

AND DESIGN POLICY MANUAL

Revised: 2025/01/20



1.0 Purpose

1. The purpose of this policy document is to list the duties and responsibilities of the executive officers, directors, and representatives of & Design.

2.0 Duties and Responsibilities

1. The **President** shall:

- 1.1. Perform all requirements of the position as defined in Article 4 - Structure, of the Constitution;
- 1.2. Attend executive and council meetings;
- 1.3. Ensure all goals and responsibilities of the society are met:
 - 1.3.1. If executives do not fulfill/are unable to fulfill their duties or responsibilities, the president shall complete or delegate these;
- 1.4. Maintain contact with the Carleton Student Engineering Society by attending president's meetings;
- 1.5. Hire a Technical Director and oversee their duties;
- 1.6. Organize summer hiring and update the membership form; and,
- 1.7. Update the society's Linktree as needed.

2. The **VP Finance** shall:

- 2.1. Perform all requirements of the position as defined in Article 4 - Structure, of the Constitution;
- 2.2. Attend executive and council meetings;
- 2.3. Manage KEFC funding, CUSA funding, and other funding applications;
- 2.4. Manage the & Design bank account and record of spending;
- 2.5. Manage merchandise orders and track sales; and,
- 2.6. Check relevant university financial policies when planning fundraisers.

3. The **VP Internal** shall:

- 3.1. Perform all requirements of the position as defined in Article 4 - Structure, of the Constitution;
- 3.2. Attend executive and council meetings;
- 3.3. Oversee any elections;
- 3.4. Appoint a chair and secretary for general meetings; and,
- 3.5. Oversee the work of program representatives.

4. The **VP External** shall:

- 4.1. Perform all requirements of the position as defined in Article 4 - Structure, of the Constitution;
- 4.2. Attend executive and council meetings;
- 4.3. Research conference opportunities and manage conference delegation.
- 4.4. Pursue connections with individuals and organisations relevant to & Design's goals such as faculty members, other clubs, professional organisations, etc.

5. The **VP Publications** shall:

- 5.1. Perform all requirements of the position as defined in Article 4 - Structure, of the Constitution;
- 5.2. Attend executive and council meetings;
- 5.3. Hire a Social Media Director and oversee their duties;
- 5.4. Make posters for events when appropriate; and,
- 5.5. Design merchandise and assist VP Finance with merchandise orders.

6. The **VP Social** shall:

- 6.1. Perform all requirements of the position as defined in Article 4 - Structure, of the Constitution;
- 6.2. Attend executive and council meetings;
- 6.3. Book rooms/spaces for events and complete the risk management form at minimum 14 days before any in person event;
- 6.4. Regularly check the CSES calendar and fill out their form so events get added to it;
- 6.5. Work with VP Finance to apply for event funding and keep track of any spending;
- 6.6. Refer to relevant Carleton University policies related to planned events; and,
- 6.7. Work with VP Publications to make sure events are advertised in advance.

7. The **VP Academic** shall:

- 7.1. Perform all requirements of the position as defined in Article 4 - Structure, of the Constitution;
- 7.2. Attend executive and council meetings.

8. The **Technical Director** shall:

- 7.1. Be appointed by President;
- 7.2. Direct inquiries related to the role to President;
- 7.3. Attend council meetings and executive meetings when necessary;
- 7.4. Maintain, moderate and continuously improve the discord; and,
- 7.5. Create and update the & Design website.

9. The **Social Media Director** shall:

- 8.1. Be appointed by VP Publications
- 8.2. Direct inquiries related to the role to the VP Publications;
- 8.3. Attend council meetings at their discretion;
- 8.4. Engage with design and engineering societies on social media by responding to messages and comments, reposting events, and tagging relevant accounts;
- 8.5. Advertise events, activities, and deadlines on Instagram, facebook, and discord; and,
- 8.6. Attend & Design events and make story posts about them.

10. The **Program Representatives** shall:

- 9.1. Be appointed through an election process;
- 9.2. Direct inquiries related to the role to the VP Internal;
- 9.3. Attend council meetings;
- 9.4. Communicate with people in their program to become familiar with the general interests and schedules and communicate this to the executives during council meetings; and,
- 9.5. Engage members of their program with & Design activities and events.

11. The **First Year Program Representatives** shall:

- 10.1. Be appointed through an election process;
- 10.2. Direct inquiries related to the role to the VP Internal;
- 10.3. Attend council meetings;
- 10.4. Communicate with people in their program and year to become familiar with the general interests and schedules and communicate this to the executives during council meetings; and,
- 10.5. Engage members of their program with & Design activities and events.

12. The **Chair** shall:

- 11.1. Be appointed before general meetings by VP Internal;
- 11.2. Direct inquiries related to the role to the VP Internal;
- 11.3. During general meetings, ensure the meetings are progressing and following meeting rules;
- 11.4. Create an accountability form to be shared at the end of general meetings.

Share any feedback with the executives within two days following a general meeting.

13. The **Secretary** shall:

- 12.1. Be appointed before general meetings by VP Internal;
- 12.2. Direct inquiries related to the role to the VP Internal;
- 12.3. Create and share a meeting minutes document before general meetings and take notes during general meetings.