



Memo

From the office of the...

Vice President Administration

TO: Executive Board Members
FROM: Shaarujaa Nadarajah, Vice President Administration
SUBJECT: Proposed FYC Coordinator Job Description
DATE: Tuesday, August 9th, 2016

Dear Executive Board Members,

With the proposed bylaw changes that was brought forward to this meeting, it indicated the creation of a FYC Coordinator Position who will be responsible for overseeing the operations of the elected First Year Council Representatives. Some of the concerns that have been outlined with the previous FYC Structure are the following:

- Lack of transition coming into these newly elected roles
- Lack of knowledge on how to navigate MSU resources to run events and programming
- Lack of engagement with other first year representatives that are elected into other student groups across campus
- Inconsistency in the President and the elected SRA committee member's engagement with the FYC council members
- The existence of the advocacy position as every position on the FYC council should be focused on student advocacy as they are elected positions with the purpose of being a student voice for first year students
- Lack of accountability measures to ensure FYC is fulfilling it's purpose and operating parameters according to the outlined bylaw

We hope that with the creation of this part-time manager role dedicated to supporting FYC members, we will be able to address some of the concerns with the previous FYC structure. In addition, with the removal of the IRC student group, there is a gap that the MSU needs to fill with respect to student advocacy within residence. With added responsibilities being added to the FYC council, we believe that having a consistent part-time manager supporting these individuals who can be both an administrative coordinator and resource hub will be largely beneficial to this group. Many of the changes in the job description reflect the associated structural changes proposed in the FYC Bylaw.

Let me know if you have any questions about these changes and I would be happy to answer them.

Sincerely,

Shaarujaa Nadarajah
Vice President Administration
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