



Agenda

Meeting of the Concurrent Education Students' Association Council

Sunday, January 10th, 2016

6:00 PM, Dunning 12

1. **Motion #1** - Adoption of the Agenda of the meeting of January 10th, 2016
Moved by: Levi Burns
Seconded by: David Wiercigroch
2. **Motion #2** - Approval of the Minutes of the meeting of November 29th, 2015
Moved by: Levi Burns
Seconded by: David Wiercigroch
3. **Speaker's Business**
4. **President's Report**
5. **Vice Presidents' Reports**
 - a. Vice President (Internal)
 - b. Vice President (External)
6. **Executive Administrator's Report**
7. **Events Director's Report**
8. **Marketing and Design Director's Report**
9. **Treasurer's Report**
10. **Academic Affairs Commissioner's Report**
11. **Equity Affairs Commissioner's Report**
12. **Equity Outreach Director's Report**
13. **Senator's Report**
14. **AMS Representative's Report**
15. **Year Representatives' Reports**
 - a. First Year Representatives
 - b. Second Year Representatives
 - c. Third Year Representatives
 - d. Fourth Year Representatives
16. **CESA Clubs Director's Report**
17. **QCE Chair's Report**



18. Head Teach's Report

19. Statements by Members

- a. Katey – CGRC Report

20. Question Period

21. Old Business

- a. **Motion #3 – That's why her hair is so big. It's full of secrets.**

Moved by: Sarah Chin

Seconded by: David Wiercigroch

That CESA Council amend article 4.08 of the CESA Constitution as outlined in Appendix: That's why her hair is so big. It's full of secrets.

- b. **Motion #4 – The One Who Beg\$ (A)**

Moved by: Suzanna Floras-Matic

Seconded by: Ali Wright

That CESA Council amend article 5.02 of the CESA Constitution as outlined in Appendix: The One Who Beg\$ (A).

- c. **Motion #5 – The One Who Beg\$ (B)**

Moved by: Suzanna Floras-Matic

Seconded by: Ali Wright

That CESA Council amend article 5 of the Job Description Policy Manual as outlined in Appendix: The One Who Beg\$ (B).

- d. **Motion #6 – The One Who Beg\$ (C)**

Moved by: Suzanna Floras-Matic

Seconded by: Ali Wright

That CESA Council amend article 6 of the Hiring Policy Manual and article 2 of the Conference Policy Manual as outlined in Appendix: The One Who Beg\$ (C).

22. New Business

- a. **Motion #7 – Under My Umbrella**

Moved by: Katey Day

Seconded by: David Wiercigroch

That CESA Council amend articles 1 and 2 of the Job Description Hiring Policy Manual as outlined in Appendix: Under My Umbrella.

- b. **Motion #8 – Don't Cry For Me Argentina**

Moved by: Hannah Ramsay

Seconded by: David Wiercigroch



That CESA Council amend article 2 of the Hiring Policy Manual as outlined in Appendix: Don't Cry For Me Argentina.

c. **Motion #9 – Dancing Through Life**

Moved by: Levi Burns

Seconded by: Hannah Ramsay

That CESA Council amend the Job Description Policy Manual as outlined in Appendix: Dancing Through Life.

d. **Motion #10 – I Dreamed a Dream**

Moved by: Hannah Ramsay

Seconded by: David Wiercigroch

That CESA Council amend article 4.17 of the Job Description Policy Manual as outlined in Appendix: I Dreamed a Dream.

e. **Motion #11 – Music of the Night**

Moved by: Hannah Ramsay

Seconded by: David Wiercigroch

That CESA Council amend article 5.02 of the Constitution as outlined in Appendix: Music of the Night.

f. **Motion #12 – Master of the House**

Moved by: Hannah Ramsay

Seconded by: Sarah Chin

That CESA Council amend article 4.04 of the Job Description Policy Manual as outlined in Appendix: Master of the House.

23. Discussion Period

24. Speaker's Last Word

25. Adjournment



President's Report

David Wiercigroch

Dear CESA Council,

I hope you had a relaxing holiday! I am looking forward to the next few months together as we keep working to make all our ideas come to life! If you have any great ideas you would like to work on and need support, please reach out. I would love to work with you to make it happen 😊

A special thank you to everyone who participated in Con-Ed Week! We had a significant turn out at each event and have heard a lot of positive feedback. If you have any suggestions for how the week can be improved, please let us know!

|Strategic Planning Committee|

The Strategic Planning Committee of the Faculty of Education is meeting in the near future! I am excited to be on this committee and to work with the other members to look at the Faculty of Education's Strategic Plan and suggest modifications. More updates to come!

|Dialogue with the Dean|

Dr. Luce-Kapler wants to hear from you! She has asked me to reach out to Con-Ed students to come to West Campus for a chat about your Con-Ed experience! If you are interested, please email me and I will send you the details. The visit will take place January 18th from 3:00 – 4:30 pm.

|Mid-Year Report|

Hannah, Sarah and I have finished our Mid-Year Report. We look forward to presenting a summary at this meeting and getting your feedback.

|CESA Governance Review Committee|

The CESA Governance Review Committee worked hard at the end of last semester to put together a great report. While it is still being finalized, they have come up with excellent recommendations that will help shape CESA's internal structure. Special thank you to Katey Day for her leadership on this. I look forward to working with them as they bring forward motions over the next few meetings.

Let me know if you have any questions 😊

Happy (end of) Con-Ed Week!

DW



Vice President (Internal)'s Report

Sarah Chin

Hi everyone!

Happy new semester! We are already right into the swing of things and wrapping up a busy Con-Ed Week! I hope you were all able to take time to relax over the break. Here is what has happened since our last meeting:

~ ASUS ~

Assembly

At assembly last week, Brandon announced the new ASUS H.R.O as Emma Frappier. A few opportunities coming up to note would be the Poster Sale and ASUS Camps Director Hiring! Finally, there was a discussion about rewriting the Year Society Policy. As it currently stands, the roles of the President and Vice-President of the Year Societies is very vague and not reflected in policy. I had recommendations to assembly based on our Year Rep model.

Jackets

Con-Ed leather jackets will be sold through ASUS, as usual, for the Winter Semester. Jackets go on sale January 9th. I am still in consultation with the ASUS Services Commissioner about the availability of vegan jackets/windbreakers for the semester, so I will provide an update at the meeting.

~ Faculty Board ~

Unfortunately, I was unable to attend the December 11 meeting of Faculty Board due to an exam. As the minutes have not been published yet, I cannot give a full update. However, a Report of the Academic Orientation Committee was given, highlighting academic aspects of all ArtSci, Con-Ed and Computing Frosh Weeks. There were also a Collaborative Bachelor of Music Theatre Undergraduate Program proposed.

~ Year Reps ~

Before the break, I had the chance to meet with all of the Year Rep Pairs separately to discussed strengths and areas of improvement from the fall semester. I am looking forward to working with them this semester to bring even more people out to events and engage more Con-Ed students. Speaking of attendance, I wanted to formally congratulate the four wonderful pairs of Year Reps for all the work



they put into the Interyear Cosmic Dodgeball Tournament! Attendance sky-rocketed from previous variations of this event with around 75 people! If you were able to make it out, feel free to reach out to me with any feedback on the event. Shout out to the '16s for bring home the big win.

As always, let me know if you have any questions about my report or if you just want to chat!

Cheers,

Sarah



Vice President (External)'s Report

Hannah Ramsay

I hope you all had a wonderful holiday break and a great start to the semester!

Teacher Education Liaison Committee

Morgan and I attended the end of year TELC meeting/social at the Keg, and it was lovely! TELC, TEAC and Faculty Board meetings will all resume this month, and I look forward to learning more about what is going on in the Fac of Ed in 2016.

Midyear Reviews

In the next couple weeks I will be meeting with my umbrella to go over the progress made first semester and talk about next steps as winter semester begins. Thank you again for all of the hard work everyone has done so far!

Edvantage Cards

The Edvantage cards have come in, and will be distributed out of the office during week 2. Check the Ipad for office procedures!

Umbrella Updates

January is a busy month in the external umbrella! QCE will have come to a close by the time we are meeting this Sunday, but I am so very much looking forward to it! Team SEAMS has put so much work into making this conference a success, and thank you again to this wonderful conference exec! We will soon have a date for formal, and BEWICS is next weekend! Joyce will give some more updates in her report, but I look forward to seeing you at these events!

Have a great week 2 :) :)

Hannah R



Executive Administrator's Report

Levi Burns

Hey everyone!

Not a ton for my report this week – but all of my emails have been important, so make sure you've been reading those for information about deadlines, transition manuals, meeting dates, office procedures, and more!

If you are having trouble getting access to your CESA email, please get off your ASUS and get in touch with Cody ASAP. This is very, very important!

- Office scheduling: please continue to let me know ASAP if you have conflicts that arise with your office hour time!
- Office materials: If you would like to leave any pamphlets, posters, etc. that are *not* related to CESA or Con-Ed, they must be left in my mail folder, or David's mailbox slot, and are subject to my approval before they are left out for everyone to see.
 - o Note that **no campaigning** shall be permitted in the office (but collecting nominations is allowed).
- I have an HR Caucus meeting on January 14th. I look forward to reporting back on what we go over.
- The elections process is underway! Nomination forms are due by 4:30 PM on Monday, January 11th in the office.
 - o Please refer to my email about leaves of absence if you are running for a position – these will begin on January 13th.
 - o The Candidates' Forum is on Tuesday, January 19th (time and location will be mentioned in my oral report). **Unless you have an unmoveable prior commitment, you should be there.**

Thanks everyone!

Levi



Events Director's Report

Joyce Chiang



Marketing and Design Director's Report

Will Lowry

Hey everyone,

Welcome back everybody, I can't believe Week 13 is already done, time flies!

- **Con-Ed Week:** Thanks to everybody for helping make Con-Ed Week 2016 a massive success! Turnout was high from each year and it was especially great to see some new faces coming out to events as well! Hopefully you may have noticed the graphics style I used throughout marketing the week's cover photo, schedule and daily graphics. These were meant to bring cohesion and a level of identity to the event and is something I hope I can build on over the rest of the semester as well.
- **Mittens & Mugs:** As you may know, mitten sales started this week with the Merch Pop-Up Shop on Monday and we sold out all of our pairs in an astonishing two days! ****NOTE:** In case anybody comes in during your office hour, as of now we will NOT be ordering more mittens – we are sold out!** We do however have quite a few mugs left so remind them that they can buy one of them for the same price as the mittens were, or any of our other great pieces of merch (clipboards, patches, etc!).
- **Keychain Update:** We are now giving away keychains with every purchase of merch in the office in order to reduce inventory – and so people can get a cute new keychain obviously! Anytime somebody comes in to buy a jacket bag, or any other piece of merch let them know that they'll also receive a free keychain (stored with all of the other merch). This will make them feel like they're getting an even better deal and an overall more satisfactory experience!
- **Merch Sale Ideas:** The Merch Pop-Up Shop was a very successful event and we ended up selling a lot more merchandise than we ever do by just doing office sales. Therefore, I'm interested in having further "public" sales in the future, as well as some more exciting pieces of limited merch. I'm currently looking for more ideas for said merch for the semester so if you have any suggestions let me know!
- **Marketing Request Form: THIS IS IMPORTANT READ THIS (along with everything else but ESPECIALLY THIS!!)** It's an especially busy time of year with AMS/Rector elections,



Con-Ed Week, QCE, Teach Hiring and general back-to-school fun so it's incredibly important that you give me your marketing request forms with **2 weeks notice** so that I a) can give proper time to making your event stand out and b) actually have the time to sit down and make your events and graphics. For the success of your events and for my own scheduling sanity **please** get your requests in with plenty of notice otherwise I can't guarantee that I'll be able to complete your request as submitted. I don't want your events to suffer because I haven't been given enough notice to help you out! ☺

- **B.Ed Spread:** For those of you who did not submit an article last semester (Aryn posted a list of names in the Council Facebook group) you are required to write an article for this semester. I recommend not putting it off until the end of the semester when things are more school-heavy – it's a nice way to write in a non-academic way as well, get creative! If you have any questions about what you can submit, please get in touch with Aryn and Liam.

bedspread@cesa.queensu.ca

Happy January!

Will



Treasurer's Report

Jena Bowden

Hello Council,

Welcome back! I hope you all had a relaxing break and you are getting back into the school groove!

I have been working on "audits" for every position that has a budget. I just wanted to let all of you know where you are sitting with your budget, as we are now half way through the year! I have almost all of them done, so if you haven't yet received one from me you should be soon! Feel free to ask me any questions or let me know any concerns that you have. Please let me know if you don't understand what I sent to you and I would be more than happy to explain it to you!

At our last meeting I mentioned that we would have a credit card by the time we got back from the break. Unfortunately, that has not happened. TD has been contacted again and will be sending another credit card. In the time being, I am very sorry for any convenience this has to your positions. I still have the debit card and cheques, but sadly no credit card. I really appreciate that so many of you have been flexible while I deal with this. So cross your fingers that we get it soon!

Have a good week 2!

Jena



Academic Affairs Commissioner's Report

Kate McNally

Hello again! I'm so excited to start another wonderful semester filled with beautiful academic activities and oodles of smiles!!!
Even though it's Week One, there are a few exciting things to report on!

Study Sessions

Our study sessions held last semester during exam season went well! We had a select few students attend our PSYC 100 session, and they all asked lots of great questions! A big thank you to David, Sarah, Hannah, and a lovely TA Megan who all came to help with the students' success on this first exam! (Plus they all enjoyed the delicious tea and snacks available!) Our arts and science sessions also went well, and we had another select few students stop by to study for their exams! Thank you to Scott for stopping by as well to offer some academic support at the science session!!

PAAC Meetings

I attended one PAAC meeting in December, in which we discussed application numbers for the program. We also discussed the survey to be distributed in a few months to the students at the faculty, in which we had the opportunity to dedicate attention to the detailed questions and logic behind asking these questions. I also have another upcoming PAAC meeting this Monday, and I am looking forward to seeing the final drafts of the survey before it is officially distributed!

Textbooks for Change

I will be contacting Will very soon in order to advertise our wonderful drop box! Now is the perfect time, as many people are looking to get rid of their old textbooks. If you have any you would like to donate, please drop them off at the Con-Ed office or the drop boxes at West Campus!

Con-Ed Survey

David and I met with Dr. Chin to discuss the distribution of our own survey for Con-Ed students, and we received the okay!!! So over the next few months, I will be working on a draft for this survey to distribute! David and I will also be meeting much more often, because it will most definitely be a busy academic semester!!

That's all for now, folks! Please do not ever hesitate to reach out for any support – it's never too early in the semester!!!!

Oodles of Acs Love,
Kate



Equity Affairs Commissioner's Report

Kyle Minniti

Hey everyone,

Not too much to report this week!

Bursaries + Binder

About bursaries: If anyone asks you about when cheques will be ready **please tell them that they must attend the event first in order to receive their bursary.**

Over the break I reworked a bit of my transition manual to align with current policies. I also developed a plan to begin transferring the resource binder as accessible for persons with visual impairments.

Equity Outreach + Caucus

Vivi and I are looking into a potential event that will centre on the LGBTQ+ community. We will be bringing this to discussion at Equity Caucus on Monday. Stay tuned for more details!

I will be meeting with equity caucus on Monday and will have information to bring back in time for next meeting.

Have a wonderful two weeks!

Best,
Kyle



Equity Outreach Director's Report

Vivi Shi

Hey team!

So happy to be back! Here are some updates from Equity Outreach

1. Equity Outreach Meetings

EOC will be hosting bi-weekly meetings starting next week! Stay updated on social media and feel free to drop in to share some ideas!

2. Possible Event Ideas

- Speaker event
- Equity Poetry Slam
- Movie Night and Discussion Forum
- Social Media Initiative
- Warm and Fuzzies
- "I am" Initiative (suggested by Kyle M.)

Please do not hesitate to share any ideas you have for Equity Outreach events!

That's all from me! Have a lovely start to the school year my friends,

Vivi



Senator's Report

Scott Kell

Welcome Back Everyone!!!

The next Senate meeting is happening later this month, and the agenda won't be coming out until the week before.

SOARB is continuing our work on developing recommendations for next year's Orientation Week.

I have currently working on a Discussion Period on Non-Academic Discipline, and I hope to have it completed before the next Council meeting.

Thanks!

Scott Kell

Senator



AMS Representative's Report

Crystal O'Dea & Tiffany Wong

Dear CESA Council,

Hoping everyone had a relaxing and enjoyable break! Here are some updates from the AMS Assembly meeting on December 3, 2015:

Elimination of Proposals as Part of Application and Hiring Process:

The AMS eliminated proposals as a mandatory component of the hiring process for salaried staff and select senior volunteers to be replaced by three open-ended questions designed to better evaluate applicants' thought process and potential. Proposals were cited as the number 1 barrier and deterred most applicants with minimal AMS experience from applying. This policy change seeks to make hiring more accessible to a broader pool of applicants.

Best,

Tiffany



First Year Representatives' Report

Chloë Demizio & Alexandra da Silva

Hello Everyone!

We hope that exam season went well, and that you have all had a relaxing and enjoyable Winter break! We're both happy to be back and excited to share what we've been up to lately:

Con-Ed Week

We were both extremely impressed and very proud of the overall turnout and enthusiasm displayed by the first years at all of the Con-Ed week events. The feedback from the 19s who were in attendance was overwhelming. Everyone had a great time and is spreading their excitement to other 19s. We have also seen an increase in activity with likes and interest in our events and posts on Facebook over the past week, so we are hoping this translates into an increased attendance in our future events!

Winter Events

Based on the interest shown by the 19s with the option to go skating after going to the Nog, we are planning on having a skating event dedicated to just our year. We are hoping to have this take place within the next few weeks. Another event we are looking into is taking the 19s to an Escape Room, which is basically a room that you have to try to escape using clues in a certain amount of time. We have contacted the Escape Room and are currently waiting on a response for what the potential cost of the event would be.

Thank You and Happy New Year!

Chloë and Alex



Second Year Representatives' Report

Celine Corazza & Ellise Truong

Happy New Year Everybody!

#CELLISE is happy to be back and jumping right into the new year with fun events and planning for fundraising.

Con-Ed week was a huge success for all the years, especially the Cosmic Dodgeball event on Tuesday.

We are so proud of the amount of people that came out to the event and fully engaged in the event with enthusiasm and readiness to play!

We got amazing feedback from both the pre-event and the dodgeball tournament in general.

We are looking forward on continuing to build the relationships within our year and continuing the promotion of involvement. We will be sending out a survey to all second years shortly, asking for a reflection on semester one and expectations for this new semester!

We will be meeting this upcoming week to plan our next event for our year and also look again at collaborating with the First Year Reps for our Valentine's Day B.Edder 4U Fundraiser.

Thanks for an amazing week!

Lots of Con-Ed love,

#CELLISE

Celine Corazza and Ellise Truong



Third Year Representatives' Report

Jacob Gardhouse & Carma Steenkamp

We hope that everyone had a wonderful and relaxing break! We would like to thank all the 17's that came out to all the Con-Ed Week events over the last few days. We would also like to congratulate everyone involved with the planning of QCE!

Halfway There Party

Currently we are planning our year's Halfway There Party to celebrate the 17's making it halfway through our 5 years in Con-Ed! The event will be a pre followed by a trip to the Underground. Currently we are looking at Thursday January 28th as the date for the event.

Leave of Absence

We will be going on leave of absence from January 13th to January 27th. During this time, please direct any questions or concerns to our wonderful umbrella head, Sarah Chin

Good luck this semester!

Lots of Con-Ed love,
Jacob Gardhouse and Carma Steenkamp



Fourth Year Representatives' Report

Shannon Gamoff & Jenna Inglese

Good Evening CESA Council,

Not too much to report this week! We had a fantastic time working with the other year reps planning the Cosmic Dodge Ball event for Con-Ed week. The entire event ran very smoothly and was extremely well attended by all years 😊

We are currently planning our next events including the Good Bye ArtSci party, and a more low-key event. We are also starting to plan out our year-wide distress yoga event for April with our ASUS Grant!

Hope everyone is enjoying their new classes this semester.

Jen n' Shan

4th Year Representatives



CESA Clubs Director's Report

Susana Martinez

Hello friends!

I hope you all have had the most wonderful breaks!! A lot has been happening for Clubs!

Clubs Open House

This Tuesday during Con-Ed Week, we had the first ever Clubs Open House in the JDUC! All the clubs had great set ups, with some demonstrations, videos and PowerPoints. David, Sarah and Hannah did a great job bringing this event forward. We had a good turnout of people who came down and saw what these clubs had to offer. Thank you to those who came and signed up for the 6 newly ratified clubs!

Moving Forward

Right now we are continuing to get the word out about signup, and all the clubs are creating Facebook Pages and online Google Sign Up Sheets. I am in talks with each of them to figure out next steps, as each of them is finalizing first meeting details. We will be posting each of the clubs Facebook groups and sign up sheets on the different year pages, so stay tuned for those. Also Clubs will be announcing in the next week or so when their first meeting times will be, so make sure to stop by and check those out. More info to come.

Website

I am in talks with Cody about getting a Clubs tab on the website, where each club will have a description, logo, and contact for their respective clubs! I am looking forward to having this soon!

Once again, the 6 new clubs are The Con-Ed Homework Club, The Crafts for Kingston Kids Club, The Settlers of Catan Club, Queen's University Student Music Educators Association, Con-Ed Creative Writing Club and K2Tog (Con-Ed Knitting Club). If you know anyone who is interested in signing up, feel free to email me at clubs@cesa.queensu.ca and I can direct them to the club heads!

That's all from me folks! Happy Winter Semester!

Susana Martinez 😊



QCE Chair's Report

Suzanna Floras-Matic

Congratulations to the QCE team on a fantastic weekend! 😊



Head Teach's Report

Emma Soars



Old Business

Appendix: That's why her hair is so big. It's full of secrets.

From the Constitution:

4.08 Ballot Counting and Announcements

4.08.01 Each question on the ballot shall be considered to be a separate ballot, notwithstanding that it may be on the same ballot. That is, should a ballot be spoiled for one question, the other questions shall be considered separately, and shall not be automatically deemed spoiled by virtue of being on the same ballot as the spoiled question.

4.08.02 Any ballot, which is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast.

4.08.03 The CEO shall receive the voting percentages.

(a) If the Executive team is successfully elected by a vote of confidence (i.e. their election was uncontested), then the Executive team may request their vote of confidence percentage from the CEO. The CEO shall not disclose this information to anyone other than the candidate team, but the candidate team may use the information at their discretion.

(b) All other voting percentages shall remain confidential.

~~4.08.03 Only the CEO shall have permission to view the voting percentages; they shall otherwise remain confidential.~~

4.08.04 In the event of a tie, the CEO shall open the sealed ballot as described in 4.02.01(m) in the presence of the President to determine the victor.



Appendix: The One Who Beg\$ (A)

From the Constitution:

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 Sticks,
- (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) Photography Coordinators,
- (q) First Year Athletic Stick,
- (r) First Year Interns.



Appendix: The One Who Beg\$ (B)

From the Job Description Policy Manual

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) draft an up-to-date support package and communicate with potential supporters for monetary and product donations,
- (d) arrange hotel or billeting accommodations for all external delegates and speakers,
- (e) apply for applicable Queen's grants, and communicate with internal Departments at Queen's for donations,
- (f) will provide large scale supporters with post-Conference updates and final budget, in conjunction with the Conference Chair and Director of Sponsorship,
- (g) 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,
- (h) have co-signing authority on the Conference bank account with the Conference Chair
- (i) 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
- (j) communicate with the Director of Sponsorship to appropriately update the budget in relation to monetary donations from sponsors,
- (k) 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 package and communicate with potential supporters for monetary and product donations in conjunction with the Office of Advancement,
- (d) focus on implementing new and innovative strategies to acquire new sponsorship,

Concurrent Education Students' Association

Queen's University, Kingston



(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,

(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) provide support to other members of the Conference Executive as required and on the advice of the Conference Chair.



Appendix: The One Who Beg\$ (C)

From the Hiring Policy Manual:

Article 6. Group Interview Process

6.01 The hiring panel shall ask questions to applicants in groups of no more than ~~5 (five)~~ 6 (six) candidates at a time.

From the Conference Policy Manual:

ARTICLE 2. HIRING PANEL

2.01 The hiring panel for the Conference Executive shall include:

2.01.01 Conference Chair (Outgoing),

2.01.02 Director of Logistics (Outgoing),

2.01.03 Director of Finance (Outgoing),

2.01.04 Director of Sponsorship (Outgoing),

2.01.05 Director of Marketing (Outgoing),

2.01.06 Director of Special Events (Outgoing),

(i) Should the Conference Chair (Outgoing) become unavailable during the hiring process, attempts to reschedule interviews should be made

(ii) Should the Directors of Logistics, Finance, Sponsorship, Marketing, or Special Events (Outgoing) become unavailable during the hiring process, interviews will continue as planned

2.01.06 Executive Administrator Elect,

(i) The Executive Administrator Elect shall be a non-voting member of the hiring panel.

2.01.07 Vice President External Elect.



New Business

Appendix: Under My Umbrella

From the Job Policy Description Manual:

ARTICLE 2. DUTIES OF THE EXECUTIVE ADMINISTRATOR

2.01 Duties of the Executive Administrator

2.01.01 The Executive Administrator shall:

- (a) attend all Council meetings and assist the Speaker in Constitutional rulings,
- (b) oversee the activities of the Speaker and the Council Clerks
- (c) act as a resource for the Speaker and Council Clerks to ensure successful execution of their tasks
- (c) be responsible for ensuring that updated minutes are posted on the Association website in conjunction with the IT Administrator,
- (d) be responsible for reviewing the minutes and updates to Association documents prior to them being uploaded to the Association website,
- (e) be concerned with matters relating to the internal administration and operation of the Association and its committees. This includes making arrangements for Executive and general meetings, booking rooms, compiling contact lists, collecting transition manuals, and maintaining attendance records,
- (f) present the incoming Council with a revised and updated version of the Association Documents following the Annual General Meeting, and no later than the end of the April exam period of that year,
- (g) maintain all Association documents without prior Council approval by making non-substantive changes (e.g. grammar, spelling), and to inform Council of these changes, in conjunction with the Council Clerks,
- (h) ensure member attendance at Council meetings and hand out Perfect Attendance Awards at the Annual General Meeting, in conjunction with the Speaker,
- (i) oversee all hiring and appointments within the Association, with all hiring coordinated to adhere to the Hiring Policy Manual:
 - i) facilitate the hiring process in their incoming term for all hired positions,
 - ii) facilitate the hiring process in September for the remaining hired positions,
 - iii) act as a resource to the hiring panel during Orientation Executive hiring,
 - iv) act as a resource to the Orientation Executive during Orientation leader hiring,
 - v) support the Executive Administrator-Elect in their hiring for positions for the following year,
- (j) operate as an impartial and neutral party within the Association,
- (k) hold the position of Office Administrator and be responsible for the maintenance of



the Office and coordinating the scheduling of Con-Ed Office hours

- (l) not run in an election during their term,
- (m) maintain all Association documents without prior Council approval by making non-substantive changes (e.g. grammar, spelling), and to inform Council of these changes, in conjunction with the Council Clerks,
- (n) recognize that all consultations will be strictly confidential and that the discipline process is based upon a complaint driven level, in which action may only be taken at the expressed and informed consent of the complainant,
- (o) identify any conflict of interest as a function of their position and declare such conflict at the onset of the discussion,
- (p) provide support to the Education Outreach Award Committee and R.J. Hill Award Committee throughout the selection process,
 - i) should the Executive Administrator be a candidate for either award, a member of the Executive shall be designated to provide support to this committee
- (q) facilitate the inscription of the names of award recipient onto the appropriate plaques, in time for Con-Ed Formal.
- (r) provide support to various committees created within council such as the Governance Review Committee

1.03 Duties of the Vice President (External)

1.03.01 The Vice President (External) shall:

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) act as a resource for the Equity Affairs Commissioner, Equity Outreach Director, Conference Chair, and Events Director, including the Community Affairs Coordinators, Social Affairs Coordinators, Workshop Coordinators, and Athletic Sticks.
- (c) represent the Association on, be a voting member on, and advocate on students' behalf to:
 - (i) Education Faculty Board
 - (ii) Teacher Education Liaison Committee
 - (iii) Teacher Education Advisory Committee
- (d) organize and distribute the CESA mid-year review forms,
- (e) sit on the Bursary Committee,
- (f) coordinate the scheduling of Con-Ed Office hours,
- (g) act as a mentor and work with their First Year Intern.



Appendix: Don't Cry For Me Argentina

From the Hiring Policy Manual:

ARTICLE 2. THE HIRING PANEL

2.01 The initial Spring hiring panel shall consist of the:

2.01.01 President-Elect,

2.01.02 Vice President (Internal)-Elect,

2.01.03 Vice President (External)-Elect,

2.01.04 Executive Administrator-Elect,

(i) The Executive Administrator-Elect shall be a non-voting member of the hiring panel.

2.02 This initial Spring hiring panel shall hire the following positions:

2.02.01 Treasurer

2.02.02 Events Director

2.02.03 Marketing and Design Director

2.02.04 Equity Outreach Director

2.02.05 Equity Affairs Commissioner

2.02.06 Academic Affairs Commissioner

2.03 Following the hiring of the positions listed in Article 2.02, the Events Director-Elect and the Marketing and Design Director-Elect shall join the Spring hiring panel.

2.04 The succeeding hiring panel, as listed in Article 2.03, shall hire all positions for the Spring hiring period.

2.05 The Fall hiring panel shall consist of the:

2.05.01 President,

2.05.02 Vice President (Internal),

2.05.03 Vice President (External),

2.05.04 Executive Administrator.

(i) The Executive Administrator shall be a non-voting member of the hiring panel.

2.06 The Events Director and Marketing and Design Director shall join the Fall hiring panel to hire all remaining positions who fall under their respective umbrellas (i.e. First Year Athletic Stick, and positions that were not filled in Spring hiring).



Appendix: Dancing Through Life

From the Job Description Policy Manual:

ARTICLE 3. DUTIES OF ELECTED MEMBERS

3.03 Duties of the Academic Affairs Commissioner

3.09 Duties of the Equity Affairs Commissioner

ARTICLE 4. DUTIES OF HIRED MEMBERS

4.05 Duties of the Academic Affairs Commissioner

4.06 Duties of the Equity Affairs Commissioner



Appendix: I Dreamed a Dream

From the Job Description Policy Manual:

4.17 Duties of the Alumni Homecoming Director

4.17.01 The Alumni Director shall:

- a) ~~be a non-voting member of Council and is required to attend all Council meetings,~~ not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- b) be a position held by one (1) member of the Association,
- ~~e) report to the Vice President External,~~
- ~~d c)~~ plan and facilitate a homecoming event for Queen's Education alumni, including Concurrent and Consecutive Queen's and Trent-Queen's alumni,
- ~~e d)~~ incorporate engagement of current Concurrent students into planned event
- ~~f e)~~ collaborate with the Alumni Relations Office to set up event registration, volunteer training, advertising to alumni, and confirm event feasibility within the scope of Queen's Homecoming weekend,
- ~~g f)~~ attend Homecoming Planning: Students & Alumni Connecting meetings,
- ~~h g)~~ collaborate with the Faculty of Education Events Coordinator,
- ~~I h)~~ establish a volunteer base and ensure volunteers attend Queen's homecoming training,
- ~~j i)~~ act as principle contact of event inquiries,
- ~~k j)~~ act as principle contact for event inquiries,
- ~~l k)~~ contact Event Services for food, beverage and room booking as necessary,
- ~~m l)~~ hire Stucons as necessary,
- m) be required to maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.



Appendix: Music of the Night

From the 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) Academic Affairs Commissioner,~~

~~(h i)~~ First Year Representatives,

~~(i j)~~ Second Year Representatives,

~~(j k)~~ Third Year Representatives,

~~(k l)~~ Fourth Year Representatives,

~~(l) Equity Affairs Commissioner,~~

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

~~(k) Academic Affairs Commissioner.~~



Appendix: Master of the House

From the Job Description Policy Manual:

4.04 Duties of the Events Director

4.04.01 The Events Director shall:

- (a) be a non-voting member of council and is required to attend of all Council meetings,
- (b) be a position held by one (1) member of the Association,
- (c) report to the Vice President (External),
- (d) approve actions of the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, **Alumni Homecoming Coordinator** and Athletic Sticks, but the Vice President (External) has the power to veto the decisions made by the Events Director if deemed necessary,
- (e) hire the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, **Alumni Homecoming Coordinator** and Athletic Sticks with the Executive,
- (f) oversee the activities of the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, **Alumni Homecoming Coordinator** and the Athletic Sticks,
- (g) represent the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, **Alumni Homecoming Coordinator** and Athletic Sticks on Council, and should it be deemed necessary, advise them to attend a Council meeting,
- (h) attend sub-committee meetings and maintain bi-weekly contact with the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, **Alumni Homecoming Coordinator** and the Athletic Sticks,
- (i) act as a resource for the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, **Alumni Homecoming Coordinator** and Athletic Sticks to ensure the successful execution of their tasks,
- (j) report to Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks event dates, concerns, and other pertinent information as discussed in Council,
- (k) hold internal reviews at the end of the Fall semester with the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks,
- (l) coordinate a mid-year review of the Community Affairs Coordinators and Social Affairs Coordinators by the members of the Volunteer Initiatives Committee and Social Committee respectively,
- (m) be responsible for organizing Con-Ed's booth at the Sidewalk Sale in September.