on completing a thesis and internship. Initial enrolment targets are 3-5 students per year.

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An issue was brought up on supervision of practicums in the Faculty of Education and the Faculty of Health Sciences. The issue was that the objectivity of non-faculty preceptors (observers) during practicums was questioned. This is only an issue for when we are in 5th year and our practicums are actually observed. The Senate Committee on Academic Procedures determined that no change to current policy is needed, but faculties and schools should work to maintain their relationships with external placement providers and the students in those placements.

Thanks!

Scott



AMS Representative's Report

Tiffany Wong & Carla Namkung

Dear CESA Council,

Here is a recap of the AMS Assembly Meeting on Jan. 19:

Election validation:

Assembly began by approving a motion presented at Assembly in December to amend the AMS Constitution to allow the Assembly Speaker to run for AMS executive in the upcoming election. The motion passed unanimously this time, barring three abstentions from the current AMS executive.

Assembly then ratified the two teams that will be running for AMS Executive in the upcoming election. Team MTW consists of Aniqah Mair, CompSci '18, Landon Wilcock, ArtSci '18, and Julie Tran, ArtSci '18, and Team JBP consists of Jennifer Li, ConEd '17, Brian Mackay, ArtSci '17, and Palmer Lockridge, ArtSci '17.

Fall Term Break plebiscite vote:

Assembly engaged in a fruitful debate about a proposed plebiscite question to be included on the AMS Winter 2017 Referendum regarding Fall Term Break.

The plebiscite question presents students with the opportunity to vote on two options for incorporating a Fall Term Break.

Option one would push move-in day back by one full week, placing it on the Sunday eight days before Labour Day. Orientation Week would begin on move-in day and last for seven days, ending on the following Sunday. Classes would begin the Tuesday after Labour Day, and a four-day long Fall Term Break would occur from the Tuesday to the Friday after Thanksgiving.

Pros:

- This option allows the university to preserve both Orientation activities and pre-exam study days, while still providing a long enough break to better serve student mental health concerns.

Cons:

- Downsides of this option as identified by the AMS include that it would impose costs on the university, such as lost revenue from summer camps and other activities that use residence facilities, as well as additional costs incurred from requiring student services to be open a week earlier.



- An early Orientation might also interfere with students' ability to maintain summer employment or find living accommodations in time for move-in day.

Option two places move-in day on the Saturday before Labour Day. Residence Orientation would take place on the night of move-in day, and Faculty Orientation would run from the Sunday before Labour Day until the following Wednesday.

Classes would begin Thursday and Friday, and additional Residence Orientation days would occur on the following Saturday and Sunday. This would allow for a two-day fall break on the Thursday and Friday before Thanksgiving weekend.

Pros:

- The AMS identified that no additional costs would be incurred for the university should this option be implemented, and it would still allow them to maintain most Orientation Week activities.

Cons:

- However, the AMS acknowledged that classes on the Thursday and Friday would likely have very low attendance, and that the two-day break provided would be shorter than the majority of students expressed a desire for on the Task Force's survey. Furthermore, this option will require the modification of some Orientation Week activities.

Secretariat Miguel Martinez confirmed these wouldn't be printed on the actual ballot. However, they will be made available to students via promotional material released prior to the referendum.

At next Assembly, members will vote on what option the AMS would like to advocate for.

AMS Committee on Inclusion:

Social Issues Commissioner Lea Keren announced the formation of the new AMS Committee on Inclusion, which she herself will sit on along with Vice President (University Affairs) Carolyn Thompson, the Committee against Racial and Ethnic Discrimination co-chairs, two members of Assembly and two students-at-large.

The committee will begin by discussing issues related to inclusivity on campus, and will then transition to an implementation committee by September 2017.

Best,

Carla Namkung and Tiffany Wong



First Year Representatives' Report

Jathorsan Lingarajan & Makenzi Mellon



Second Year Representatives' Report

Chloë Demizio & Alexandra da Silva

Hello!!

Sorry we could not be at the meeting this evening! In our place, here is a little update on what we've been up to and what plans we have in store for the rest of the semester.

Sk8 D8 Year Event

In case you were still a little unsure, our next year event will be a 2nd Year skate date in Market Square! The event is scheduled to take place at some point next weekend (the date will depend on the weather). The plan is to meet up on campus, head to the square, skate and then hit up some of the café's downtown for hot chocolate afterwards!

B.Edder4U

For our B.Edder4U fundraiser this year, we will be teaming up with the 1st Year reps to do another Valentine's Day treat. This year, our plan is to sell "A Crush 4 Ur Crush". We are hoping to sell a can of Crush pop with a little personalized heart note on top. More details will follow at the next meeting.

That's all for us! Have a great week! ☺

Thanks,

Al-oë



Third Year Representatives' Report

Sebastian Faudemer & Matt Rowland

Last week we had the halfway there party to celebrate completing half of our program (yikes). We were ecstatic with the turnout and everyone who was there had a great time. We are going to start the planning of our next event very soon with the goal of having it being before Reading Week starts. If weather permits it will most likely be skating. Other than that we are going to reach out to the Second-Year Reps to potentially plan a year event with them as well.

Tata for now,
Sebastian Faudemer and Matt Rowland



Fourth Year Representatives' Report

Gillian McMurry & Erica Pasternak

Happy Sunday Council!

Erica and Gillian have been working the gift that we will purchase with our large sum of money from the B.Edder 4 You Fund. We have even put a poll up on Facebook (and one will go in week 4's weekly e-mail). We've got a couple of ideas so far, but are still looking for that perfect item, so if anybody has a really good idea, please let us know because we value your opinions (especially you 4th years out there)!

In other news, the next year event is on Monday and we will be playing Minute To Win It games and there will even be a trophy for the big winners!

Hopefully we get some snow soon!

Have a good week 4 and an even better week 5 😊

Erica Pasternak and Gillian McMurray



QCE Chair's Report

Seane Thorman

Hello everyone,

Not much is happening on the QCE front. We have just been debriefing about conference and thinking about ways QCE can improve for next year. We are excited to work on our transition manuals and plan a transition for the QCE 2018 team.

Currently our main role is to work on hiring and to prepare for our meeting with the newly appointed hiring panel (coming to your next CESA meeting near you!). We also updated some job descriptions based on our experiences, especially refining the Director of Sponsorship's role, as it is a new position. All of these updates are in the motion below (so exciting!!!).

If you have any questions just let me know!

Until next TIME,

Queen's Conference on Education 2017 Executive Team



Head Teach's Report

Chloë Demizio

Hello!

I hope everyone is well! I apologize for not being in attendance for tonight's meeting. Here is an update on what Teach Exec has been up to over the past few weeks and what we have planned.

Teach Hiring

I would like to thank everyone who helped us throughout the duration of Teach Hiring. From sharing our posts on Facebook, to spreading the word about the application, we truly appreciate it. Also, a special shout-out goes to Teach Exec 2016, Sherri, Jacob and Carma for assisting us in the interview process. Thank you for your thoughts and for keeping us company all weekend. We held interviews from January 19th - 22nd, and January 27th. Overall, we were extremely impressed with the overwhelming response of applicants that we received this year. The process has been exciting to go through, and we cannot wait to choose our team of Teaches to welcome the class of 2021 in September.

ORT

Aubrey and I attended our first ORT meeting of the year this past Monday. We are both very excited to get to know the other Heads and Logistics from each of the other faculties!

O-Week

We are beyond excited to begin to officially start planning for Orientation week. We will keep council updated of our progress as we move along!

That's all for now! Have a MAGnifiCCent week 😊

Thanks,

Chloë Demizio



Old Business

Appendix: Homecoming Crew (B)

From the CESA Constitution

5.02 Membership to the Council

5.02.01 The elected members of the Council shall be:

- (a) President,
- (b) Vice President (Internal),
- (c) Vice President (External),
- (d) Executive Administrator,
- (e) Senator,
- (f) Representative(s) to the AMS,
 - i) The number of representatives shall be determined in accordance with the AMS Constitution.
 - ii) Should the Association be entitled to two (2) or more representatives, one (1) shall be filled by a first year Association member.
- (g) First Year Representatives,
- (h) Second Year Representatives,
- (i) Third Year Representatives,
- (j) Fourth Year Representatives,
- (k) Alumni Representative(s).

5.02.02 The hired members of the Council shall be:

- (a) Head Teach,
- (b) Conference Chair,
- (c) Clerk(s) of the Council,
- (d) Treasurer,



- (e) Marketing and Design Director,
- (f) Events Director,
- (g) CESA Clubs Director,
- ~~(h) Alumni Homecoming Coordinator,~~
- (i) Academic Affairs Commissioner,
- (j) Equity Affairs Commissioner.

5.02.03 The Appointed member of the Council shall be:

- (a) Speaker.

5.02.04 The observers of the Council shall be:

- (a) ASUS President,
- (b) ASUS Vice President,
- (c) Rector,
- (d) Q-CESA Representative.

5.02.05 The hired members of Extended Council shall be:

- (a) IT Administrator,
- (b) B.Ed Spread Editors,
- (c) Workshop Coordinators,
- (d) Community Affairs Coordinators,
- (e) Social Affairs Coordinators,
- (f) Athletic Coordinators,
- (g) Academics Teach,
- (h) Social Teach,
- (i) Financial Teach,
- (j) Logistics Teach,
- (k) QCE Director of Logistics,



- (l) QCE Director of Special Events,
- (m) QCE Director of Marketing,
- (n) QCE Director of Finance,
- (o) QCE Director of Sponsorship,
- (p) Merchandise Coordinator,
- (q) Photography Coordinators,
- (r) First Year Interns,
- (s) Equity Outreach Coordinator,
- (t) Alumni Homecoming Coordinators.



New Business

Appendix: QCE: Queen's Changes in Employment (Descriptions) (A)

From the Job Description Policy Manual

ARTICLE 5. DUTIES OF THE CONFERENCE EXECUTIVE

5.01 Duties of the Conference Chair

5.01.01 The Conference Chair shall:

- (a) be a non-voting member of Council and is required to attend all meetings of the Council,
- (b) work with the Vice President (External) and the Conference Executive to plan, organize and facilitate the Queen's Conference on Education,
- (c) chair Conference Executive meetings,
- (d) act as the key liaison between the **CESA** Executive, ~~and the~~ Conference Executive, **AMS Clubs Manager, and Faculty of Education,**
- (e) participate in the selection of the incoming Conference Executive,
- (f) ~~maintain communication with respective Councils and Faculties at Queen's University~~ **coordinate all volunteers for the Conference weekend,**
- (g) in conjunction with Director of Marketing, maintain communication with Councils and Faculties of Education of participating external universities,
- (h) ~~book any equipment and venues required for the Conference weekend,~~ **arrange hotel or billeting accommodations for all external delegates,**
- (i) act as the official contact person for Conference delegates,
- (j) organize delegate registration,
- (k) place delegates in workshops and prepare certificates of completion for Conference delegates in conjunction with Director of Logistics,
- (l) prepare the welcome packages,
- (m) provide support and guidance to all members of the Conference Executive,
- (n) perform any duties that do not directly fall under the job descriptions of Director of Special Events, Director of Logistics, Director of Marketing, **Director of Sponsorship** or Director of Finance,
- (o) have co-signing authority on the Conference bank account with the Director of Finance.
- (p) **have monthly meetings with each member of the directors individually.**

5.02 Duties of the Director of Special Events

5.02.01 The Director of Special Events shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Conference Executive meetings,



- (c) coordinate all social events for the Conference weekend, including the banquet and/or Friday Night Social and/or icebreaker activities,
- (d) ensure all social events abide by AMS insurance policy,
 - i) Fill out an AMS sanctioning form.
 - ii) Seek approval from Queen's Student Constables, Queen's First Aid, and the AMS Vice President (Operations) for appropriate events in conjunction with the Conference Chair
- (e) coordinate all pre-Conference social events, including fundraisers to raise funds for the Conference,
- (f) coordinate all meals and snacks for the Conference in conjunction with the Director of Sponsorship,
- (g) provide support to other members of the Conference Executive as required, on the advice of the Conference Chair.

5.03 Duties of the Director of Logistics

5.03.01 The Director of Logistics shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Conference Executive meetings,
- (c) book and organize all workshop and keynote speakers,
- (d) ~~organize the Teacher Resource Fair,~~ arrange hotel or billeting accommodations for applicable speakers,
- (e) coordinate tokens of appreciation, charitable donations or otherwise, for all Conference speakers,
- (f) ~~coordinate all volunteers for the Conference weekend,~~ book any equipment and venues required for the Conference weekend,
- (g) assist Conference Chair in the preparation and distribution of certificates of completion for conference delegates,
- (h) provide support to other members of the Conference Executive as required, on the advice of the Conference Chair,
- (i) assume the role of the Conference Chair in their absence.

5.04 Duties of the Director of Finance

5.04.01 The Director of Finance shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Conference Executive meetings,
- (c) ~~arrange hotel or billeting accommodations for all external delegates and speakers,~~ apply for applicable grants
- (d) will provide large scale supporters with post-Conference updates and final budget, in conjunction with the Conference Chair, and Director of Sponsorship



- (e) coordinate the re-establishment of the Queen's Conference on Education AMS fee subject to individual opt out when it is time for the question to be put on the ballot for the referendum,
- (f) have co-signing authority on the Conference bank account with the Conference Chair
- (g) be responsible for all Conference finances,
 - i) create a preliminary budget in April based on previous years' finances
 - ii) update the budget on an ongoing basis
 - iii) provide support to the Conference Chair during delegate registration
 - iv) present a final budget to the Conference Executive following the completion of Conference and payment of all outstanding fees
- (h) communicate with the Director of Sponsorship to appropriately update the budget in relation to monetary donations from sponsors,
- (i) distribute charitable donation on behalf of conference speakers,
- (j) ~~(i)~~ provide support to other members of the Conference Executive as required and on the advice of the Conference Chair.

5.05 Duties of the Director of Marketing

5.05.01 The Director of Marketing shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Conference Executive meetings,
- (c) advertise the Conference internally for both Concurrent Education and other Queen's students,
- (d) advertise the Conference externally at other Ontario universities, in conjunction with the Conference Chair,
- (e) develop all Conference publications, including the website (in conjunction with the IT Administrator when necessary) and any additional multimedia,
- (f) coordinate Conference Executive Clothing,
- (g) create and collect evaluation forms for the Conference weekend to be completed by all speakers and delegates in attendance,
 - i) review the evaluations and relay the information to the Conference Executive
- (h) organize and purchase all Conference products, including materials for the welcome packages,
- (i) provide support to other members of the Conference Executive as required and on the advice of the Conference Chair.

5.06 Duties of the Director of Sponsorship

5.06.01 The Director of Sponsorship shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Conference Executive meetings,
- (c) draft an up-to-date support sponsorship package and communicate with potential supporters for monetary and product donations in conjunction with the Office of Advancement,

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- (d) focus on implementing new and innovative strategies to acquire new sponsorship,
- (e) contact and engage relevant local and corporate sponsors to build new relationships while reiterating sponsorship value to existing ties,
- (f) engage sponsors leading up to and during the conference, manage sponsor representation in conjunction with Marketing Director of Marketing,
- (g) will provide large scale supporters with post-Conference updates and final budget, in conjunction with the Conference Chair and Director of Finance,
- (h) apply for applicable Queen's grants, and communicate with internal Departments at Queen's for donations
- (i) communicate with the Director of Finance to ensure monetary donations are reflected in the budget,
- (j) coordinate all meals and snacks for the Conference in conjunction with the Director of Special Events
- (k) ~~(j)~~ provide support to other members of the Conference Executive as required and on the advice of the Conference Chair.