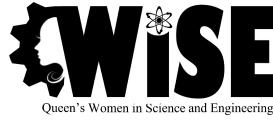




## Positions Overview

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  - c. VP Finance
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  - f. VP Communications and Marketing
  - g. VP Logistics
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- II. Internal Affairs Coordinators
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  - d. Workshop Coordinator



## I. Executive Positions

### A. President

For more information on this position, or on WiSE as a whole, please feel free to contact the outgoing President, Beatrice Kaiser at [wise@engsoc.queensu.ca](mailto:wise@engsoc.queensu.ca).

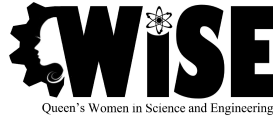
The WiSE President is ultimately responsible for the outcome of the various WiSE initiatives and acts to assure that programs/initiatives are on track throughout the year. The President should provide support and encouragement to Exec/Coordinators, be ready to troubleshoot, and act as a facilitator to help the WiSE team reach their goals.

#### **Roles and responsibilities:**

- Facilitate meetings with exec and volunteers
- Seek funding and sponsorship
- Organize team-bonding events
- Provide (time, effort, advice) to other WiSE members as needed
- Initiate and oversee hiring of next WiSE cohort
- Respond to general inquiries & other emails in timely and helpful manner
- Liaise between WiSE members and EngSoc; develop working, reciprocal relationship with EngSoc representatives and other EngSoc clubs
- Develop new initiatives for WiSE to implement
- Network to seek mutually beneficial opportunities
- Seek greater ties to other campus organizations and clubs

#### **Time commitment:**

~15 hours/week (certain times of the year are much busier/quieter)



## **B. Executive Vice President**

The Executive Vice President will act as a second hand to the President in overseeing and managing both the events and outreach portfolios of WiSE. Along with the President, they are ultimately responsible for the outcome of the various WISE initiatives and should act to ensure that programs/initiatives are on track throughout the year. The Executive Vice President should provide support and encouragement to Exec/Coordinators, be ready to trouble-shoot, and act as a facilitator to help the WISE team reach their goals. Constant communication and collaboration with the President is essential for this role, it is very important that the President and Executive VP develop a strong working relationship in order to keep the club running smoothly.

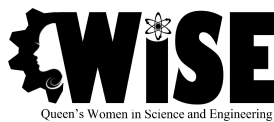
For further information on this position, please feel free to contact the outgoing Executive Vice President, Erin Stewart at [wise@engsoc.queensu.ca](mailto:wise@engsoc.queensu.ca).

### **Roles and responsibilities:**

- Facilitate meetings with exec and volunteers
- Seek funding and sponsorship
- Organize team-bonding events
- Provide time, effort, and advice to other WiSE members as needed
- Initiate and oversee hiring of next WiSE cohort
- Respond to general inquiries & other emails in timely and helpful manner
- Liaise between WISE members and EngSoc; develop working, reciprocal relationship with EngSoc representatives and other EngSoc clubs
- Develop new initiatives for WISE to implement
- Network to seek mutually beneficial opportunities
- Seek greater ties to other campus organizations

### **Time commitment:**

~10 hours/week (certain times of the year are much busier/quieter)



## C. Vice-President Finance

The VP of Finance is responsible for creating a budget at the beginning of the year in conjunction with the rest of the executives and coordinators based on their plans for the year. As well as having continual communication with execs and coordinators in order to update the budget throughout the year. Based on this budget, you will also work with the financial coordinators and sponsorship committee to seek funding for all events from grants and external sponsorship.

For more information on this position, please feel free to contact Mackenzie Harris at [wise.finance@engsoc.queensu.ca](mailto:wise.finance@engsoc.queensu.ca).

### Roles and Responsibilities:

- Hiring financial coordinators
- Create a budget at the beginning of the year based on input from the council
- Receive spending reports from VPs and Coordinators and adjust budget whenever receipts are refunded by EngSoc
- Manage the submission of cheque requisitions and deposits
- Overseeing financial coordinators in seeking funding from internal grants
- Working closely with the sponsorship and fundraising coordinators for external funding

### Estimated Time Commitment:

~ 6 hours/week

## D. Vice-President Outreach (x2)

The VP of Outreach is responsible for overseeing outreach opportunities and programs within WiSE and the Kingston community. You act as a liaison between the outreach coordinators and the executive team and offer help to both parties as necessary.

For more information on this position, please feel free to contact Ariana Mihan and Emily Mundy at [wise.outreach@engsoc.queensu.ca](mailto:wise.outreach@engsoc.queensu.ca).

### Roles and Responsibilities:

- Hiring the outreach and events coordinators as well as volunteers
- Arranging and being involved with Orientation Week outreach to new students
- Creating interview schedules around the interviewers and interviewees availability
- Creation of relevant interview questions
- Assigning volunteers to outreach programs based on their availability and preference
- Act as the main contact with volunteers until they are assigned an outreach program
- Arrange meetings with outreach coordinators as necessary



- Ensure that coordinators are following all applicable safety and event protocols
- Give updates to and from outreach coordinators and the executive team
- Maintain contact with EngSoc regarding keeping event protocols up to date
- Offer aid and advice to outreach coordinators as necessary
- Be involved in further development of outreach programs, whether it be expanding the current programs or creation of new ones
- Take initiative within the executive team for any tasks related to outreach matters
- Attending all executive and coordinator meetings

**Expected Time Commitment:**

~ 6 hrs/week

Busiest times involve hiring which can require 20-25 hrs in that particular week for arranging the schedule and carrying out interviews (only 1-2 times a year).

**E. Vice-President Events**

As VP of Events you are responsible for managing events and programs for Queen's science and engineering students. The two main events to oversee are the annual Dinner With Industry and the Brunch With Industry, although you will also oversee the Workshops and Mentorship programs as well.

**Roles and Responsibilities**

The main responsibilities include hiring two coordinators for each of the events/programs, and working with them to organize their initiatives. As VP Events, you guide and help the coordinators to (as applicable):

- determine a schedule for the event
- book a venue
- find keynote speakers and/or five to six panellists
- develop a marketing plan
- maintain a budget

Other shared responsibilities may include writing panel discussion questions, sanctioning the event through the AMS and reserving Student Constables, communicating with the VP of marketing, selling tickets, etc.

For more information on this position please feel free to contact Renna Traboulsi and Fiona Burns at [wise.events@engsoc.queensu.ca](mailto:wise.events@engsoc.queensu.ca).

**Expected time commitment:**

The time commitment is approximately 2-4 hours per week. Near the time of the events, in November and January, the time commitment increases may increase to 5+ hours per week.



## **G. Vice-President Communications and Marketing**

As VP Communications and Marketing, you are responsible for external club communications, including networking and speaking with other Queen's clubs, faculty members, alumni, and the surrounding community. As part of online communications, you are responsible for all online marketing of WiSE and its events/outreach programs. You will be in charge of creating a 'brand' for the club's promotional material and maintaining a strong online presence through social media. As WiSE is a social issues club that centers on promoting feminism, you should use the social media platforms to spread our message in a meaningful and captivating way. Aspects of the social media pages also includes event promotion and application postings. You will work with the Marketing Coordinator for the creation of promotional material (e.g. posters, buttons, infograms, etc.). Prior experience with graphic design is an asset for this position, but is not required. Additionally, you are responsible for internal communications within the WiSE team through monthly newsletters.

For more information on this position please feel free to contact Hallie Prescott at [wise.comm@engsoc.queensu.ca](mailto:wise.comm@engsoc.queensu.ca).

### **Roles and Responsibilities:**

- Emails to department listservs, AllEng, and WiSE mailing list (frequency depends on number of upcoming events)
- Create and maintain appropriate student mailing list at the beginning of the year based off of email collection
- Liaisons with other similar on-campus groups to collaborate for events and conferences (eg. ROBOgals)
- Build and maintain connections with community organizations, alumni, and faculty to promote WiSE
- Merchandise ordering (eg. Sweaters, pins, stickers, etc.)
- Maintain WiSE Facebook and Instagram accounts, including posting about interesting news (eg. Commemorative days or social campaigns), upcoming scholarship/job opportunities, WiSE events, and other things relevant to Queen's students in STEM ( $\geq 2$  times/week)
- Creation and sharing of Facebook events for WiSE (eg. DWI, mentorship events etc.)
- Composing and distribution of monthly internal WiSE newsletters

### **Expected Time Commitment:**

~ 2-5 hours/week

## **H. Vice- President Logistics**

The VP of Logistics is in charge of internal WISE affairs. This includes planning general meetings for the exec, coordinators, and volunteers. Other responsibilities are organizing any socials and bonding events for the WISE committee, planning appreciation events for the WISE volunteer base, and organizing attendance to external conferences for members.



For more information on this position, please feel free to contact Eily Shaw at [wise.logistics@engsoc.queensu.ca](mailto:wise.logistics@engsoc.queensu.ca).

### **Roles and Responsibilities:**

#### Committee Bonding

- Social events for the committee that promote bonding
- These could include: games night at someone's house, potlucks, drinks, bowling, trip to another city, and/or anything you can think of that is inclusive!
- There is a grant from Queen's called the "Team Building Activity Fund" which could be used for a large team building event!
- Volunteer Appreciation
- Similar to committee bonding, this would involve planning events for the committee and the volunteers.
- Possible examples: a movie night in an auditorium at Queen's with free popcorn, pizza night, welding jewellery, games night, and anything you can think of that will be inclusive!
- TBAF grant is also applicable here
- Work with VP Outreach on these as they oversee the volunteer base

#### Conferences

WISE members attend conferences and other events throughout the year. The main ones are the Conference on Diversity in Engineering and the WISE National Conference. There are many other possible events or conferences that members could attend!

- Organizing who is attending from WISE
- Ensuring we have enough funding from the budget
- Booking the delegate tickets, transportation, and hotels
- Seeking out relevant new conferences or events that would benefit WISE members
  - McMaster CREST Conference
  - SWE Events

A new initiative would be to organize funding from WISE to send students outside of the committee. This would involve the same steps as above, but also deciding how to market this to students and how to decide who will be chosen.

### **Time Commitment:**

~ 5 hours a week. Certain times of year would be more or less busy.



## **F. Webmaster/VP Web Design**

The webmaster is responsible for the Queen's WiSE website. They are also in charge of online registration for events. The webmaster communicates with executives and coordinators to keep the website updated. They may also take on a few projects during the year to improve the website. No coding experience necessary.

For more information on this position, please feel free to contact Vanessa Lum at [wise.web@engsoc.queensu.ca](mailto:wise.web@engsoc.queensu.ca)

### **Roles and Responsibilities:**

- Updating the website with event information, past event blurbs, registration and hiring
- Communicating with exec/coordinators about information for the website
- Setting up registration using formsite
- Meeting with coordinators about registration information and supplementary documents
- Communicating with the EngSoc GM about registration
- Keeping track of formsite billing and invoices
- Attending all executive and coordinator meetings

### **Time Commitment:**

~ 2-4 hrs/week

Busiest times during registration periods to meet with coordinators and discuss registration.

## **I. Vice-President Graduate Program**

The hiring for the Graduate Program coordinator will occur at a different time than the other VP hiring. Please check our Facebook page for updates, or email the outgoing Graduate Program coordinator Jelena Petrovic at [wise.grad@engsoc.queensu.ca](mailto:wise.grad@engsoc.queensu.ca).

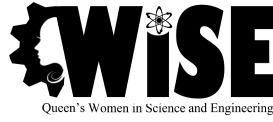
## **II. Internal Affairs Coordinators**

### **A. Financial Coordinators (x2)**

The Financial Coordinators are in charge of securing funding for WiSE. This involves applying for grants within Queen's.

### **Responsibilities:**





## Grants

- Grants to apply for: \*Some don't apply every year
  - Fall and Winter Dean's Donation Fund
  - Fall and Winter AMS Clubs Grants
  - Student Initiative Fund
  - AMS Equity Grants
  - ASUS Equity Grants
  - Team Building Activity Fund
  - AMS New Events Grant
  - And More!
- Writing stewardship reports when required
- Keeping track of these deadlines and seeking out grants to apply for
- Attend the annual engineering sponsorship workshop that runs in September

For more information on this position, please feel free to contact Serena Sinclair and Heather Kelly at [wise.finance@engsoc.queensu.ca](mailto:wise.finance@engsoc.queensu.ca).

### **Time Commitment:**

~ 3-4 hours/week

## **B. Sponsorship Coordinator (x2)**

The Sponsorship Coordinators are in charge of securing funding for WiSE. This involves contacting outside companies. The sponsorship coordinators will also need to foster and maintain relationships with these companies. The role also supports the VP of Finance position, to ensure the budget is maintained with sufficient funding. This position also includes searching for supplementary funds such as ones provided by AMS, EngSoc, Queen's University, etc.

For more information on this position, please feel free to contact Gabriella Vojtila and Andrea Dimitrov at [wise.sponsor@engsoc.queensu.ca](mailto:wise.sponsor@engsoc.queensu.ca).

### **Roles and Responsibilities:**

- Working with VP Sponsorship to
- Working with VP Finance to maintain budget and to secure external funding
- Applying to club and dean grants
- Writing stewardship reports when required
- Keeping track of grant deadlines and seeking out grants to apply for
- Edit and maintain sponsorship package
- Maintaining positive relationships with industries and sponsors

### **Time Commitment:**

~3-4 hours/week



### **C. Fundraising Coordinator (x2)**

The Fundraising Coordinator is in charge of organizing fundraising events to secure funds for WiSE. This position will involve working closely with the VP of Finance as well as the VP of Events to determine appropriate fundraising activities for WiSE. The role also requires working closely with Dinner and Brunch with Industry coordinators, and the sponsorship coordinators to secure prizes for the raffles at these events.

For more information on this position, please feel free to contact Kathleen Waterston or Katrina Phe at [wise.fundraise@engsoc.queensu.ca](mailto:wise.fundraise@engsoc.queensu.ca).

#### **Roles and Responsibilities:**

- Working with VP Finance
- Organizing at minimum one WiSE fundraising event per semester
- Working with VP Events
- Introducing creative initiative for WiSE fundraising
- Working with volunteers as needed for volunteering events

#### **Expected Time Commitment (Hours/Week):**

~ 2hrs/ week

Busiest time during the beginning of the semesters when trying to decide on the fundraising events and submitting the necessary forms for each event. During the events themselves, the time commitment will vary depending on the number volunteers that sign up.

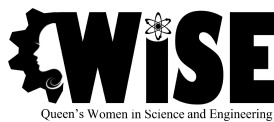
### **D. Marketing Coordinator**

The Marketing Coordinator is in charge of creating graphics and designing merchandise logos to promote WiSE's events and club in general. This role involves working closely with the VP Communications and Marketing for merchandise design, and with a variety of coordinators to design promotional material for their events.

For more information on this position, please feel free to contact Zier Zhou at [wise.marketing@engsoc.queensu.ca](mailto:wise.marketing@engsoc.queensu.ca).

#### **Expected Time Commitment (Hours/Week):**

~ 2 hrs/week



### **III. Outreach Coordinators**

#### **A. Winston Churchill Coordinator**

##### **Roles and responsibilities:**

The main role of this position is to coordinate all of the logistics in order to run a lunchtime program 3 days a week at the Winston Churchill Elementary School for girls in grades 4-6. This involves scheduling, organizing, and maintaining volunteers that will go into the schools, as well as communication with the school contact for the program. Volunteers generally attend the school in groups of 2-3 and are assigned to a certain day of the week, on a 2 week rotation (depending on the number of volunteers). The volunteers are required to create a lesson plan for each week, which must be sent to the coordinator for review (typically, by the Saturday night before they visit the girls).

For more information on this position, please feel free to contact Kenzie Spence at [wise.wcop@engsoc.queensu.ca](mailto:wise.wcop@engsoc.queensu.ca).

##### **Expected time commitment (hours/week):**

~ 4-6 hours/week. This would include a monthly meeting with the volunteers and time to review lesson plans outside of the meeting. It is not required that the coordinator visit the school as a volunteer, but it is a great experience.

##### **Skills/competencies required:**

- Excellent organizational skills to coordinate all volunteers and their schedules
- Communication skills to inform volunteers of meetings, days for which the program is not running (PA days, Thanksgiving, December Break, Reading Week, March Break, etc.), and give the VP Outreach program updates
- Leadership skills
- Enthusiasm and passion for science, engineering and teaching
- Creativity
- Experience working with children is an asset

#### **B. Boys and Girls Club Coordinator**

##### **Roles and Responsibilities:**

The Coordinator of the Boys and Girls Club Outreach Program is responsible for planning and running volunteer outreach sessions in conjunction with the organizers of the Kingston Boys & Girls Club. Volunteers will conduct weekly lessons at two branches of the Boys & Girls after school club for grades 1 to 6 students. Their task is to create a lesson plan and interact with the children and engage them in order to explore STEM fields. The Coordinator facilitates this process by assisting the VP Outreach to hire volunteers, maintaining a volunteering schedule, approving weekly lesson plans, conducting volunteer meetings, and communicating regularly with the program coordinators. The Coordinator should act as a liaison between WISE and the Boys & Girls Club as well as a friendly and approachable leader to all of the volunteers involved.



For more information on this position, please feel free to contact Jennifer Manley at [wise.bgclub@engsoc.queensu.ca](mailto:wise.bgclub@engsoc.queensu.ca).

**Skills/Competencies Required:**

- Motivated and organized
- Good communication skills for interactions with volunteers, organizers, and VP Outreach
- Approachability
- Enthusiasm and creativity
- Leadership skills
- Experience working with children is an asset

**Benefits of Role:**

This leadership role is not only fulfilling in itself, but also provides benefits to the Kingston community. The lessons taught by WISE volunteers are a great way to get young children excited about learning through experiments, stimulate their interest in STEM fields, and encourage their curiosity and creativity.

**Expected Time Commitment:**

~ 3-6 hours per week.

This includes meetings with volunteers, scheduling volunteer sessions, and organizing meetings with the organizers of the Kingston Boys and Girls club. It is also a great experience for the coordinator to run experiments with the volunteers, however it is not required.

### **C. Girl Guides Coordinator (x2)**

This position is responsible for organizing the Girl Guides Outreach Program. The program has recently expanded into Badge Day events. Badge Day is an opportunity for Girl Guides in the Kingston Community to partake in a day of engaged learning about engineering and the sciences in a hands-on way. The event introduces the young guiders to engineering and the sciences through a series of experiments and presentations, and the girls earn a badge throughout the day. The Girl Guides community has shown great interest in participating in the Badge Day events.

For more information on this position, please feel free to contact Lauren Lin and Alison Martin at [wise.girlguides@engsoc.queensu.ca](mailto:wise.girlguides@engsoc.queensu.ca).

**Roles and Responsibilities:**

- Act as a liaison between WISE and Girl Guides units
- Contact with Girl Guides units to select a date(s)
- Booking a room(s)
- Sanctioning the event(s) under the AMS
- Food Request Form(s)
- Advertising the program to local Girl Guides units
- Contact with volunteers assigned to Girl Guides outreach program
- Give updates to VP Outreach



- Design experiments to complete badge requirements
- Planning the event logistics
- Arranging food and snacks
- Ordering Commemorative Crests

### **Expected Time Commitment:**

This position requires the majority of the work to be done in the 2 months leading up to the event(s), and in the final month before the events(s) the Girl Guides Coordinators can expect a time commitment of 5 hours/week or more. For the months beforehand, the time commitment is roughly 1-2 hours a week.

## **D. EngSci Day Coordinator (x2)**

Engineering and Science Day is an event run twice a year, which introduces girls to science and engineering in a fun way. Girls from the Kingston community come to this full day event to be motivated and inspired as young women in STEM. Your volunteers will perform fun, and interactive science experiments to get them interested in science!

For more information on this position please feel free to contact Brie Miklaucic and Maryam Rajper at [wise.engsci@ensgsoc.queensu.ca](mailto:wise.engsci@ensgsoc.queensu.ca).

### **Roles and Responsibilities:**

- Room booking and coordination with the ILC and ICONS
- Sanctioning events and food
- Getting all materials before the days and ordering tshirts for the girls
- Training and managing volunteers and overseeing all experiments
- Recruiting participants via parent's emails, or sending posters to schools and libraries
- Managing participant registration
- Communication with volunteers, parents, and VP Outreach

### **Expected Time Commitment:**

The weekly time commitment varies throughout the year and peaks within the month and a half before each event. An average weekly time commitment would be between 2-5 hours, including meetings with volunteers, scheduling the event, booking rooms, recruiting participants, and general planning of the event. The time commitment the week of EngSci day will be a lot higher as that is when the event will take place and when all materials must be bought and final touches done.

## **E. High School Outreach Coordinator**

WiSE seeks to visit high schools in Kingston and the GTA to encourage students, especially females, to pursue the STEM fields in post-secondary education. This is done through presentations for grade 9-12 students that are geared towards individuals that are unsure of STEM and to dispel common misperceptions about these fields of study. This has also been achieved by collaborating with other clubs in order to run workshops for high schools students.



The coordinators will work with the VP Outreach for guidance on running an outreach program as well as with the VP finance for budgeting.

For more information on this position, please feel free to contact Kristyn Lang at [wise.hso@engsoc.queensu.ca](mailto:wise.hso@engsoc.queensu.ca).

**Roles and Responsibilities:**

- Interviewing/hiring volunteers
- Contacting high schools in the area
- Prepare outbound correspondence (letter from the coordinators)
- Meeting with high school guidance counselors/science department/careers teachers
- Creating and modifying presentation
- Training volunteers to give presentations
- Running meetings to allow volunteer interaction
- Communication with VP Outreach

**Expected Time Commitment:**

~ 3 hours a week, with about 5-6 hrs/week in presentation-heavy weeks.

## **IV. Events Coordinator Positions**

### **A. Mentorship Coordinators**

WiSE's program pairs undergraduate students studying science or engineering with either upper-year students or women in academia and industry. Primarily, the program seeks to foster positive relationships between women in STEM field, as well as provide resources for students beginning to pursue these fields. It is the mentorship coordinators' job to implement this program and build WiSE's mentor contact list.

For more information on this position, please feel free to contact Souleine Theocharides and Coleen Galang at [wise.mentorship@engsoc.queensu.ca](mailto:wise.mentorship@engsoc.queensu.ca).

**Roles and Responsibilities:**

- Recruit mentors from network of existing WiSE contacts, graduate students, women in the workforce, and upper-year students
- Publicize program to undergraduate students and accept applications into the program, and pairing undergraduate students with a mentor well suited to her interests
- Facilitate face-to-face briefing and debriefing meetings with mentors and mentees
- Distribute monthly newsletter to all Mentorship Program recipients, to encourage regular contact with mentor/mentee, and to provide interesting and relevant information and updates (e.g., recent headlines related to STEM careers)
- Encourage Alumni to further develop their relationship with Queen's and coordinate with WiSE Graduate Student Program



- Obtain funding for yearly brunch/meeting between mentors and mentees (with VP Finance)
- Represent WiSE in 10,000 Coffees and other mentorship programs at Queens, coordinating with alumni relations and other departments

**Expected time commitment:**

~2 hours/week, with greater workload at the start of the year when the program begins

**B. Dinner with Industry Coordinator (x2)**

The Dinner with Industry is a business semi-formal event that takes place early second semester every year. The goal of the event is to inspire and empower female students by getting the chance to interact with and learn from accomplished female professionals in the various fields of science and engineering. The event consists of a reception, served dinner, speech by a keynote speaker, and a question and answer session with a panel of speakers.

The coordinators are responsible for planning the event from start to finish and acting as hosts on the evening of the Dinner. The main tasks are booking the venue, finding a keynote speaker and a panel of 5-6 other speakers, composing questions for the Q&A session, budgeting, and planning event logistics (itinerary, menu, sound system, hiring Student Constables, etc.). This position allows the coordinators to connect with industry professionals as well as give back to the Queen's community by putting on an amazing event for female students.

For more information on this position, please feel free to contact Erica Lipworth and Morgan Gregg at [wise.dwi@engsoc.queensu.ca](mailto:wise.dwi@engsoc.queensu.ca).

**Roles and Responsibilities:**

- Working with VP Finance to decide a budget plan
- Selecting a date and booking a venue
- Finding a keynote speaker and panel of 5-6 other speakers
- Sanctioning the event under the AMS and hiring Student Constables
- Planning the menu, itinerary, decor etc.
- Purchasing decorations, thank-you gifts, etc.
- Regularly communicating with the venue staff
- Marketing the event on social media
- Selling tickets
- Hosting the event, running the question and answer session with the speakers
- Maintaining a positive atmosphere at the event
- Creating strong connections with the speakers so that they feel encouraged to support future WiSE events

**Time Commitment:**

This position requires the majority of the work to be done in the 2-3 months leading up to the event in early second semester. Thus, the busiest times of year for the DWI Coordinators will be



November to January, with a time commitment of up to 15 hours/week or more. From September to October, the time commitment is greatly lessened to about 2-5 hours a week, and reduces to ~1 hour/week for meetings after the event is complete.

### **C. Brunch with Industry Coordinator (x2)**

Brunch with Industry was introduced in the 2016-2017 year and is modelled after WiSE's annual Dinner with Industry to provide students with an additional opportunity to hear from influential women in STEM. It is a 'business casual' brunch held in first semester with approximately 60-80 students in attendance plus a panel of 4-6 female professionals as guest speakers. The event should include a reception, served meal, speeches from keynote speakers and/or panel discussion, and a question and answer session.

While the event can follow the same model as DWI, the coordinators are encouraged to make decisions based on their vision of the event. As such, those chosen for this role must be innovative and passionate so that they make this event as successful as possible.

The coordinators are responsible for planning the event from start to finish and acting as hosts on the morning of the Brunch. The main tasks are booking a venue, finding 4-6 speakers, composing questions for the Q&A session, budgeting, and planning event logistics (itinerary, menu, sound system, etc.). This position allows the coordinators to connect with industry professionals as well as give back to the Queen's community by putting on an amazing event for Queen's students.

For more information on this position, please feel free to contact the 2017 Brunch With Industry coordinators Madeline Calvert and Elaine Monteiro at [wise.bwi@engsoc.queensu.ca](mailto:wise.bwi@engsoc.queensu.ca).

#### **Roles and Responsibilities:**

- Working with VP Finance to decide a budget plan
- Selecting a date and booking a venue
- Finding 4-6 speakers with diverse experiences
- Sanctioning the event under the AMS and hiring Student Constables
- Planning the menu, itinerary, decor etc.
- Purchasing decorations, thank-you gifts, etc.
- Regularly communicating with the venue staff
- Marketing the event on social media and selling tickets
- Hosting the event, running the question and answer session with the speakers
- Creating strong connections with the speakers so that they feel encouraged to support future WiSE events

#### **Time Commitment:**

This position requires the coordinators to be committed to WiSE for the first semester of the school year. Most of the event planning will take place in the 2-3 months leading up to the event (September – November), with a time commitment of up to 15 hours/week or more in the final





month before the event. This position will also require some preliminary planning to be put in during the summer months (< 5 hours/week), although this may be done from home and does NOT require relocation to Kingston during the summer. After the event is complete, the coordinators may choose how involved they wish to be in the remainder of WiSE's endeavours.

#### **D. Workshop Coordinator (x2)**

The position of workshop coordinator involves planning one or two workshops for Queen's University students. The workshops can have a wide range of themes but ultimately the workshops aim to inspire female students in STEM and assist them with any difficulties they may face throughout their education and career. The event typically will consist of one or several speakers, snacks, and a venue. The workshop coordinators have the freedom to design the workshops as they see fit.

Workshop coordinators are responsible for planning all WiSE related workshops throughout the year. The coordinators will decide the ideal number of workshops, creating an idea or theme for the event, finding suitable speakers, and planning any other logistics for the workshops. The positions gives the coordinators the opportunity to connect with inspiring female women and to provide Queen's students with inspiration and helpful skills.

For more information on this position, please feel free to contact Julie Coles and Logan Wilkerson at [wise.workshops@engsoc.queensu.ca](mailto:wise.workshops@engsoc.queensu.ca).

#### **Roles and Responsibilities:**

- Working with VP Finance to decide a budget plan
- Selecting a date and booking a venue
- Finding speakers
- Coordinating transportation for the speakers
- Planning any food or drinks that will be supplied at the event
- Purchasing thank-you gifts for the speakers
- Marketing the event on social media
- Hosting the event

#### **Time Commitment:**

The time commitment early on in the year is about 2-5 hours per week and usually consists of creating ideas for the workshops, contacting potential speakers, and booking a venue. This position requires the majority of the work to be done in the 2 months leading up to the workshops and can result in up to 10 hours per week. Once the workshops are completed the time commitment reduces to about 1 hour per week for meetings.