



Introduction and Executive Summary

Describe your role and what your main priorities are. What is the point of your position on the executive? What is the mission of your position for the year?

As the President, my biggest role at the SGPS is to advocate on behalf of the students, and represent their interests and concerns to the University and other stakeholders. I'm also to oversee the performance of other executive and the staff with regard to their responsibilities.

For the first role, my focus on this year will be on organizing the ways that we collect and analyze data in our organization, as well as maintaining and improving our relationship with the Administration of the University, AMS, Student Senators, Student Trustees, the Rector, SGPS Representatives at various committees and working groups, and other external bodies, through regular meetings. The timelines and schedules for these meetings are too extensive to appear in this plan.

For the second role, my focus will be on organizing how the employees and the executive report to each other and to me. Some of this will be taken care of by our VP Finance, as specified in his year plan. However, I will primarily focus on drafting or modifying the report forms to ensure all the relevant information and data is preserved and communicated.

List of Projects and Objectives at a Glance

List your projects/portfolios and short objectives for each

Project	Description
Strengthening the democratic process	Focus groups, town hall meetings, communication through departmental reps
Data Collection for better advocacy	Student-Supervisor relations: mentorship (professional and academic development), productivity, discrimination, intellectual property, etc. Equity Issues: areas where the SGPS and/or the University are facing shortcomings in addressing equity issues and how we can improve upon
Preserving advocacy related institutional knowledge	Developing and revising templates for reports from Student Advisors, Commissioners
Promoting equity and representational diversity	Investigating non-departmental Council seats Assisting in creation of the SGPS Equity Strategic Plan

Now create headings for each of your projects/portfolios and complete the following for each:

1- Developing Means of Communication with the Membership

Purpose of Project

Currently, the interaction between the membership and the SGPS President happens mainly through the referenda and the General Council Meetings. While these are important ways for the members to be involved in direct decision-

making, they are not conducive to an active consultation process that allows me to be informed about the issues that I need to advocate about on behalf of the members.

I am hoping to develop a regular means of direct interaction with the membership where either this type of consultation can happen directly, or a closer connection between myself and the membership forms, which leads to future consultative interactions.

Specific Objectives

1. Host at least two town hall meetings where the members are free to discuss any issues that are affecting their academic lives
2. Host at least two focus groups open to the members, themed around the two specified research topics (See the second project), after the results from the surveys and other sources of information are processed
3. Host at least two informal discussion and consultation meetings with the Council members outside the Council, preferably after they have had meetings with their own constituency, where they can communicate the concerns of their corresponding departmental society
4. Attend at least 8 social or athletic events and get in touch with the membership directly

Timeline

Month	Stage of Project
September	0-talks, 1st social/athletic event
October	1 st Town Hall meeting, 2nd social/athletic event
November	3 rd social/athletic event
December	4 th social/athletic event
January	2 nd Town Hall meeting, 5 th social/athletic event
February	1 st Focus Group, 6 th social/athletic event
March	7 th social/athletic event
April	2 nd Focus Group, 8 th social/athletic event

2- Collecting data on specific problems

Purpose of Project

The SGPS is the main body that advocates on behalf of Graduate and Professional students at Queen’s. This makes it very important for us to have reliable, legitimate information on what we present to the administration. One of the bigger issues that seems to be impacting our members is student-supervisor working relations. The choice of this topic is timely, considering a similar investigation is being conducted by the Risk and Audit Committee of Board of Trustees on this topic.

Another concern that may need attention is the way that SGPS and the University respond to the issues that equity seeking groups are facing. One of my goals for this year is to identify the main areas of concerns for the equity-seeking groups among our members, the way our equity and international commissioners, as well as our student advisors are dealing with these issues, and the ways that various resources at the University are being utilized by our members.

Specific Objectives

1. Identify the main areas of concern in the student-supervisor relations, and equity related issues
2. Quantify the scope of each problem
3. Quantify the resources that exist to address each problem
4. Quantify the extent that each resource has been used by our members, how effective or efficient the resources have been when they were used, and what stops our members from using those resources
5. Report the results to the Administration, and the Council

Timeline project 2

Month	Stage of Project
September	Hire a Research Assistant, have the initial meetings, clarify the goals and set the expectations, Contact 5-10 department heads who have gone through a cyclical program review during the past 3

	years to ask for their self-study data
October	Collect and compile data from the SGS reports, CGPSS, CAGS
November	Collect, compile and analyze data from department heads who shared their data with us
December	Collect, compile and analyze data from HR office, Equity Office, QUIC, FDAC, Student Wellness Center, Ombudsman Office
January	Compose and run a survey on each of the two topics
February	Collect, compile and analyze data from Student Advisor Program, Embedded SGS counselor
March	Finalize the report
April	Report the findings to the Administration of the University, and the Council

3- Developing report forms for the staff

Purpose of Project

Currently our commissioners report to our Director of Logistics and there are no templates for their reports. Due to the nature of their jobs, Equity and international commissioners have an important role in the interactions of our equity seeking members and the available resources for them, and therefore, are in direct contact with many of these members. They are also at the center of many decision-makings and policy developments, that use the data from various reports conducted by the University about these issues.

Student Advisors are at the center of a network of knowledge about different types of academic or non-academic issues that affect all our members.

Both these groups can provide the organization with valuable information and datasets that can be used for future advocacy work. However, with our current reporting system, sometimes this knowledge is lost before it is communicated and used efficiently. I need to develop a template for the reports from these staff which, while focusing on performance metrics of the staff, also allows for reliable transfer of data in a comprehensive manner that is in line with the advocacy goals of the organization.

Specific Objectives

1. Identify the areas of interest in desired reports
2. Identify the points of strength in current format of reports
3. Develop new templates that encompasses both 1 and 2

Timeline project 2-a

Month	Stage of Project
September	Meet with the advisors and their supervisor, discuss the current format of reports, the limitations
October	Develop and modify the templates for report forms
November	Meet with the new Equity and International Commissioners, communicate the goals related to data collection
December	Receive the first monthly regular report, provide feedback
January	Receive the second regular monthly report, provide feedback
February	Receive the third regular monthly report, analyze the data
March	Receive the fourth regular monthly report, analyze the data
April	Receive the fifth regular monthly report, pass the data to the next president

4- Promoting Representational Diversity and Equity

Purpose of Project

The Council is the heart of the SGPS democratic process, and the main body in the SGPS that makes decisions through an intensive and formal consultation process. There is no doubt that addressing equity issues must start with promoting representational diversity at the Council, where the vision for the organization is set. One of the goals of our former Equity Commissioner before she left office was to do a review on non-departmental seats at the Council to determine how efficiently the current seats are used, and evaluate the need for more spots for equity seeking groups that are not currently included among these seats. In her absence, I will take on this responsibility by forming a working group that will focus on this review as one of its mandates. Depending on what the new Equity Commissioner wishes, this working

group may partially develop into the Equity Issues Standing Committee in November, as the new Equity Commissioner takes office and strikes the committee as its chair. I will continue to collaborate with the Equity Issues Standing Committee, after it officially commences its work.

I also hope that I can assist the Committee to attain an informed vision in drafting the SGPS Equity Strategic Plan, using the data collected from my second project.

The objectives and the timeline for this project will be determined in details in consultation with the new Equity Commissioner after they start their term.



Introduction and Executive Summary

The role of the VP Graduate (VPG) is to act as an advocate for graduate student interests and oversee the Society of Graduate and Professional Students' (SGPS) Student Advisor Program (SAP). My position sits on various university committees, two of the most important being the Graduate Studies Executive Council (GSEC) and Graduate Student Life Advisory Group (GSLAG). GSEC's main purpose is to review and revise departmental and faculty regulations pertaining to admissions standards for graduate studies, graduate degree requirements and, progress through the graduate degrees¹. GSLAG's purpose is to enhance the health, wellness, safety and academic success of graduate students at Queen's². The VPG works to bring relevant graduate student information to both GSEC and GSLAG and also to my fellow executive members to make organizational decisions in the best interests of graduate students.

This year, I would like the SGPS to achieve three main goals: First, to become a more transparent organization and better communicate what we offer to our constituents. Improving the existing SAP and its marketing strategies will help achieve this. Secondly, the SGPS is in dire need of objective data on student needs and wants. I will conduct a quantitative review of SGPS member mental health as well as available support services to aid in making informed decisions regarding our mental health strategy. Lastly, there exists a gap in connecting SGPS alumni and current students. I will help in developing projects to help connect students and alumni, both for networking connections and fundraising opportunities.

List of Projects and Objectives at a Glance

Project	Description
Increase SAP Awareness	The SAP is not well known among our constituents. I will employ various marketing strategies to increase awareness of this service.
Mental Health Review	I will hire a 'Work Study' student in September to conduct a review on graduate student mental health. Recommendations from this report will be used to improve support services offered.
Establish Mentorship Opportunities	The SGPS will help market and provide feedback for the new <i>175 Mentors</i> program offered by the School of Graduate Studies (SGS). This program's mandate is to connect current graduate students to various SGPS alumni who can offer tangible career advice.
Explore Fundraising Opportunities	Connect with SGPS alumni and Queen's Office of Advancement to explore the possibilities of accruing capital to be used for improving graduate student resources on campus.

Increase SAP Awareness

Purpose of Project

The SAP is a confidential, peer support service that offers members the opportunity to speak with an empathetic fellow student regarding ANY issue they may be facing. Issues that advisors deal with include subjects such as academic appeals, supervisor relationship strains, financial problems, mental illness, and more. The range of support offered is vast which helps justify it as one of the SGPS' most important services. It's disappointing that many SGPS members are unaware of its existence.

During my campaign period, occasionally I was hard pressed to find a single student in some departments that knew of the program. Even worse, a portion of students believed the program was permanently closed after its restructuring from a couple years ago. Given the strength of its service, relevance to nearly every single one of our members, it is imperative we market its services effectively. Every single SGPS member should know of its existence.

Alongside, a more robust marketing campaign, the SAP requires constant tailoring and refinement to make sure we are offering our constituents useful service. Mid-year and full year program reviews will take place to ensure staff are adequately trained and clients are receiving the highest quality of service.

Specific Objectives

5. Work with VPP to establish and implement a robust marketing campaign for the SAP program. This will involve more 'in person' advertising such as class talks and/or boothing, as they are strategies that have not been utilized in the past.
6. Work with hired 'Work Study' student to gather data to compare awareness of the program before and after our marketing campaign.
7. Conduct mid-year and the end of the year program reviews. Present results at council.
8. Work with Education Student's Society (ESS) in establishing a student advisor presence on West Campus. This will possibly take form as 'drop-in' office hours.

Timeline

Month	Stage of Project
September	Create organizational marketing strategy with VPP and marketing specific strategy for SAP.
October	Hire 'Work Study' student and get them to assess awareness of the program, focus on 'in person' marketing strategies.
November	Compile SAP report to present to council at Fall General Meeting (GM).
December	Implement report suggestions in improving program.
January	Establish West Campus presence.
February	Focus on 'in person' marketing strategies.
March	Assess marketing efficacy by comparing usage numbers to previous records. Compile full year report and present at Winter GM.
April	Transition new VPG to take over program.

Mental Health Review

Purpose of Project

Some members have commented on the lack of mental health support services available for SGPS members. One of the most common complaints is the fact that there is only one embedded graduate student counsellor to approximately 4,200 SGPS members. This is a higher counsellor to student ratio than any other faculty or department on campus that employs an embedded counsellor. To better assess graduate student mental health needs and make any decisions pertaining to improving services, quantitative data is needed to assess the state of SGPS member mental health and what specific needs require addressing. For example, if the need exists to hire another embedded counsellor, we will address the situation by either fundraising, bargaining with the university, or hosting a referendum to acquire the required funds.

Specific Objectives

1. Hire a 'Work Study' student to compile and conduct review.
2. Have report completed, alongside recommendations, to present to council in December.
3. Partner with 'Work Study' student to implement said recommendations in Winter semester.

Timeline

Month	Stage of Project
September	Create Work Study job posting.
October	Meet with new hire to develop project timeline and objectives.
November	Administer study and collect data.
December	Compile report and present at council.
January	Develop timeline in implementing recommendations.
February	Implement recommendations.
March	Implement recommendations.
April	Transition new executive to complete unfinished recommendations

Establish Mentorship Opportunities

Purpose of Project

Job opportunities and prospects remain a key area of concern among SGPS constituents, especially those outside professional programs who do not have accessible, formal mentorship programs. Many of these students can benefit from networking opportunities with recent SGPS alumni who can offer tangible advice in navigating the current job market.

Over the course of last year and this summer, the previous SGPS President, VPG, and myself, have shared these concerns with the SGS, who likewise felt similar about graduate student networking opportunities. As a result, the SGS is piloting an alumni-student mentorship program *175 mentors* starting in September. To avoid offering redundant services the SGPS will work with the SGS to market and promote this program to our members. A mid-year review will be conducted to assess the efficacy of this project and determine if other services can further strengthen professional development opportunities for graduate students.

Specific Objectives

1. Collaborate with SGS to market *175 Mentors*.
2. Conduct mid-year review assessing efficacy of program.
3. Fill in gaps not addressed by program.

Timeline

Month	Stage of Project
September	Advertise program launch.
October	Participate in Homecoming <i>175 Mentors</i> promotional event.
November	Market program.
December	Conduct mid-year evaluation.
January	Implement recommendations.
February	Implement recommendations.
March	Implement recommendations.
April	Transition new executive.

Explore Fundraising Opportunities

Purpose of Project

In Queen's University's May Board of Trustee's report, fundraising results for the *Initiative Campaign* were presented. The campaign exceeded its fundraising goals of \$500,000 by 128%³. The SGPS has never attempted to raise money for various student projects and initiatives. However, given the Queen's alumni eagerness to invest in various student life projects, we feel that this may be an untapped market that can be used to generate funds for various large scale projects. Some ideas for areas of investment can be improving SGPS student support services or increasing SGPS member social space on campus.

Specific Objectives

1. Explore Fundraising Possibilities

Timeline

Month	Stage of Project
September	
October	Meet with Office of Advancement to learn how to work with partners.
November	Establish list of projects needing funding.
December	Reach out to prospective donors.
January	
February	
March	
April	

Appendix

1. Information on GSEC: <http://queensu.ca/sgs/faculty-staff/governance/gsec>
2. Information on GSLAG: <http://www.queensu.ca/studentaffairs/health-and-wellness/graduate-student-life-advisory-group>
3. Information on Queen's *Initiative Campaign*. Includes fundraising progress and report: <http://www.queensu.ca/initiative/home>



Introduction and Executive Summary

In the past, those in the position of VPCCA have taken on a number of projects, usually focusing on one or two areas in particular in order to create tangible outcomes that benefit graduate and professional students. This year, I will be focusing primarily on creating an additional Expanding Horizons Workshop for International Graduate and Professional students, providing an Editing Service geared towards students with English as a second language, and creating a comprehensive list of resources and action items for the SGPS with the help of Research Assistants.

In a more internal capacity, I will also be working with the incoming Commissioners in order to ensure that the Commissioners receive the support that they require to both have a positive experience in their positions, as well as provide the membership with the advocacy and services their positions entail.

In order to complete the projects I have envisioned, I will not only be relying on the help of the Commissioners and the Executive, but also on Committees formed with the help of SGPS Council. I look forward to working with Council this year to ensure that all of the envisioned plans come to fruition within my term.

List of Projects and Objectives at a Glance

Project	Description
Commissioner Program	Working as a point of contact between the Executive and the Commissioners to ensure that both parties are in constant communication and that the Commissioners are receiving the resources and support they require to be successful in their positions.
Orientation Week	Looking over the data available from Orientation Week with the help of the Social Commissioner in order to provide a framework to follow in future years.
Research Assistants	Hire and work with the Research Assistants in order to conduct a comprehensive review of resources available on campus for a number of groups, as well as creating end of year reports to delineate action items that can be instigated from the information gathered.
Clubs Office	Working with the Clubs Manager at the AMS in order to successfully merge the AMS and SGPS Clubs under one umbrella.
Editing Program	Creating a volunteer-based Editing Service for students for whom English is not their first language as a pilot program both to allow international students to have an accessible editing service for their work product, as well as to provide experience for students interested in pursuing a job in editing post-graduation.
Expanding Horizons Workshop	In coordination with the Centre for Teaching and Learning, the Queen's University International Centre and the School of Graduate Studies, I will be helping to create two new workshops for the Expanding Horizons Series in order to continue the ongoing conversation surrounding the needs of international graduate and professional students on campus.

Commissioner Program

Purpose of Project

Feedback from former and current Commissioners has highlighted the need for Executive involvement and support in carrying out various aspects of the projects outlined in their Year Plans. The Commissioners and the Executive have a shared goal of providing services intended to improve the experience of graduate and professional students at Queen's which is why the Commissioner program will now have the VPCCA as a consistent point of contact on behalf of the Executive.

I will be meeting with the Commissioners on a monthly basis in order to give feedback and offer support on behalf of the Executive, as well as jointly working on a number of projects. While the Commissioners will still be creating and running their own projects, this new system will provide them with resources and support directly from the Executive.

Specific Objectives

1. Assist the Assistant Director of Logistics in evaluating the experience of the outgoing Commissioners in order to determine areas for improvement
2. In consultation with the Assistant Director of Logistics and the Executive, determine whether the current Commissioner structure is optimal for the benefit of both those working in the position and the membership
3. Liaise with Commissioners to provide support for projects and services offered
4. At the end of the year, provide a report with the help of Commissioners in order to improve the framework of the Commissioner positions in future years

Timeline

Month	Stage of Project
September	Meet with the Assistant Director of Logistics and the outgoing Commissioners to discuss their experiences and potential areas of improvement
October	Assist the VP Professional and the Assistant Director of Logistics in hiring new Commissioners and Facilitators, as well as reviewing the Year Plans from the Commissioners
November	Begin attending regular monthly meetings with Commissioners and strike a Committee to discuss the structure of the positions
December	Meet individually with Commissioners to discuss their progress of the projects requiring Executive support as outlined in their Year Plans
January	Strike a Committee for Orientation Week Planning
February	Provide a report on the framework for the Commissioner positions and suggestions for changes
March	Help the outgoing Commissioners wrap up projects being worked on and assist the VP Professional and the Assistant Director of Logistics in hiring new Commissioners
April	Meet with outgoing Commissioners to discuss their experience

Orientation Week

Purpose of Project

This year, Orientation Week has been scheduled to ensure the best possible attendance in accordance with departmental orientations. The goal of this project is to evaluate the attendance of the events as well as student experience of events through an exit survey conducted by the VPCCA and the Social Commissioner and provide a report in order to aid with the planning of Orientation Week in future years.

This project will also include the creation of an Orientation Planning Committee in January to begin the process of planning events, booking spaces and considering ways of including the largest possible proportion of SGPS membership in Orientation Week for the 2017-2018 academic year. This project will include the input of Commissioners, Council, Executive and members at large in order to provide accessible and enjoyable programming, as well as to ensure that the

resources provided at Orientation Week, such as the O-Week Guide, are comprehensive and distributed widely to students.

Specific Objectives

1. Evaluate the resources and events from Orientation Week 2016 with the help of the Social Commissioner and the creation of an exit survey
2. Create a report based on the findings in order to provide a basis for the planning of Orientation Week 2017
3. Strike an Orientation Planning Committee in the Winter Semester in order to ensure sufficient time and a wide range of input from the membership
4. Provide a Plan for Orientation Week by the beginning of Summer Term in order to give the incoming Executive and Commissioners the resources they need to run Orientation Week 2017

Timeline

Month	Stage of Project
September	Create and distribute Orientation Week Exit Survey
October	Strike a Committee to evaluate data collected from Orientation Week 2016
November	Meet with Committee to evaluate data collected from Orientation Week 2016
December	Provide Report to Council on the findings from Orientation Week 2016
January	Strike Orientation Week Planning Committee
February	Meet with Orientation Week Planning Committee to create a framework for September 2017
March	Meet with OWPC and evaluate existing resources/create new resources for September 2017
April	Provide an Orientation Week Plan as well as a structure for O-Week Manual for September 2017

Research Assistants

Purpose of Project

In order to ensure that graduate and professional students at Queen's are receiving the resources and support they need, a number of Research Assistant positions have been advertised for through Career Services in order to evaluate existing services on campus for a number of groups, including Indigenous students, Mature students and International students, as well as provide an overview of Mental Health resources and non-academic jobs post-graduation. While two of the positions listed are being run by other members of the Executive team, the VPCCA will work as the point of contact to ensure that work is progressing smoothly and that the Research Assistants have consistent contact with the Executive. At least three of the positions will be under the direct oversight of the VPCCA.

All of these research projects will generate end of year reports, which will not only include information gathered but also provide a list of action items for the SGPS and other on campus organizations, as well as the University as a whole.

Specific Objectives

1. Create overviews of the positions and post them through Career Services
2. Participate in all steps of the hiring process
3. Meet with the Research Assistants to delineate objectives and create a timeline of objectives
4. Work with the Research Assistants in order to provide support and feedback on their ongoing work
5. Help create a final report, including action items, to provide to the membership at the end of the Academic Year

Timeline

Month	Stage of Project
September	Hire Research Assistants
October	Meet individually with Research Assistants and map out a plan for the year
November	Meet regularly with Research Assistants to provide support and discuss progress
December	Meet regularly with Research Assistants to provide support and discuss progress
January	Meet regularly with Research Assistants to provide support and discuss progress
February	Meet regularly with Research Assistants to provide support and discuss progress

March	Help wrap up Research Projects and create Final Reports for each position
April	Publicize Final Reports

Clubs Office

Purpose of Project

As a result of the Clubs Merger that occurred at the end of the 2015-2016 academic year, student clubs are now administered jointly by the SGPS and AMS through the Clubs Office. The VPCCA and the Clubs Manager met weekly throughout the summer semester and will continue to do so throughout the year.

Some of the tasks that are administered jointly include the distribution of grants to clubs three times a year, as well as discussions concerning the distribution of clubs' spaces and the editing of the Clubs Manual, as well as the inclusion of Clubs Office information on the SGPS website. While the Clubs Office, considering its voluminous resources, is primarily responsible for the day-to-day running of the Clubs program, through the weekly meetings, the VPCCA is informed of any pertinent information and included in the conversation concerning any issues that arise. That way, not only is the SGPS directly involved in the process, but also able to inform Council of the new system of club registration and other relevant information.

Specific Objectives

1. Meet weekly with the Clubs Manager in order to receive and provide updates
2. Help determine the distribution of grants to student clubs
3. Work on joint projects, such as contributing to the editing of the Clubs Manual, and advertising important dates, including the cut-off for clubs' registration
4. Reporting to Council on the progress of the new system and providing relevant information

Timeline

Month	Stage of Project
September	Attend meetings with Clubs Office and assist where needed
October	Attend meetings with Clubs Office and assist where needed
November	Attend meetings with Clubs Office and assist where needed
December	Provide a report on how the Clubs Merger operated over the first semester
January	Attend meetings with Clubs Office and assist where needed
February	Attend meetings with Clubs Office and assist where needed
March	Attend meetings with Clubs Office and assist where needed
April	Provide a report on the success of the Clubs Merger over the year with suggestions for improvements

Editing Program

Purpose of Project

While there is a Writing Centre on campus, it is primarily geared towards Undergraduate students and doesn't run for the full year, closing over the summer months, which is a crucial period for many graduate and professional students finishing their programs in need of an editing service. Similarly, while some offices like the QUIC and the Four Directions Centre do what they can to provide editing services for students at all stages of their postsecondary education, they are not equipped to handle the demand.

With that in mind, one of my projects this year is the creation of an Editing Service primarily geared towards graduate and professional students for whom English is not their first language. The pilot project of this is envisioned as a volunteer based program which both offers an essential service to students and also provides those interested in editing experience with an opportunity to help their fellow students while at the same time gaining professional experience otherwise difficult to acquire on campus.

Specific Objectives

1. Provide editing service for ESL students in graduate and professional studies
2. Give students interested in editing experience an opportunity to receive professional skills on campus
3. Create a volunteer-based service which will encourage communication between students in different years/departments

Timeline

Month	Stage of Project
September	Meet with relevant groups on campus to determine available resources and brainstorm
October	Create a proposal for the project
November	Strike a Committee to evaluate the proposal and come up with possible improvements
December	Recruit volunteers, provide training, book space and prepare to launch the program
January	Launch the Editing Service on a drop-in basis
February	Run the Editing Service and operate exit-surveys for students using it/volunteering for it
March	Meet with Committee to create a report on the progress of the program and discuss future changes
April	Provide a report of the functionality of the program and plans for improvement in upcoming years

Expanding Horizons Workshops

Purpose of Project

With the help of the CTL, SGS and the QUIC, I will be helping to create two new workshops for the Expanding Horizons Workshop Series in order to provide incoming international graduate and professional students with a forum for discussion, as well as to give professors going into the supervision of international students an opportunity to learn more about the experiences of the students they will be working with.

The goal is to have panel discussions, as well as provide access to resources, for both students and supervisors in a similar way as the previous years' workshops on graduate/supervisor working relationships.

Specific Objectives

1. Work with the SGS to schedule workshops
2. Coordinate with multiple groups on campus to gather the information which will be presented at the workshops
3. Create panels for both workshops and coordinate how the workshops will be run
4. Assist in running the workshops in Winter semester

Timeline

Month	Stage of Project
September	Coordinate with SGS, CTL and QUIC about the creation of the Workshops
October	Include Workshops in the Winter schedule for Expanding Horizons
November	Work with CTL and the QUIC to gather information for the sessions
December	Get panelists interested in participating and work with them on planning for the sessions
January	Prepare for the Workshops and advertise to the membership
February	Assist in running the two workshops and run an exit survey
March	Use information from exit survey and the panelists to create a report
April	Provide a report to Council on the success of the Workshops and potential further improvements



Introduction and Executive Summary

My vision for the position of Vice President Professional encompasses a wide array of responsibilities that not only include HR but also marketing, events sanctioning, and other duties designed to benefit and support the members of the SGPS. Even though the position is directed towards students in professional programs, the scope of much of the work I will do this year will impact all of the students under the SGPS umbrella. The executive has tasked me with assessing and restructuring our current marketing methods to increase awareness and enjoyment of the many services we offer. This includes utilizing new and current channels to inform the membership regarding the health and dental plan, bursaries, job opportunities, events, campaigns, and support systems such as the Student Advisor Program. I am also assessing and restructuring our hiring practices and policies. Finally, I will be leading the SGPS’s effort to establish a streamlined events sanctioning process so as to allow the membership to partake in various activities in a safe manner.

I look forward to accomplishing these tasks with the assistance of council, the rest of the executive, and the membership to optimize the SGPS’s services.

List of Projects and Objectives at a Glance

Project	Description
Human Resources Management	Assess current framework of the SGPS in relation to the Executive, permanent staff, commissioners, facilitators, advisors etc., and establish clear directives for each
Events Sanctioning Process Improvement	Work with Queen’s University Risk Management and SGPS members to establish and implement process that is efficient, comprehensible, and user-friendly
Marketing and Awareness	Develop a uniform marketing strategy that is accessible and effective in providing members with information pertaining to the SGPS services and initiatives
Professional Development	Provide students with opportunities to build and/or refine skills and have access to resources to maximize employment potential

Human Resources Management

Purpose of Project

In order for our organization to have its goals and initiatives succeed, all of those who are hired or elected must be working in concert. Currently the schedule on which the SGPS hires and elects officials varies significantly which leads to an environment where plans from past Executive members or commissioners are not necessarily aligned. This creates disconnect between the goals and initiatives and execution of them. As a result, our goal is to restructure the transient staff hiring timelines which will allow us to clearly communicate everyone’s roles and responsibilities which will ultimately improve efficiency.

This project will begin by first evaluating the current structure and determining the inefficiencies and beneficial aspects to it. At this stage we will also look to optimize the roles of everyone working for the SGPS to prevent overlap and over exhaustion of everyone’s duties.

Specific Objectives

1. Strike a committee to list the duties and responsibilities of each role specifically in order to evaluate overlap and address efficiency of service
2. Consult with HR experts to determine how best to delegate duties and responsibilities
3. Make inquires to current Executive members, commissioners, facilitators, permanent staff, advisors in order to evaluate obstacles currently present from achieving goals and initiatives
4. Draft a clear structured manual for operation of the SGPS which addresses and maps out clearly the HR policies and roles to optimize execution in future years

Timeline

Month	Stage of Project
September	Evaluate HR policies and operations
October	Continue evaluation through inquiry into archives and current records
November	Present findings to Executive and begin consultation process with HR experts
December	Continued consultation with HR experts
January	Bring findings and recommendations to committee for further evaluation and prepare a report of progress to Council
February	Develop new manual based on recommendations and findings
March	Implement manual into operating policies and begin new hiring procedures
April	Observe and monitor new procedures for efficacy and efficiency

Events Sanctioning

Purpose of Project

Event sanctioning is a necessary process designed to make members aware of the insurance risk implications of their events (and strategies they can use to mitigate those risks). Over the summer, the SGPS used a stop-gap system to extend our insurance coverage to faculty and departmental societies’ events, but this is only a temporary solution because of the huge administrative burden it places on event organizers and SGPS staff. Going forward, Queen’s University is looking to put in place a system that will integrate existing sanctioning programs within the itself, the AMS, and SGPS into something that is easier to manage while still accounting for the unique character of each part of the Queen’s community (particularly graduate and professional students).

The project has a couple moving parts. First, the university will strike a series committee that includes SGPS representation from Council. Once this has been done, the groups will work together to craft a common system to be deployed in the further. The final step will be to implement the new process for all SGPS events and establishing a continual review process to drive further refinement.

Specific Objectives

1. Have a university representative come to Council in October to talk about the system and answer questions/concerns from Council members
2. Strike a liaison committee with interested council members to work alongside the University working group
3. Implement the agreed upon event sanctioning process, once all parties are in agreement

4. Design a review system to continually enhance the user-experience year after year

Timeline

Month	Stage of Project
September	Collect feedback in preparation for consultation period
October	Receive presentation on risk management to SGPS Council from the University, strike graduate and professional working group, begin integrated consultation process
November	Consultation and evaluation work
December	cont.
January	Update on working group progress
February	cont.
March	Committee returns with final report for Council (tentative)
April	System implementation

Marketing and Awareness

Purpose of Project

The SGPS currently markets our jobs, services, and other initiatives in a non-uniform way, and could be more effective. As being the body tasked with providing these services to enhance Graduate and Professional students, it is our duty to inform the membership in the most effective manner to maximize the services' use. As a result, I have been tasked by the Executive to lead a new, uniform, and effective marketing strategy alongside the VPG that allows students to truly make use of the SGPS and its services.

To form our marketing structure, we first will continue the already ongoing branding revitalization with Studio Q. This will form the basis of how the SGPS appears visually across all platforms and allow a fresher look to take us into our new strategy. The next step will be to consult with marketing strategists and/or marketing students to develop a strategy that will be able to regain the enthusiasm and sense of community in the SGPS. One component of this strategy will be to roll out monthly themes for the SGPS that would promote our services under the backdrop of an already 'hot' topic that month. This will allow us to highlight relevant services to students by inserting them into the general conversation.

Specific Objectives

1. Collect both qualitative and quantitative data on successful and unsuccessful student organization marketing strategies
2. Develop a marketing strategy that is all encompassing, uniform, and attractive
3. Implement marketing strategy
4. Integrate marketing oversight structure to ensure uniformity and clear message delivery

Timeline

Month	Stage of Project
September	Assess current strategy; collect data on successful/unsuccessful strategies
October	Begin development of marketing strategy, seek guidance from marketing students/experts
November	Continue development of strategy; draft clear manual

December	Continue development
January	Present strategy to council roll out new strategy across all SGPS channels
February	Assess efficacy, make improvements
March	Assess efficacy, make improvements
April	Lead transition; ensure marketing oversight structure in place

Professional Development

Purpose of Project

Members of the SGPS do not currently have as many professional development opportunities outside of their career development offices, if their faculty has such an office. Developing skills such as resume building, writing cover letters, interviewing effectively, and even knowing how to dress are all essential to future employment and transition from student-life to a career. I look to provide continual opportunities for such development.

To succeed in providing these opportunities, I will first organize a professional development week, where similar to my predecessor, I will bring in professional garment tailors and providers. This will provide opportunities for both graduate and professional students the opportunity to purchase affordable, custom made suits. However, this year I look to also provide opportunities to purchase even more affordable attire for both female and male members. The development week will also provide opportunities to get professional headshots, prepare LinkedIn profiles, and more. Outside of the professional development week, I will look to implement a workshop series that will be a weekly workshop available to all. The series will include workshops on resume building, interviewing skills, drafting cover letters, networking, etc. These will serve to occupy at least one of every four workshops, which will allow the other three to be booked and run by anyone interested in presenting their materials, or teaching a skill. This will allow students the opportunity to teach others valuable and diverse skills, while also encouraging community engagement and growth of SGPS unity.

Specific Objectives

1. Plan SGPS Professional Development Week
2. Develop framework for workshops
3. Liaise with Career Development Offices across the SGPS to prepare best possible professional development workshops
4. Market workshop series effectively to allow for weekly sessions
5. Improve overall professional skills across the SGPS membership

Timeline

Month	Stage of Project
September	Plan SGPS Professional Development Week
October	Hold SGPS Professional Development Week
November	Develop framework for workshops; liaise with CDO across the SGPS
December	Canvass for additional resources/professional development workshops
January	Roll out workshop program; market heavily to develop roster of other workshops
February	Market program, provide support
March	Market program, provide support
April	Market program, provide support

