



# MEMO

*From the office of the...*

## WGEN Coordinator

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TO: Executive Board  
FROM: Hayley Regis, WGEN Coordinator  
SUBJECT: WGEN Job Description Changes  
DATE: March 29, 2016

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Hello, welcome to the last EB of the year. You're almost free. As a final request (promise I'm not dying), I would really appreciate if you would approve these Job Descriptions & the changes to our Operating Policy. The changes in our operating policy are meant to reflect the changes our service is undergoing over the next year. We have updated a lot of our Job descriptions (Resources, Social Events and Planning, Social and Political Advocacy, and Volunteer Coordinator). The changes are detailed below.

### **Social Events & Planning**

SEP is shifting to become Community Events and Planning. We find that the description of social events was kind of trivializing for the amount of work our execs put in. We are also looking to increase their planning function, as well as including their position as one that also supervises a committee that has an event planning function. This is something that existed in WGEN's inaugural year, we think with these changes that the committees will be more effective and decrease some of the stress on execs, while providing a tangible experience for those who are committee members.

### **Resources**

Our resources exec is adapting to oversee the production of articles in the silhouette and the production of WGEN's zine. As well as continuing to oversee our resource library.

### **Social & Political Advocacy**

The changes in this description are largely due to institutional changes we would like to see across the board. We are shifting to make this position fit its title, so its focus is on advocacy and will be working closer with the Advocacy coordinator. Their event planning function will change to be about education in a more hands on way. They can continue to do educative poster campaigns, and help steer the themes of campaigns due to what they believe to be the most important issues. Their event planning function will be in planning our educational workshops, like Feminism 1A03, 4QQ3.

## **Volunteer Coordinator**

The position was streamlined to accommodate changes in the service and changes in the operating policy.

We (current exec and incoming coordinator) believe these changes to be necessary for allowing the service to grow, be a stronger voice for groups on campus, and better support our growing community.

If you have any questions, please let me know.

Best,

Hayley Regis  
WGEN Coordinator  
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