

**CESA ANNUAL GENERAL MEETING**  
**March 16, 2008**  
**Robert Sutherland Room, John Deutsch University Centre**

-----7:00 pm-----

**AGENDA**

1. Approval of the Agenda [Motion 1]
2. Approval of minutes from the previous meeting [Motion 2]
3. Speaker's Business
4. Guest Speakers
5. President's Report
6. Vice Presidents' Report
  - i. Internal
  - ii. External
7. AMS Representatives Report
8. Student Senator's Report
9. Statements by Members
10. Question Period
11. New Business
  - i. Amendments to the Constitution: Article IX: C.E.S.A. Bursary [Motion 3]
  - ii. Amendments to the Constitution: Appendix 4.0 - Job Descriptions (External Affairs) [Motion 4]
  - iii. Amendments to the Constitution: Appendix 4.0 – Job Descriptions (Year Reps) [Motion 5]
  - iv. Amendments to the Constitution: Article II – Governing Bodies (Ex-Officio Members) [Motion 6]
  - v. Amendments to the Constitution : Article II – Governing Bodies (member clarifications) [Motion 7]
  - vi. Amendments to the Constitution: Article VI – Meetings [Motion 8]
  - vii. Amendments to the Constitution: Article XII – CESA Camp and Mid-Year Retreat [Motion 9]
  - viii. Renaming of the Con-Ed Office and amendments to the Constitution [Motion 10]

- ix. Amendments to the Constitution: Appendix 4.0 – Job Descriptions (various) [Motion 11]
- x. Creation of the Volunteer Initiative Coordinator(s) position and amendment of Appendix 4.0 – Job Descriptions [Motion 12]
- xi. Amendments to the Constitution: Appendix 4.0 – Job Descriptions (Conference) [Motion 13]

12. Discussion Period

13. Adjournment

**CESA ANNUAL GENERAL MEETING**  
**March 16, 2008**  
**Robert Sutherland Room, John Deutsch University Centre**

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**MOTION SHEET**

1. Moved by: Anna Burnett  
Seconded by: Sinead Fitzsimons  
*That CESA approve the Agenda for the CESA Annual General Meeting of March 16, 2008*
  
2. Moved by: Patrick Tye  
Seconded by: Sinead Fitzsimons  
*That CESA approve the Minutes for the Meeting of March 2, 2008*
  
3. Moved by: Matthew Parker  
Seconded by: Ludmila Nair  
*That CESA approve the amendments to Article IX of the Constitution as seen in bold in APPENDIX MICHAEL SCOTT*
  
4. Moved by: Matthew Parker  
Seconded by: Ludmila Nair  
*That CESA approve the amendments to Appendix 4.0 of the Constitution as seen in bold in APPENDIX DWIGHT SCHRUTE*
  
5. Moved by: Patrick Tye  
Seconded by: Sinead Fitzsimons  
*That CESA approve the changes to Appendix 4.0 of the Constitution as seen in APPENDIX JIM HALPERT*
  
6. Moved by: Sinead Fitzsimons  
Seconded by: Anna Burnett  
*That CESA approve the changes to Article II of the Constitution as seen in APPENDIX PAM BEESLY*
  
7. Moved by: Erika MacRae  
Seconded by: Erika Lindstrom  
*That CESA approve the changes to Article II of the Constitution as seen in APPENDIX RYAN HOWARD*
  
8. Moved by: Todd Ormiston  
Seconded by: Erika MacRae  
*That CESA approve the changes to Article VI of the Constitution as seen in APPENDIX ANGELA MARTIN*

9. Moved by Erika Lindstrom  
Seconded by: Erika MacRae  
*That CESA approve the changes to Article XII of the Constitution as seen in APPENDIX OSCAR MARTINEZ*
10. Moved by: Todd Ormiston  
Seconded by: Erika Lindstrom  
*That the Con-Ed Office be renamed the Con-Ed Lounge and each instance of “Con-Ed Office” in the Constitution be amended to read “Con-Ed Lounge”*
11. Moved by Erika Lindstrom  
Seconded by: Todd Ormiston  
*That CESA approve the changes to Appendix 4.0 of the Constitution as seen in APPENDIX KEVIN MALONE*
12. Moved by: Todd Ormiston  
Seconded by: Erika MacRae  
*That CESA create the position of Volunteer Initiative Coordinator(s) and amend Appendix 4.0 of the Constitution to include the job description as seen in APPENDIX ANDY BERNARD*
13. Moved by: Julie Herczeg  
Seconded by: Sarah Taylor  
*That CESA approve the amendments to Appendix 4.0 of the Constitution as seen in bold in APPENDIX DUNDER MIFFLIN*

## **APPENDIX MICHAEL SCOTT**

### **Article IX – C.E.S.A. Bursary**

1. The Bursary Program exists to provide Concurrent Education students with access to Concurrent Education events/workshops and/or external professional development.
2. A bursary committee will be established annually with the following members.
  - a) External Affairs Commissioner(s) (Committee Co-Chairs).
  - b) Treasurer
  - c) Vice-President (External)
3. The bursary committee will assess bursary applications **as needed and determined by the External Affairs Commissioner(s). Bursary requests will only be considered before an event.**
4. The size of the bursary allocated to the applicant will be at the discretion of the

- committee. The amount allotted will be dependent upon the amount requested, the total amount of the bursary fund at that time, **the financial information provided** and the event for which the student is requesting money.
5. In the case of a request for professional development **for** an event not organized by C.E.S.A., the applicant will have to justify the importance of the experience and proof of payment.
  6. The treasurer will determine how much money will be allotted to the bursary and reimbursement account for the upcoming academic year depending on the financial status of the Association's account. Optimally, the bursary account will **have \$1100.00 at the beginning of the academic year. While it is recommended that approximately \$600.00 be awarded in bursaries in the first academic term and \$500.00 be awarded in the second academic term, this is at the discretion of the bursary committee.**
  7. Committee members must ensure strict confidentiality.
  8. It is recommended that bursary applications be advertised at the beginning of each semester and at the first education classes of the year. **Deadlines for applications should be advertised through con-ed updates and the con-ed newsletter if possible.**

#### **APPENDIX DWIGHT SCHRUTE**

##### **The External Affairs Commissioner(s):**

- A) The option exists for this position to be held by one or two Concurrent Education students.
- B) Will attend all Association meetings.
- C) Are voting members of C.E.S.A.
- D) Will Chair the C.E.S.A. Bursary Committee.**
- E) Will act as an ambassador for C.E.S.A. at the "Alumni Dinner" hosted by the Faculty of Education, held on Homecoming Weekend.
- F) Will be responsible for **maintaining the pamphlet display in the Con-Ed office in order to keep Con-Ed students informed about opportunities outside of C.E.S.A.**
- G) Will join, **if possible**, in consultation with the Executive, a committee of one of the following bodies: the Senate, the Education Faculty Board or the Arts and Science Faculty Board.

#### **APPENDIX JIM HALPERT**

That the following responsibilities will be **removed** from the 2<sup>nd</sup> year representatives job description:

Appendix 4.0 Job Descriptions:

2<sup>nd</sup> Year Representatives

E) Will be responsible for publishing the Con-ed Directory by the Canadian Thanksgiving.

That the following responsibilities will be **removed** from the 3<sup>rd</sup> year representatives job description:

Appendix 4.0 Job Descriptions:

E) Will assist the Second Year Representatives in publishing a Con-ed Directory by the Canadian Thanksgiving.

G) Will be the Buddy Coordinator(s). In conjunction with the Vice-President (Internal), will organize the Con-Ed Buddy Picnic and Buddy Program; the upper year buddy sign-up and the assignment of first year buddies.

That the following will be **added** to the 2<sup>nd</sup> year representatives job descriptions:

*Will be the Buddy Coordinator(s). In conjunction with the Vice-President (Internal), will organize the Con-Ed Buddy Picnic and Buddy Program; the upper year buddy sign-up and the assignment of first year buddies.*

That the following will be **added** to the 3<sup>rd</sup> year representatives job descriptions:

*Will be responsible for publishing the Con-ed Directory by the Canadian Thanksgiving.*

That the following will be **added** to the 1<sup>st</sup> year representatives job descriptions:

*Will assist the Third Year Representatives in publishing a Con-ed Directory by the Canadian Thanksgiving.*

#### **APPENDIX PAM BEESLY**

That the following section be added to Article II – Governing Bodies, and subsequent numbering of sections be altered to reflect the addition.

4. The Ex-Officio members of the council shall be as follows:
  - a) The President of the Arts and Science Undergraduate Society
  - b) The Vice-President of the Arts and Science Undergraduate Society
  - c) The Rector

#### **APPENDIX RYAN HOWARD**

That Article II – Governing Bodies be amended as follows (changes appear in **bold**):

1. The elected members of the Council shall be as follows:
  - a) The Executive Administrator
  - b) The Student Senator
  - c) The C.E.S.A. Representatives to the A.M.S.

- d) The Academics Commissioner(s)
  - e) The Social Affairs Commissioner(s)
  - f) The Athletic Sticks (BEWS/WIC )
  - g) The Year Representatives
  - h) The First Year Representatives (1<sup>st</sup> Year Representatives, CESA Representative to AMS, Athletic Stick)**
2. The non-elected members of the Council shall be as follows:
- a) The Concurrent Education Music Representative
  - b) The Community Affairs Commissioner(s)
  - c) The External Affairs Commissioner(s)
  - d) The Workshop Coordinator(s)
  - e) The E.S.S. Transition Chair
  - f) The Head Teach (Orientation)
  - g) The Media Crew (**Web Master, Web Apprentice, Newsletter Editor(s)**)
  - h) The Conference Committee (Chair, Financial, Logistics, Communications, **Promotions**)
  - i) Fundraisers
  - j) Public Relations**
  - k) Volunteer Initiative Coordinator(s)**

#### APPENDIX ANGELA MARTIN

That Article VI – Meetings be amended as follows (changes appear in **bold**):

1. The minutes of each C.E.S.A. Council Meeting shall be recorded by an elected Clerk. This position may be filled by any member of C.E.S.A. (**deleted: council**) and shall be elected within the first two meetings of each year.
- 9.** Each **holder of a position** on Council is entitled to one vote, excluding the Executive Administrator

#### APPENDIX OSCAR MARTINEZ

That Article XII – CESA Camp and Mid-Year Retreat be amended as follows (changes appear in **bold**):

Article XII – **Con-Ed** Camp and Mid-Year Retreat

1. **Con-Ed.** camp is to be planned by the Executive for Council, as an orientation to C.E.S.A.
2. The camp date must be set prior to leaving for the summer as it is mandatory for all members of Council to attend.
3. **Con-Ed** camp will be a time of planning, bonding, goal setting, and establishing Council's initiatives and events for the upcoming year. **It will also be a time for all ConEd students to come together and provide opinions on the plans and goals of the association.**

## APPENDIX KEVIN MALONE

That Appendix 4.0 Job Descriptions be amended to read as follows (changes in **bold**):

### APPENDIX 4.0 - JOB DESCRIPTIONS

#### **The President:**

- A) Will attend all Association meetings.
- B) Will oversee the running of C.E.S.A. affairs, ensuring that all members of Council are properly supported in their duties and responsibilities.
- C) Will work directly with and act as a resource to the Treasurer, C.E.S.A. Representatives to the A.M.S., Senator, Academic Commissioner(s), Executive Administrator, Concurrent Music Education Representative, C.E.S.A. Representative to T.E.L.C. ,E.S.S. Transition Chair , **Public Relations.**
- D) Will represent the Association on social and ceremonial occasions.
- E) Will represent the Association on A.M.S. Assembly.
- F) Will represent the Association on President's Caucus and on other A.M.S. appointed committees.
- G) Will represent the Association on the Pre-Service Task Force at the Faculty of Education.
- H) Will be responsible for communicating with Trent Concurrent Education Students' Association for professional development purposes.
- I) Will be responsible for the Human Rights training of Council at the beginning of the school year.
- J) Will attend Human Rights Training in conjunction with the A.M.S. Executive and Council.

#### **The Vice-President (Internal):**

- A) Will attend all Association meetings
- B) Will act as meeting chair in the absence of the Executive Administrator.
- C) Will work directly with and act as a resource to the Social Affairs Commissioners, Year Representatives, Fundraisers and Media Crew.
- D) Will represent the Association on A.S.U.S. Assembly.
- E) Will be responsible for the organization of C.E.S.A. Camp.
- F) Will be responsible for the Human Rights training of Council at the beginning of the school year.
- G) Will be responsible for the organization of the Sidewalk Sale during Orientation week.
- H) Will organize Back to School Smoker in conjunction with the Social Affairs Commissioner(s).
- I) **(deleted: will ensure the coordination of jacket sales with the first year representatives)**
- J) Will ensure coordination of C.E.S.A.. Camp and a mid-year retreat.
- K) Will oversee the tallying and awarding of the Inter-Year Challenge, the Individual Year Challenge award and the C.E.S.A. award. The Year Challenge Awards will be presented at the Annual Concurrent Education Formal.
- L) Will attend Human Rights Training in conjunction with the A.M.S. Executive and Council.

#### **The Vice-President (External):**

- A) Will attend all Association meetings.
- B) Will work directly with and act as a resource to the Community Affairs Commissioner(s), External Affairs Commissioner(s), Athletic Stick(s), Workshop Coordinators, Conference Crew, and Head Teach (Orientation), **Volunteer Initiatives Coordinator(s)**
- C) Will represent the Association on the Arts and Science Faculty Board.
- D) Will act as a liaison between the Association and the Faculty of Education.
- E) Will ensure positive relationship with the Associate Dean of Concurrent Education and will consult with him/her on issues of program quality and student satisfaction.
- F) Will be a resource for students to ensure their understanding of the University and the teaching profession.
- G) Will be responsible for the organization and distribution of the C.E.S.A. mid-year review forms.
- H) Will act as the Society contact for Orientation Week and work in conjunction with current Teach Executive. Will approve week events and handbook and participate in Teach Executive interviews.
- I) Will sit on the C.E.S.A. Bursary and Reimbursement Committee.
- J) Will be responsible for the Human Rights training of Council at the beginning of the school year.
- K) Will attend Human Rights Training in conjunction with the A.M.S. Executive and Council.
- L) Will attend the meetings of the Faculty Board of the Faculty of Education
- M) Will be the designated alternate representative to the Faculty of Education's Professional Studies Committee should the Academics Commissioners not be able to attend.

**The Social Affairs Commissioners:**

- A) This position will be held by two Concurrent Education students.
- B) Will attend all Association meetings.
- C) Will organize the following events, but are not limited to: Back To School Smoker, Annual Concurrent Education Formal, and **January Smoker** .
- D) Will ensure that emphasis be placed on events that will not exclude any members.
- E) In conjunction with the Vice-President (Internal), will select a social committee to assist in the planning and implementation of all C.E.S.A. Social Events, including the Annual Concurrent Education Formal.

**The Year Representatives (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> Year):**

**First Year:**

- A) Will be elected in a by-election held as soon after Orientation Week as possible, but in no case later than the end of October of that year.
- B) Will attend all Association meetings.
- C) Will use the first year list serve to contact and update first year students on upcoming events and information discussed at C.E.S.A. Council meetings, as well as other pertinent Concurrent Education announcements.
- D) Will be an active voice for their year to the Association.
- E) Will ensure each first year class has a representative to relay C.E.S.A. and Concurrent Education-related information.

- F) Will assist the Second Year Representatives in publishing a Con-ed Directory by the Canadian Thanksgiving.
- G) Will be responsible for contributing to the Year Representative section of the Con-Ed newsletter and webpage.
- H) Will be responsible for the selection and sales of a year bar. **(deleted: will be responsible for jacket sales)**

#### **The Community Affairs Commissioner(s):**

- A) The option exists for this position to be held by one or two Concurrent Education students.
- B) Will attend all Association meetings.
- C) Will be responsible for ensuring Council and Concurrent Education students are aware of all on- and off-campus initiatives for charity and community building projects. **This entails, but is not limited to, compiling a list of teaching related volunteer opportunities which will be available at the Sidewalk Sale, updating the Pamphlet rack in the Con-Ed Lounge, receiving submissions of new opportunities.**
- D) Will maintain informal ties with the A.M.S. Social Issues Commission in order to inform Council members of issues of social significance at the University.
- E) Will be responsible for organizing and running the annual "Con-Ed Buses for Charity" event, held in first term.
- F) Will be responsible for organizing and running the "Homecoming Pancake Breakfast" event, held on Homecoming Weekend.
- G) Will be responsible for organizing a charitable event in the winter term.
- H) Will be responsible for facilitating and/or running the "Tree of Life" initiative in conjunction with the Physical **and Health** Education and **Kinesiology** Student's Association **(PHEKSA)**.
  - a. Will run "Tree of Life" on even years (2004, 2006, etc.)
  - b. Will facilitate "Tree of Life" on odd years (2005, 2007, etc.)
- I) Will be responsible for organizing Cover Your Crest and painting the Crest.

#### **Public Relations**

- This position is held by one concurrent education student.
- Is responsible for posting and updating information and advertisements on the Concurrent Education bulletin board in Mackintosh Corry Hall.
- Is responsible for working in unison with Social Affairs Commissioners and the Athletic Sticks to inform other Concurrent students about spirited Con-ed events.
- Involved in coordinating the Con-ed Year Competition.
- Responsible for learning of other Queen's social and recreational opportunities for Con-ed students to participate in.
- **Will be responsible for maintaining an events calendar and will be the contact person for event coordination.**

#### **Fundraiser:**

- This position will be held by one **or two** Concurrent Education student**(s)**.
- Will attend all Association meetings.
- Is responsible for coordinating with council commissioners regarding their fundraising needs, and facilitating their fundraising endeavors. This may include booking tables/rooms, filling out administrative forms, booking events, etc.

- Will develop new ideas and implement opportunities for CESA Fundraising.

### **The Media Committee**

- This position is held by three to four Concurrent Education students: one to two newsletter editors, one web apprentice, and one web master.
- Other members of Concurrent Education can be solicited to help with any of the committee duties at any time.
- All members of the media crew are expected to attend the bi-weekly council meetings, and have a voting right at said meetings.
- The following roles are clearly identified by specific jobs, however, not limited to:

#### **Web Master:**

- a) Is responsible for the C.E.S.A. website found at **www.queenscesa.com**
- b) Will update the website on a bi-weekly basis or as requested from other members of C.E.S.A. Council.
- c) Will act as a chair of the Media Committee
- d) Will attend all Association meetings.
- e) Will hold meetings with all members of the media committee as required.
- f) Will work with all media committee members to establish goals and timelines for projects.
- g) Is responsible for checking the media email account and responding to questions accordingly.

#### **Newsletter Editor:**

- a) Is responsible for the production of each newsletter. This includes collecting articles from contributing members, editing, and layout.
- b) Will ensure each newsletter is placed on the Concurrent Education website with assistance of the Web Master, and will also ensure that hardcopies of the newsletter remain in the Con-Ed Lounge for general viewing. Will also distribute an email to all Concurrent Education students regarding the newsletter with a link to the website for viewing.
- c) The number of newsletters to be completed will be determined at the beginning of each semester in consultation with the **Web Master**.
- d) Will be held by one or two Concurrent Education Students

#### **Web Apprentice:**

- a) Is responsible for the C.E.S.A. website found at **www.queenscesa.com**
- b) Will update the website on a bi-weekly basis or as requested from other members of C.E.S.A. Council.
- c) Will attend all Association meetings.
- d) Will transition into the role of webmaster in the next council year
- e) Is responsible for the digital camera owned by C.E.S.A. Will attend all C.E.S.A. sponsored events and take pictures of various members at the event. If the **Web Apprentice** cannot attend the event, another member of the Media Crew will take responsibility of the camera and taking pictures.
- f) Will produce the slide show to be presented at the Annual Concurrent Education Formal.
- g) Is responsible for the production, advertisement, and distribution of the slide show on CD to interested members of Concurrent Education. (**deleted: is responsible**)

for posting and updating information and advertisements on the Concurrent Education bulletin board in Mackintosh Corry Hall)

#### APPENDIX ANDY BERNARD

##### Volunteer Initiative Coordinator(s):

- A) The option exists for this position to be held by one or two Concurrent Education students.
- B) Will attend all Association meetings.
- C) Will be responsible for ensuring Council and Concurrent Education students are aware of all progress in regard to planning and implementing a student focused volunteer initiative at a local school of their choice.
- D) Will seek council from local schools as to determine the needs of the school when determining the type of initiative to begin.
- E) Will be responsible for coordinating with the Public Relations council member to advertise this volunteer opportunity to Concurrent Education Students
- F) Will be responsible for coordinating all material and organizational aspects of the volunteer initiative including but not limited to: supplies, bookings, permission and/or police checks, coordination with principal, coordination of volunteers and scheduling.
- G) Will ensure the volunteer program is ready to be implemented by the beginning of the third week in Sept.
- H) This position will be reviewed annually

#### APPENDIX DUNDER MIFFLIN

That Appendix 4.0 Job Descriptions be amended to read as follows (changes in **bold**):

The Vice-President (External):

- B) Will work directly with and act as a resource to the Community Affairs Commissioner(s), External Affairs Commissioner(s), Athletic Stick(s), Workshop Coordinators, Conference **Executive**, and Head Teach (Orientation).

#### Conference Executive

- A) This committee will be composed of five Concurrent Education students. The committee shall be headed by the Conference Chair and filled by the positions of Conference Finances, Conference Logistics, Conference **Promotions** and Conference Communications.
- B) The Conference Chair will be selected during the interviews for non-elected positions.
- C) The positions of Conference Finances, Conference Logistics, Conference **Promotions** and Conference Communications shall be selected following a meeting between C.E.S.A. Executive and the Conference Chair.
- D) The Conference Committee interviews shall be held within a one week period following the C.E.S.A. non-elected interviews.
- E) All members of Conference Committee shall have a vote on C.E.S.A. Council, but only the Chair will be required to attend all C.E.S.A. meetings. All other positions

of the Conference Crew will attend meetings at the discretion of the Conference Chair, and on such nights, quorum will be adjusted accordingly.

F) The following descriptions clearly outline the roles of each member of the committee which include, but are not limited to:

**Conference Chair:**

- a) Will attend all Association meetings.
- b) Will chair all Conference **Executive** meetings.
- c) Is a voting member of C.E.S.A.
- d) Will act as the liaison between C.E.S.A. Council and Conference Committee.
- e) Will be responsible for interviewing and hiring the Conference Committee members in coordination with the C.E.S.A. Executive.
- f) Will hold committee meetings to organize the Queen's Conference on Education.
- g) Is responsible for maintaining communication with all the respective Councils and Faculties of Education of participating schools.
- h) Will work with the Vice-President (External) and Conference Committee Members to plan, organize and facilitate the Queen's Conference on Education.
- i) Will ensure a fully functioning weekend and will head all other members for the coordination of events.
- j) Will coordinate the **accommodations** of all non-Queen's students.

**k) Will act as the official delegate contact to answer questions**

**l) Will liaise with Promotions to develop the website and any other multimedia used**

**m) Will provide support to Conference Finances in the coordination of delegate registration.**

**n) Will provide support to other members of the Conference Executive as needed and will perform any duties that do not directly fall under the duties of Finances, Logistics, Communications and/or Promotions**

**Conference Finances:**

- a) Will attend all Conference meetings.
- b) Will be responsible for all finances of the Conference.
- c) Shall keep accurate records of all receipts.
- d) Will create a primary budget in **April** based on previous years. A final budget will be presented to the other committee members following the completion of the conference and all outstanding fees have been paid.
- e) Will provide support to other members of the conference crew as needed
- f) Will coordinate delegate registration.**

**Conference Logistics:**

- a) Will attend all Conference meetings.
- b) Will be responsible for organizing workshops, including booking any equipment that is needed and preparing the certificates for delegates.
- c) Shall recruit guest speakers and workshop presenters for the Conference.
- d) Shall book all rooms on Main Campus and West Campus for the weekend's events.
- e) Will provide support to other members of the conference crew as needed
- f) Will be responsible for composing and distributing workshop letters of completion.
- g) Will coordinate appropriate tokens of appreciation for workshop presenters.**

- h) Will conduct an evaluation of the Conference weekend via survey of delegates and presenters and will be responsible for follow up communications based on these evaluations**

**Conference Communications:**

- a) Will attend all conference meetings.
- b) Will be responsible for getting volunteers for the Conference Weekend.
- c) Will ensure all social events abide by AMS insurance policy, and fill out an AMS sanctioning form, ensuring to get approval from Queen's Student Constables, Queen's First Aid and the AMS Vice-president (operations) for appropriate events **with the help of the Conference Chair.**
- d) Will work with the fundraising coordinators to raise funds for the conference.
- e) Will draft an up-to-date sponsorship proposal and contact potential corporate and local sponsors for monetary sponsorship
- f) Will draft an up-to-date sponsorship proposal and contact potential corporate and local sponsors for other types of sponsorship and donations-in-kind
- g) Will act as the liaison for corporations or local sponsors, and provide them with all relevant information regarding the conference
- h) Will coordinate all meals and snacks for the conference
- i) Will fill out necessary Food and Beverage forms to comply with AMS insurance policy
- j) Will provide support to other members of the conference **executive** as needed

**Conference Promotions**

- A) Advertise for the promotion of QCE internally for Con-Ed Students and Queen's students
- B) Advertise for the promotion of QCE externally for students of **other universities**
- C) Be **in** communication with Con-Ed, Queen's, and other students to keep them informed of QCE information and events prior and during QCE
- D) Will coordinate all social events for the Conference weekend.**
- E) Aid the Conference Chair with the planning of accommodations for visiting students
- F) Aid with sponsorship research, proposals, and follow-ups
- G) Will coordinate volunteers for the Conference weekend.**
- H) Will liaise with the Chair to develop publications such as a website and any additional multimedia used**