



MEMO

From the office of the...

MSU Maroons

TO: Members of the Executive Board
FROM: Nicole Vandenneuvel
SUBJECT: Maroons Representative Job Description
DATE: Wednesday, February 24, 2016

After consultation with the incoming Maroons Coordinator Megan O'Brien there are a few changes to the current Maroons Representative Job Description which would like to be addressed.

For the upcoming hiring of the 2016-2017 Maroons Representative Team, we would like to request some changes to the previous Job Description created in 2014. Currently, there are some items that are outdated and do not accurately reflect what the Maroons Representatives will be required to do this upcoming year.

There are two changes being requested for the Job Description. The first change made is in regards to Maroons General Assembly. In previous years, this was a meeting in which Maroons Representatives had the opportunity to provide feedback on specific events during the year. This past year however, the name was changed to Maroons Mandatory Meeting. The incoming coordinator has requested this be switched to Maroons Feedback Session(s) as this encompasses a broader scope and could allow for multiple meetings to provide more consistent feedback throughout the year.

The second change noted is in regards to training. This upcoming year, we hope to have two separate training sessions: Maroons Welcome Week Training and Maroons Year Long Training. By having two separate training dates it will allow for the Maroons Coordinator and Maroons Executive to outline specific details pertaining to each topic and provide the representatives with certain expectations. Separate Welcome Week Training would also allow for Maroons Representatives to have more time to prepare for Welcome Week based on the advice given at this session. The Maroons Year Long Training could provide an outlet for feedback on Welcome Week events while they are still fresh instead of later on in the year.

It is for the above reasons why the Job Description for the Maroons Representative position is being requested for change for the upcoming year. With these updates, it will lead to a more accurate description of what the role will entail this upcoming year.