



## 2015-2016 Executive Board Meeting

**Topic:** Executive Board Meeting 15-26

**Date & Time:** Wednesday, March 2, 2016  
12:30 p.m.

**Place:** MSU Boardroom, MUSC 201

**Items:**

- 1) Adopt Agenda
- 2) Adopt Minutes EB 15-25
- 3) Diversity Services Report
- 4) MACgreen Report
- 5) Spark Report
- 6) WGEN Report
- 7) MAC Bread Bin Statistics Presentation David Cheng
- 8) Peer Support Line Job Descriptions Guarna
- 9) Closed Session Osazuwa
- 10) Committee of the Whole – Service Reports Guarna
- 11) Committee of the Whole – Advocacy Updates Nestico-Semianiw
- 12)
- 13)
- 14)
- 15)

**Objectives**

- 1) Adopt Agenda
- 2) Adopt Minutes
- 3) Report
- 4) Report
- 5) Report
- 6) Report
- 7) Presentation
- 8) Approval
- 9) Approval
- 10) Approval
- 11) Approval
- 12)
- 13)
- 14)
- 15)
- 16) Provide Information & Answer Questions
- 17) Unfinished/Other Business
- 18) Time of Next Meeting and Motion to Adjourn

### Motions

8. **Moved** by Guarna, **seconded** by \_\_\_\_ that the Executive Board approve the creation of the PSL Events Coordinator job description, and accept the changes to the PSL Peer Listener and Promotions Coordinator job descriptions, as circulated and attached, effective May 1, 2016.

**Executive Board Meeting 15-26**  
**Wednesday, March 2, 2016 @ 12:30pm**  
**MSU Boardroom, MUSC room 201**

**Called to Order 12:34pm**

**Present** D'Angela, D'Souza, Guarna, Hsu, Ibe, Nadarajah, Nestico-Semianiw, Osazuwa, Stegmaier

**Late**

**Absent**

**Others Present** V. Scott (Recording Secretary), J. McGowan (General Manager), Michael Wooder (SLDC), Hayley Regis (WGEN Coordinator), Nishan Zewge-Abubaker (Diversity Services Director), Justin Monaco-Barnes (MSU President-Elect), David Chang (Mac Bread Bin Director), Mike Gill (Spark Coordinator)

**1. Adopt Agenda**

**Moved** by D'Angela, **seconded** by D'Souza to adopt the agenda, as presented.

**Amendments**

- Guarna – add Approval of Spark Job Descriptions as Item #9
- Stegmaier – add Discussion for Services Commissioner Position

**Moved** by D'Angela, **seconded** by D'Souza to adopt the agenda, as amended.

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Hsu, **seconded** by Nadarajah to adopt the minutes from Executive Board meeting 15-25 – February 24, 2016 as presented.

**Passes Unanimously**

**3. Diversity Services Report – Nishan Zewge-Abubaker presented**

- Zewge-Abubaker summarized the report.

**Questions**

- Ibe asked how Diversity Week compared to last year. Zewge-Abubaker responded that they made it distinct from the previous year by having smaller workshops to focus on community building. She explained that they wanted to do events around visibility, and they had a spoken word performance in the atrium.
- Hsu asked for more information on the intro resource. Zewge-Abubaker responded that they are shifting to become a resource hub, and want to educate through trainings and being accessible online.
- Ibe felt that Diversity Week was successful but his concern was that other groups were doing work and education pieces that same week. He asked if they will be meeting to discuss with these groups on how to collaborate. Zewge-Abubaker responded that they mistakenly put an even over presidential pub night, so that will be something they will look into. She explained that they will be shifting to have fewer events and collaborate with more groups, but they won't put pressure on group who may not have the financial resources.
- Osazuwa asked how the Anti Oppression training was being offered, and what do they get in turn. Zewge-Abubaker responded that they don't give it to every group who asks, and they get a lot of requests. She

explained that they have discussed the possibility of having centralized dates for people to sign up and attend over the summer. Zewge-Abubaker added that they will also be offering to all MSU services.

- D'Angela asked if they would be charging for the training, as he felt that they shouldn't be offering training to outside groups for free. Zewge-Abubaker stated that was a fair suggestion and it would have potential.

#### **4. MACgreen Report – report attached**

- Guarna reported that the Coordinator couldn't make the meeting. Guarna went over the report with the Board.

#### **Questions**

- Ibe asked what the conference charging the ten dollars for. Guarna responded that it was to help pay for food and the cost of the room bookings.
- Hsu pointed out that she would like to make sure that the print cartridges are being properly addressed and continues for next year.
- Zewge-Abubaker asked if the idea of the a sustainability committee was moving forward. Guarna responded that they will be potentially making a committee through the Advocacy Street Team.
- Nadarajah asked for more comprehensive reports.

#### **5. Spark Report – Mike Gill presented**

- Gill summarized the report.

#### **Questions**

- Guarna stated that she heard from the TLs that they don't feel the expectation for out of sessions commitments to students were valuable or that they would be in the best position to help the students. Guarna asked Gill if he had heard that and how he would address the concern with only a few months left. Gill responded that they know from research that regular contact was valuable. He explained that it was articulated in the job descriptions that it would be an expectation. Gill stated that he saw the ability not being able to commit and would meet with them one on one and hoped to revise expectations. Gill explained that moving forward it was something that the bar was set too high for, but he didn't feel that it should be removed from the program. He felt that some students do benefit from regular contact.
- Nadarajah asked if it would be more effective for students to drop into another session if they had to miss their original one, due to mid-terms. Nadarajah also asked if there will be more collaboration between session groups. Gill stated that the drop-in was something that they could potentially look into. He stated they have been doing a lot of collaborations on activities with larger groups. He stated that he didn't think programming has suffered with low numbers.
- Nadarajah asked if the applicant workshop was tailored to Spark students, Horizons, or everyone. She also asked of those who attended the workshop how many were part of a conference before. Gill responded that the workshop was meant for everyone to attend. Gill added that around 40% stated that they were first year students and the rest were other years. He stated that he could send the demographics their way.
- D'Angela asked how many students have registered for Spark this semester and how many of them were the same students coming out. Gill responded that there were 280 who registered for second term. With turnout he explained that five students would attend each group, but the numbers were in flux as they weren't always the same students, only around one or two.
- Guarna asked about the length of sessions and turnout. She asked if they had considered shortening the sessions as the length may be a barrier. She asked how they make sure they have quality students over quantity students. Gill responded that it comes down to them to let the students know that it's okay if they can only come for 20 minutes. He explained that he could considering cutting it down to one hour but the atmosphere is different than the conferences where with these sessions there is a lot of socializing happening.

- Hsu asked what steps was Gill taking to make sure there was more turnout for their training. Gill responded that in the past they have tried to accommodate everyone and just cancel it if someone couldn't attend. He explained that they will do their best to do Sunday evening trainings and go from there.

## 6. WGEN Report – Hayley Regis presented

- Regis summarized the report.

### Questions

- Ibe asked what was the relationship between WGEN and the McMaster Womanists, and if it was sustainable. Regis responded that she thought they were brilliant and they are the group they have the least trouble dealing with. She explained that they are included in exec meetings and she would like to include them in the WGEN operating policy to formalize the process. Regis stated that they do great programming and they can use WGEN as an advisory board if needed.
- Guarna asked if McMaster Womanists was a club. Ibe responded that they were not.
- Guarna asked Regis to clarify the group and why the MSU was providing funding but not actually supervised by them. Regis responded that the group wasn't a club, although they did apply and get rejected. She explained that they put the group under their wing. Regis stated that if the group had any events all revenue would go back to WGEN. She explained that expenses haven't been high, and they have paid for the group's printing costs and for paradise catering.
- Guarna asked if Regis does their risk management and if they plan events outside of WGEN. Regis stated that she was the primary event contact to make sure nothing goes wrong but she added that this is something that they can discuss. Regis added that the group is fairly autonomous but falls under WGEN.
- McGowan stated that he wanted to follow up with the discussion on how great of a job Regis has been doing transitioning relationships. He explained that it has been incredible to see relationships built on campus. Regis thanked McGowan and explained that she was bringing her successor to every meeting.
- Guarna asked if the McMaster Womanists would be applying for club status. Regis stated that she didn't know if they wanted to, but they could.
- Osazuwa asked what WGEN will be doing in the meantime while waiting for their computer. Regis responded that she is hoping to get the situation solved soon.
- Osazuwa asked when exec would be hired. Regis responded that it will be happening after International Women's Week.

## 7. MAC Bread Bin Stats Presentation

- The Board gave the Mac Bread Bin Coordinator 10 minutes to present.
- Cheng went over the presentation with the Board.

### Questions

- D'Angela stated that the main purpose of creating the centre was to reduce the stigma associate with the service. He asked if Cheng felt that this has happed. Cheng responded that he does and it's really great. He stated that students have stated that they like the space and it does reduce stigma.
- Ibe asked how was the operating stigma and creating terms. Cheng responded that they saw stigma from both external and internal pressures. He explained that often it's the case that external factors are more prevalent. Cheng stated that the whole point is to convey the idea of education and that food security is an issue. Cheng explained that the goal is to inform students of what is available to them on campus and surrounding area.

**Recessed at 1:31pm**

**Called to Order at 10:36am on Friday, March 4, 2016**

**Present** Guarna, Hsu, Nadarajah, Osazuwa, Stegmaier

**Late** Ibe, D'Angela

**Absent** D'Souza, Nestico-Semianiw  
**Others Present** V. Scott (Recording Secretary), J. McGowan (General Manager),  
Michael Wooder (SLDC),

## 8. Peer Support Line Job Descriptions

**Moved** by Guarna, **seconded** by Stegmaier that the Executive Board approve the creation of the PSL Events Coordinator job description, and accept the changes to the PSL Peer Listener and Promotions Coordinator job descriptions, as circulated and attached, effective May 1, 2016.

- Guarna went over the memo with the Board. She explained that they decided that PSL needed more support for events as they currently operate silently because of the restraints put in place to remain confidential. She explained that this will give them more outreach.

### Ibe arrived at 10:38am

- Stegmaier asked if the listener was expected to do one six hour shift per week or if it would be split up.
- Guarna responded that they are expected to do six hours per week and they can be split up however they like. Guarna added that the current Coordinator did present it as being on big shift but some may not be able to do a full six hour shift.

### D'Angela arrived at 10:41am

- Ibe stated how they will get more commitment from the volunteers if they are increasing hours but reducing the amount of volunteers.
- Guarna responded that they wanted a model that was similar to EFRT so that the recruitment process was more intensive, and only aim to hire between 10-12 additional volunteers per year. She explained that they would like for the process to be more competitive, such as if they miss training they cannot be a volunteer. Guarna stated that bad peer support is worse than no peer support, and that was not something they wanted to risk.

### Vote on Motion

**In Favour: 6 Opposed: 1 Abstentions: 1**  
**Motion Passes**

## 9. Spark Job Descriptions

**Moved** by Guarna, **seconded** by Hsu that the Executive Board approve the changes to the following Spark Executive Job Descriptions, effective May 1, 2016:

- Events Coordinator
  - Promotions and Publications Coordinator
  - Sessions Coordinator(s)
  - Volunteer Coordinator
- 
- Guarna asked Gill to go over the changes.
  - Gill went over the memo with the changes with the Board.
  - D'Angela asked if they will be hiring one or two promo people.
  - Gill responded that they will only be hiring one person but with design experience.
  - Ibe asked about the volunteer position and the expectations.
  - Gill stated that he was confident in the changes, and there were changes that need to be made to the Operating Policy first before other changes can be input in the job descriptions. He's hoping those will come forward in the summer.

**Vote on Motion****Passes Unanimously****10. Closed Session**

**Moved** by Guarna, **seconded** by Nadarajah that the Executive Board move into Closed Session, and invite Justin Monaco-Barnes to participate.

**Passes Unanimously****11. Return to Open Session****Adjournment and Time of Next Meeting**

**Moved** by Nadarajah, **seconded** by Stegmaier that the Executive Board meeting adjourn.

**Passes Unanimously****Time of Next Meeting:**

**Wednesday, March 9, 2016  
12:30pm  
MSU Boardroom, MUSC 201**

**Adjourned at 11:30am**

/vs



# REPORT

*From the office of the...*

## Diversity Services Director

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TO: Members of the Executive Board  
FROM: Nishan Zewge-Abubaker  
SUBJECT: Diversity Services Report 5  
DATE: March 2, 2015

### UPDATE

It has been a simultaneously busy and restful period since we last reported, with Diversity Week occurring, fully debriefing the campaign, and preparing for more upcoming events in March. In addition, talks of transition seem to be upon us! Both the Director and Assistant Director for Diversity Services 2016/2017 have been hired, and I am happy to announce that Ryan Deshpande and Lilian Obeng will fill these respective positions! I am incredibly confident that they will do a superb job in their roles, especially in discussions of the vision they have for the service.

### SERVICE USAGE

**Diversity Week** – Given our campaign had 14 events running through the week, this was the largest amount of service usage we have experienced – with a wide range of attendance from event to event. One of the events with the largest turnout was the Kim Milan keynote speech, which had approximately 85 attendees. Our Atrium events were a little more difficult to estimate turnout for, which included the Multiculturalism Spoken Word, Capturing Intersectionality Photobooth, Indigenous Mental Health forum, Culturefest, Picturing Peace, and Art Display events. A notable Atrium event, however, was the Picturing Peace event that had a minimum of 100 students take a polaroid photo and pin it to the graffiti board. Our workshops and film festival had a range of 10-20 students attending each.

**AbiliTEAS** – We have consistently had turnout of 10-15 students per week, which given the size of the WGEN space, is quite significant!

**Bridges** – The space has been booked for four days a week up until the last day of classes, culminating in the Light Up the Night Coffeehouse!

**Volunteer Training #2** – 16 out of our 20 volunteers were able to make it out our training update.

### PAST EVENTS, PROJECTS & ACTIVITIES

#### AbiliTEAS

Once Term 2 began, we shifted the location of our weekly event to the WGEN office in MUSC 204. Since then, we have had consistent and committed turnout. This has been facilitated well by the usage of the Maccess and HMSC listserv. In conversations with Sophie, our Abilities Coordinator, turnout may have increased as a result of the type of space WGEN is – one that is visibly more private, with a separate room for peer support, and with accompanying peer support volunteers. We will re-evaluate the location at the end of term in conjunction with the Maccess Coordinator for the following year.

#### Bridges Café Artwork

Our Bridges Coordinator continued the call out for students to loan artwork to decorate the Bridges Space. This is a cool initiative that requires minimal work to facilitate a space that is further reflective of cultural identities and the presence of MSU Diversity Services. If you are interested in loaning artwork to the space, email [bridges@msu.mcmaster.ca](mailto:bridges@msu.mcmaster.ca)! Since putting this call out, we have had rotating artwork in Bridges biweekly, and over 30 students have put their artwork in the space.

#### Volunteer Training

We hosted an updated training session for our full team, taking a more in-depth and structural approach to race, racism and racialization. In addition, we ran a skill-teaching workshop that focused on building effective facilitation, as we recognized it was central to many of the events we have hosted. In debriefing the training with our exec team, we look towards further developing trainings to be smaller monthly skill developing moments within each committee, and getting volunteer input on other areas of knowledge they'd like to build on.

### **PACBIC Work – Presenting to University Bodies**

An annual project that the Diversity Services Director takes on in their additional role as the Student Vice-Chair of the President's Advisory Committee on Building an Inclusive Community (PACBIC) is helping create their Annual Report, and presenting this work to senior university administration through University Planning Committee (UPC), Senate, and the Board of Governors. Alongside the Chair, the incoming Chair for the following year, and the Staff Vice-Chair, we presented the report and specific priorities to UPC this past week. With support from Patrick Deane and the Provost, David Wilkinson, we were able to have a well-rounded discussion on issues of better layering mindfulness to issues of equity and inclusion throughout every level of the university, particularly around hiring and accountability. In the next week, we will be continuing with this discussion at both Senate and Board of Governors.

### **Anti-Oppression Training**

We've continued to deliver Diversity and Inclusion training to those who request it – most recently, we have facilitated a workshop for Mac Breadbin volunteers. We have also agreed to facilitate further trainings for MSU Spark, the McMaster Science Society, and the Global Perspectives Learning Living Community in Edwards Hall.

### **Diversity Week**

Our third annual Diversity Week was a massive success. Being the largest programming piece our service works towards annually, I was so glad to see the work of our entire team validated through event turnout, a wonderful depth of programming, and incredible and relevant dialogue continued on our campus. Diversity Week consisted of 14 distinct events – which is no small undertaking. After debriefing with our team, we took away a few things. The first, is that we decided to shift next year's Diversity Week to fall on the second week of January. Our initial rationale for moving the campaign back a week was a result of having time for effective promotion of events, in addition to give more time to the team to plan out each event, however the reduced space we did have with the Soul Foods Fair in addition to Presidential events supported our change. We also will be suggesting for next year's team to centralize programming into a smaller number of events within the week to maximize awareness of each individual event, while still presenting it through an intersectional lens.

I will go through a few of our highlights in this report:

#### Kim Milan

This year was the first time we had decided to go ahead with a non-pillar specific keynote speaker, and we chose Kim Milan. The event was held in TwelvEighty to great attendance, and a very positive response to her speech. Moving forward, we will continue to have a centralized keynote speaker, and move towards collaborating with partners to potentially find a bigger speaker in years to come.

#### Perspectives on Peace Collaboration

We hosted 'Picturing Peace' in the MUSC Atrium in collaboration with Teddy Saull and the Perspectives on Peace initiative, where students would take two polaroid pictures, with one being pinned to a large cardboard graffiti-painted poster stating 'Peace Matters', and they would have the opportunity to write what peace meant to them on this board. Around 100 students left behind a polaroid picture, and many students were able to engage in conversations around peace. The board is currently hanging in the hallway of the President, and has been received quite well by him!

#### Pillar-specific events

Each of our pillar coordinators hosted one or two events that carried an intersectional lens – from an accessible movie marathon to a spoken word event. Positive feedback came from each of these events, and I am very proud of our Pillar Coordinators for completely taking the lead on these events with their committees.

#### Workshops

Two workshops were hosted by Nashwa Khan and Anushay Irfan Khan around the topics of race, feminism, and faith. Both workshops generated very intimate and well-supported conversation, and we look forward to being able to host them again throughout the following year.

## UPCOMING EVENTS, PROJECTS & ACTIVITIES

### AbiliTEAS - Weekly

We will be continuing AbiliTEAS on as per usual, with tea provided and important conversation being facilitated.

### MacTalks Event – Between the Lines: How Race and Mental Illness Intersect – March 3rd

As part of the MacTalks campaign, our Multiculturalism campaign will be hosting an event that explores stigmas attached to mental illness, and the distinctly racialized dimensions that are associated with it. Our committee has been working very hard to create a space that centers the voices of black, Indigenous, and other people of colour – through land acknowledgements, setting well outlined and explicit ground rules that highlight an intersectional space, and acknowledging trigger warnings. We will have volunteers trained in peer support available, and facilitators with lived experiences in these topics. The event will happen from 4pm-6pm in the SWELL.

### When Faith and Science Collide – March 15<sup>th</sup>

This event touches on the interplay between faith and science, and aims to facilitate greater interfaith dialogue about how these two realms can reconcile with one another. We have invited Dr. Philippa Carter, a religious studies professor, and Dr. David Brock, a chemistry professor, to both deliver a brief presentation, and facilitate the conversation.

### Friendship 1D03 – March 16<sup>th</sup>

Hosted through the Abilities pillar, the event aims to reduce the stigma surrounding disabilities through conversation, and to help foster an open and understanding community. The event is structured as a speed-friending event that allows those who might still feel awkward discussing disability and accessibility to speak with people with relevant knowledge and lived experience both about disability and about other topics in a casual, fun setting, while helping people find friends in a supportive, understanding community.

### Planning for the Future of Diversity Services

Once both Ryan and Lilian were hired, we met to discuss the responsibilities and specific tasks of the roles we outlined in the memo submitted to Executive Board in the past term. Since then, we have created job descriptions for our new executive team, and will be bringing them forward to the next meeting to be passed. We should be able to have a team by mid-April, and transition in the new roles well!

### Resource Building - Ongoing

We have begun the process of developing a short- and long-term plan for what we want our resource hub to look like, including the creation of a timeline. Maha, our Promotions Coordinator, will be working towards the short-term goal of creating an introductory resource to share with students by April – the details of the format are currently being worked out. We will also be beginning to write a detailed memo to include in our transition report regarding how we see the resource hub developing.

## BUDGET

**McMaster Student's Union**  
**Dept. 0317 - Diversity Services**  
**For the Nine Months Ending January 31, 2016**

	Current	Current	Approved	%
	Month	YTD	Budget	Budget
	January	2015-16	2016	Used
				To Date
All:				
3301-0317 DIV - EVENT REVENUE		(830.00)		0.00%
3801-0317 DIV - DONATIONS	(160.00)	(740.00)		0.00%
5003-0317 DIV - OFFICE SUPPLIES			100.00	0.00%
5101-0317 DIV - TELEPHONE	141.20	423.60	900.00	47.07%
5201-0317 DIV - PHOTOCOPYING			24.00	0.00%
6102-0317 DIV - ANNUAL CAMPAIGNS	3,875.60	5,703.39	12,000.00	47.53%

6501-0317 DIV - ADV. & PROMO.	907.62	1,335.12	3,000.00	44.50%	
6804-0317 DIV - VOLUNTEER RECOGNITION		302.76	500.00	60.55%	
7001-0317 DIV - WAGES	891.70	9,315.77	10,700.00	87.06%	
7101-0317 DIV - BENEFITS	57.55	643.02	800.00	80.38%	
8001-0317 DIV - DEPRECIATION EXPENSE		169.90	270.00	62.93%	
<b>Total All</b>		<u>5,713.67</u>	<u>16,323.56</u>	<u>28,294.00</u>	<u>57.69%</u>

## **VOLUNTEERS**

Our team has shown on a continual basis that they are incredibly motivated and resilient. Diversity Week was certainly a difficult time for many of our volunteers, as they poured massive amounts of energy into the service while maintaining other commitments. Given the amount of sheer time every member of our team poured into the week-long campaign, it has taken a considerable while for our service to rest and continue in our regular rhythm through the month of February. In conversations with our team, I think we will move towards increasing the amount of one-on-one check ins and volunteer appreciation we host immediately following the week, and again at the end of January. Being able to schedule a type of mid-year check-in following Diversity Week or at the end of January may be a very valuable thing to structurally carry forward, as it can ensure all volunteers feel connected to the service.

## **CURRENT CHALLENGES**

An ongoing challenge we have had in our service is maintaining a continuous and strong connection to MISCA through our Indigenous Affairs Liaisons, and ensuring our service effectively represents Indigenous students. This challenge has primarily risen through the significant turnover we have experienced in the role to date, and continue to face. We do think it is important to still maintain the role as a connection to MISCA, but once we open applications for the position in the upcoming year – as it will still be maintained – we do hope by setting expectations around the role earlier, we can generate campaigns through our service, rather than solely supporting the work MISCA does.

Some of the challenges we did experience in February seemed to center around the fatigue that came post-Diversity Week. Although as a team we did set dates for events to occur in February, two of these events did get pushed back into March as a result of the time our team did need to take to recover from how busy January was. To mediate this from a planning standpoint, hosting Diversity Week slightly earlier will ease this, in addition to managing expectations around the magnitude of any potential event we can host in February – and talking that through with the team to increase their awareness of this potential outcome.

## **SUCSESSES**

As mentioned earlier in this report, many of our successes stem from the amazing team of volunteers we have – leading to strong campaigns like Diversity Week, in addition to the other work we do. At this point in the year, it is pretty amazing to see the well-defined niche our service takes up, and the campus-wide awareness we have been able to raise. Being contacted about opportunities to get involved regularly, and increasing requests for facilitation of Diversity and Inclusion training, further supports the visibility we have gained throughout the past year. I'm very excited to see how our service continues to grow.

## **OTHER**

Looking forward to your questions!



# REPORT

*From the office of the...*

## MACgreen

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TO: Members of the Executive Board  
FROM: Michele Zaman  
SUBJECT: **MACgreen** Report [2]  
DATE: Monday February 29<sup>th</sup> 2015

### UPDATE

Dear executive board, the past few months have been a little slower in terms of events for MACgreen but this is because most of my executives are working towards organizing the conference which will be happening on March 12<sup>th</sup>, overall everything seems to be running smoothly!

### SERVICE USAGE

- Used But Not Bruised drop off boxes were put back in place
  - UBNB is continuing to have its monthly binding sessions
  - We have accumulated a lot of notebooks over the course of the year and will most likely give them away at the upcoming conference for free or have a MACgreen table at the end of the year to distribute them
- PACNL
  - Last month I attended a PACNL meeting where we discussed MACgreen's future and how it would impact the other sustainability services that run at McMaster
- Stewardship Program
  - Macgreen has been doing bi-weekly checkups with various trails on cootes drive to ensure there aren't any red flags (any damages, improper disposal of trash etc)
- Promo & Ticket sale for the conference
  - We have been selling and promoting macgreen's conference for all of february and this will continue to pick up until march 12<sup>th</sup>!

### PAST EVENTS, PROJECTS & ACTIVITIES

- Documentary Series with Nature @ Mac
  - Past screenings:
    - Jan 14<sup>th</sup> meet the Coywolf with guest speaker Brad White
    - Jan 28<sup>th</sup> air of death with guest speaker Ryan O'connor
    - Feb 11<sup>th</sup> water mark with guest speaker Dustin Garrik
    - Feb 25<sup>th</sup> people and the bay Ken Cruikshank
  - Upcoming Screenings:

- March 10<sup>th</sup> Owl Power
- March 24<sup>th</sup> Green Power guest speaker Wayne Terryberry

## UPCOMING EVENTS, PROJECTS & ACTIVITIES

- Sustainability Campaign
  - SRA science, Mac bread bin, MACgreen, Advocacy and the sustainability department at McMaster will be collaborating together on a 3 day campaign which revolves around composting and recycling at the end of march
- Conference – Sustainable Developed in a Diverse World
  - The conference will be on march 12<sup>th</sup> in MDCL
  - Most of our time and energy this semester has been spent on organizing and promoting the conference!

## BUDGET

<i>McMaster Student's Union</i>							
<i>Dept. 0304 - MacGreen</i>							
<i>For the Seven Months Ending November 30, 2015</i>							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	November	November	2015-16	2014-15	2014-15	2016	To Date
All:							
3801-0304 MACGREEN - OTHER REVENUE -				(619.90)	(619.90)		0.00%
5003-0304 MACGREEN - OFFICE SUPPLIES						35.00	0.00%
5101-0304 MACGREEN - TELEPHONE		10.06	45.28	70.42	120.72	120.00	37.73%
5201-0304 MACGREEN - PHOTOCOPYING						30.00	0.00%
6102-0304 MACGREEN - ANNUAL CAMPAIGNS		117.30		300.84	367.25	1,150.00	0.00%
6402-0304 MACGREEN - AWARDS & MEETINGS		41.98	85.33	41.98	198.26	650.00	13.13%
6501-0304 MACGREEN - ADV. & PROMO.	16.00		16.00	634.04	1,205.91	1,100.00	1.45%
6603-0304 MACGREEN - SPECIAL PROJECTS			44.58		299.90		0.00%
6604-0304 MACGREEN - FARM STAND				909.78	1,093.49		0.00%
7001-0304 MACGREEN - WAGES	502.79	2,236.26	1,871.78	12,059.26	15,769.96	5,000.00	37.44%
7101-0304 MACGREEN - BENEFITS	39.43	157.98	136.41	745.52	1,044.63	825.00	16.53%
<b>Total All</b>	<b>558.22</b>	<b>2,563.58</b>	<b>2,199.38</b>	<b>14,141.94</b>	<b>19,480.22</b>	<b>8,910.00</b>	<b>24.68%</b>

- Almost all of the budget will be used for the conference and the documentary/hiking series

## VOLUNTEERS

- The volunteer commitment is better than last year but still not as strong as I'd like it to be! Though they have been helping out when needed and seem to be interested in our events

## CURRENT CHALLENGES

- Print cartridge disposal, due to MACgreen not being a service next year, sustainability services was supposed to take over this service but there has been a really big disconnect between the different parties involved. I will be having a meeting soon with sustainability services to clarify/resolve the situation
- Promoting the conference, we are trying our best to promote but we haven't had a lot of engagement online. Hopefully the in-person promotions (tables etc) are having a greater impact

## SUCSESSES

- UBNB and stewardship program have gotten into a groove and are running smoothly!
- Its great to see all the logistics sorted out for the conference 😊

**OTHER**

[Include anything else you'd like to share here]



# REPORT

*From the office of the...*  
**The Women & Gender Equity Network**

---

TO: Members of the Executive Board  
FROM: Hayley Regis  
SUBJECT: WGEN Report 5  
DATE: Wednesday, March 2<sup>nd</sup>, 2016

---

## **UPDATE**

So much is happening all the time. IWW (International Women's Week), is next week!!! We will be tabling at SACHA's IWW event this Saturday. We did additional training to make our volunteers more comfortable in their roles. We are producing a myriad of fun objects that you can only acquire by going to some of our events next week. We have hired next year's coordinator and she is so bright sometimes I cry when I look at her. We are going to, in the next few weeks, update our OP and JDs to reflect necessary changes.

## **SERVICE USAGE**

The Feminest is poppin'. There are few times of day when it isn't packed. We are developing a strategy for post-shift debriefs so we can properly collect data on how people are using peer support, and provide a direct link from volunteer to exec and coordinator for support.

## **PAST EVENTS, PROJECTS & ACTIVITIES**

Since my last report, we had our Hunting Ground event in Bridges during the end of presidentials. I am still so so happy and positively overwhelmed with the turnout and community response. The documentary, if you haven't seen it, is extremely upsetting and very well made. Having volunteers on site and clearly visible was integral to the success and safety of the event. We also got a cool container home for the pads and tampons, just waiting on equally cool labels so people can identify what's what.

## **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

INTERNATIONAL WOMEN'S WEEK. OH. MY. GOODNESS. That's what I'm screaming about the most right now, we have some really amazing events lined up and I am SO EXCITED. In more news, we have also started registration for our domestic and intimate partner violence support group. Currently we are just promoting through SWC, the SWELL, and SACHA, with the potential to spread it around generally and online.

## BUDGET

	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	January	January	2015-16	2014-15	2014-15	2016	To Date
· OFFICE SUPPLIES						50.00	0.00%
· TELEPHONE						50.00	0.00%
· SPECIAL PROJECTS	136.41		2,560.05	265.49	3,364.51	3,000.00	85.34%
· ADV. & PROMOTION	738.15	349.99	1,719.29	354.93	2,900.01	2,500.00	68.77%
· TRAINING EXPENSE			300.40		500.00	500.00	60.08%
· WAGES	338.82	318.06	4,071.08	2,521.02	4,249.72	6,600.00	61.68%
· BENEFITS	25.09	24.42	293.78	195.84	333.00	500.00	58.76%
	1,238.47	692.47	8,944.60	3,337.28	11,347.24	13,200.00	67.76%

We are expected to go over budget, but this is largely due to: furniture purchases at the beginning of the year, the support given to the McMaster Womanists, whom we are going to formally add to our operating policy, what was spent on volunteer appreciation was folded in under the existing budget lines, which will be changed for next year, and one time promotional purchases (pull-up banner, window sticker, sign sticker, new sign).

## VOLUNTEERS

They're such angels, honestly. We just completed a full week of additional training, the topics of which were selected by our volunteers. We had great turnout and great conversations. Our team continues to be the best way we have of continually improving our space via constant feedback and their desire to see the service and space succeed as much as we do. I'm a happy mom.

## CURRENT CHALLENGES

As of Monday, the Underground's large format printer is still broken, this has delayed a few of our promotional pieces for International Women's Week. We are also waiting on a few last confirmations about space bookings before we can release our calendar. We have also recently found that the computer in our office is broken, which presents a problem as we are planning on using it to fill out debrief forms and potentially check out library books. We are also still facing hurdles in getting our library linked to the McMaster Library database. But it's something I think we will tackle towards the end of IWW.

## SUCCESSSES

We did additional training for our volunteers last week, it was well attended and feedback has been positive. With the addition of some fun fun fun picture additions to our space, we will be able to shift the culture in our space a little bit. By that I mean less laptop and phone usage instead of conversation.

## OTHER

Please promote and attend IWW events, especially for my exec who have been working tirelessly to make awesome stuff happen. If you like dancing, and are female or non-binary, please also come to our event at Baltimore House on International Women's Day.



# MEMO

*From the office of the...*

## Peer Support Line Coordinator

---

TO: Executive Board  
FROM: Peer Support Line Coordinator  
SUBJECT: Changes to PSL Listener and Executive Job Descriptions  
DATE: February 29, 2016

---

Dear Executive Board,

I am requesting some changes to the job descriptions for Peer Listeners and the PSL Promotions Coordinator. As well, the Peer Support Line would like to create the PSL Events Coordinator as a new executive position. A summary of each position with proposed changes are as follows:

- **Events Coordinator**- This person would organize promotional events, volunteer appreciation events, and oversee a committee of events volunteers (e.g. PSL Street Team). This is a volunteer position requiring between three and six hours per week.
- **Promotions Coordinator**-Responsible for creating and implementing the PSL promotions strategy. Changes to the current job description include working with the Events Coordinator and a greater emphasis on managing social media accounts and the PSL webpage. We've also made changes to align it with the promotions coordinator job descriptions across the organization.
- **Listener**-PSL is planning on hiring a smaller, more committed volunteer team for the 2016/2017 school year. As such, we propose an increase in the volunteer requirement from three hours per week to six hours per week, some of which will be on-call hours. Other changes include explicitly stating training requirements at the beginning of September and requirement to participate in skills evaluations. The nature of the role has not changed.

Please see the attached job descriptions for each role for the specific requirements.

Thank you and please let me know if you have any questions.

Sincerely,

**Geneva Neal**

Peer Support Line Coordinator

psl@msu.mcmaster.ca



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Peer Support Line Promotions Coordinator
<b>Term of Office:</b>	<del>August</del> September 1 to April 30
<b>Supervisor:</b>	Peer Support Line Coordinator
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	3-6 [jb1]hours per week, variable

## General Scope of Duties

The Promotions Coordinator is responsible for the promotion of the Peer Support Line and its events to the McMaster community in a professional manner. The Promotions Coordinator is responsible for the creation of all promotional materials, as well as the creation of promotional plans for the service and events in partnership with the Coordinator, other executives, and Underground Media + Design. The Promotions Coordinator will work closely with the PSL Coordinator and Events Coordinator to ensure effective promotions for all events. The Promotions Coordinator will assist with updating the PSL website and managing social media accounts. ~~for designing and implementing all promotional projects and material for the Peer Support Line and for managing the Peer Support Line social media accounts.~~

## Major Duties and Responsibilities

Category	Percent	Specifics
<a href="#">Communications Function</a>	30%	<ul style="list-style-type: none"> <li>▪ <a href="#">Aid the Coordinator in understanding PSL's promotional needs</a></li> <li>▪ <a href="#">Aid the Coordinator and executives in other promotion and advertising initiatives</a></li> <li>▪ <a href="#">Ensure that proper audiences are targeted in any promotional campaigns</a></li> <li>▪ <a href="#">Responsible for choosing the modes of communication for promotional activities</a></li> <li>▪ <a href="#">Respond to general inquiries</a></li> <li>▪ <a href="#">Communicate with Underground Media + Design on a regular basis to ensure materials being produced are what is wanted and needed</a></li> <li>▪ <a href="#">Maintain strong communication with the PSL Coordinator, PSL Assistant Coordinator, and Events Coordinator</a></li> </ul>
<a href="#">Financial &amp; Budgeting Function</a>	5%	<ul style="list-style-type: none"> <li>▪ <a href="#">Work with the PSL Coordinator to ensure that promotional budgets align with the service budget</a></li> <li>▪ <a href="#">Retain financial information to receive reimbursement from the Coordinator</a></li> </ul>
<a href="#">Advertising &amp; Promotions Function</a>	<del>80</del> 30%	<ul style="list-style-type: none"> <li>➤ <a href="#">Aid the Coordinator in keeping the website up to date</a></li> <li>➤ <a href="#">Maintain an active presences on appropriate social media sites to ensure awareness of the service</a></li> <li>➤ <a href="#">Ensure all promotions of PSL are accessible</a></li> <li>➤ <a href="#">Ensure that any and all promotional material produced by PSL follows the MSU Visual Identity Guide and are primarily created by the Underground Media + Design</a></li> <li>➤ <a href="#">Develop and execute promotional projects and materials to increase awareness of services provided by the Peer Support Line</a></li> </ul>

[P:\DEPARTS\ADMIN\Admin. Assist 15-16\Executive Board\Meeting Documentation\15-26\PSL - Promotions Coordinator \(updated\) - jb edits.docx](#)  
[C:\Users\president\Desktop\PSL documents\Promotions Coordinator updates Feb 15.docx](#)

		<ul style="list-style-type: none"> <li>➤ Utilize the appropriate MSU departments to advertise the Peer Support Line on i.e. The Silhouette, CFMU, MSU Almanac, Compass Information Centre, Underground Media &amp; Design, MSU Webpage, MSU Listserv, etc</li> <li>➤ Hold regular meetings with the <u>PSL Executive Coordinators</u> in order to assess their advertising needs</li> <li><del>— Work with the MSU Social Media Coordinator and Communications officer to promote the Peer Support Line</del></li> <li>➤ <u>Work closely with the Special Events Coordinator to plan and implement promotional campaigns and events</u></li> <li>➤ Participate in Welcome Week activities i.e. display tables, residence talks, etc.</li> <li>➤ <u>Ensure that the PSL webpage and social media accounts are updated regularly</u></li> </ul>
Other	205%	<ul style="list-style-type: none"> <li>➤ Attend team training with the Peer Support Line <u>Executive Volunteer Coordinator</u> and Peer Listeners</li> <li>➤ Provide regular updates to the Peer Support Line Coordinator</li> <li>➤ Provide transition for the incoming <u>Promotions Coordinator</u></li> <li><del>➤ Work with the Peer Support Line Coordinator on different promotions</del></li> <li>➤ Participate in mid-year evaluation process set out by the Peer Support Line Coordinator and Vice-President (Administration)</li> <li>➤ <u>Other duties as assigned by the Peer Support Line Coordinator</u></li> <li>➤ <del>Act as a last resort to substitute for extra shift changes [jb2]</del></li> </ul>

### Knowledge, Skills and Abilities

- Promotions/advertising background is an asset
- Strong time management and organizational skills and interpersonal skills
- Communication skills
- public relation skills
- ~~—~~
- Familiarity with on campus resources pertaining to advertising
- Knowledge of on- and off-campus resources related to mental health

### Effort & Responsibility

- Responsible for raising awareness of The Peer Support Line through the utilization of different forms of media
- Responsible for constantly updating the Peer Support Line’s various forms of social media
- Responsible for organizing and executing various promotional campaigns throughout the year
- Effort required to think creatively
- Effort required to design and implement promotional campaigns
- Maintain confidentiality of all aspects of the Peer Support Line

### Working Conditions

- Most duties can be performed in a shared n office space or while on call
- Time demands may exceed stated hours of work

### Training and Experience

- Previous experience as a Peer Support Listener is preferred
- ~~— Previous participation in Peer Support Listener training including Mental Health 101 and Question Persuade Refer~~
- Previous leadership experience
- Graphic design experience is an asset
- Experience with advertising and social media management is an asset
- Transition with previous Promotions Coordinator required

- 
- [Necessary training will be provided](#)

### Equipment

- [Basic computer software use](#)
- [Personal computer](#)
- ~~[Basic PSL telephone use](#)~~
- ~~[Basic online Chat Module Use](#)~~



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Peer Support Line Events Coordinator
<b>Term of Office:</b>	August 1 to April 30
<b>Supervisor:</b>	Peer Support Line Coordinator
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	3-6 hours per week minimum

## General Scope of Duties

The Events Coordinator is responsible for organizing and implementing events for the Peer Support Line. The Events Coordinator will be responsible for organizing the logistics of PSL events. This include: booking rooms and equipment for events, scheduling events, and managing set-up and takedown of events. The Events Coordinator will work closely with the Promotions Executive to organize PSL's involvement in Welcome Week. This position involves leading a committee of PSL event volunteers.

## Major Duties and Responsibilities

Category	Percent	Specifics
Event Planning Function	60%	<ul style="list-style-type: none"> <li>➤ Develop and execute events that raise awareness of the services provided by the Peer Support Lines. Work with the Promotions Coordinator to ensure the appropriate MSU departments are used to advertise PSL events (Ex: The Silhouette, CFMU, MSU Almanac, Compass Information Centre, Underground Media &amp; Design, MSU Webpage, MSU Listserv, etc )</li> <li>➤ Work closely with the Promotions Coordinator to plan and implement promotional campaigns and events, and to ensure events are promoted in a timely and effective manner</li> <li>➤ Plan and execute volunteer appreciation projects for Peer Support Line listeners</li> <li>➤ Network with campus and community partners to promote PSL events</li> <li>➤ Participate in Welcome Week activities i.e. display tables, residence talks, etc</li> </ul>
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> <li>➤ Work with the PSL Coordinator to ensure that event budgets align with the service budget</li> <li>➤ Inform Coordinator of any and all potential expenses</li> <li>➤ Retain financial information to receive reimbursement from the Coordinator</li> </ul>
Supervisory Function	20%	<ul style="list-style-type: none"> <li>➤ Organize and lead regularly scheduled committee meetings</li> <li>➤ Ensure committee members are well informed of upcoming events, are taking an active role in the committee work, and are disciplined appropriately when necessary, in consultation with the PSL Coordinator</li> <li>➤ Ensure committee members assist with the planning and implementation of events</li> </ul>
Advertising & Promotions Function	10%	<ul style="list-style-type: none"> <li>➤ Contact the promotions executive in a timely manner to ensure enough time for promotional material to be designed and created at the Underground Media + Design</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Advertise events in an appropriate manner, including using appropriate MSU channels</li> </ul>
Other	5%	<ul style="list-style-type: none"> <li>➤ Attend team training with the Peer Support Line Volunteer Coordinator and Peer Listeners as scheduled</li> <li>➤ Maintain strong communication with the Peer Support Line Coordinator fellow executives</li> <li>➤ Attend executive meetings as scheduled</li> <li>➤ Provide feedback on the service</li> <li>➤ Provide transition for the incoming Events Coordinator. including the preparation of a transition report</li> <li>➤ Recruit and oversee a team of PSL event volunteers</li> <li>➤ Participate in mid-year evaluation process set out by the Vice-President (Administration) and administered by the PSL Coordinator</li> </ul>

**Knowledge, Skills and Abilities**

- Promotions/advertising background is an asset but not required
- Strong time management and organizational skills
- Detail focused, logistically minded
- Strong written and verbal communication skills
- Ability to work independently and manage others

**Effort & Responsibility**

- Responsible for raising awareness of The Peer Support Line through events and campaigns
  - Effort required to gain knowledge of and liaise with on- and off-campus resources related to mental health
  - Maintain confidentiality of the PSL

**Working Conditions**

- Most duties can be performed in a shared office space
- Time demands may exceed stated hours of work

**Training and Experience**

- Previous experience as a Peer Support Listener is an asset
- Transition with outgoing Events Coordinator required

**Equipment**

- Basic computer software use
- Basic PSL telephone use
-



# JOB DESCRIPTION

Volunteer

**Position Title:** Peer Listener

**Term of Office:** September 1 - April 30

**Supervisor:** Peer Support Line ~~Volunteer Coordinator~~ Assistant Coordinator

**Remuneration:** Volunteer position

**Hours of Work:** 6 hours per week ~~Four to Five 3-hour shifts per month~~

## General Scope of Duties

The Peer Listener must have consistent attendance of shifts in order to receive phone calls, or chat messages, from McMaster University students during the Peer Support Line's hours of operation. Peer listeners shall actively listen, provide emotional support and refer students to on-campus or off-campus resources depending on the needs of the caller. Additionally, Peer Listeners must have the ability to respond accordingly during a crisis call, and log all calls.

## Major Duties and Responsibilities

Category	Percent	Specifics
Communications Function	100%	<ul style="list-style-type: none"> <li>➤ Commit to <u>six hours of volunteering per week, including at least six hours scheduled on weekend nights per month</u> <del>4 to 5 3-hour shifts per month (including separate phone shifts and online shifts)</del></li> <li>➤ Provide support through phone calls or online chat</li> <li>➤ <u>Be available for 2 on-call shifts</u></li> <li>➤ Attend <u>monthly team meetings and training updates</u> <del>[GN1] 1-2 monthly team meetings</del></li> <li>➤ Attend <u>two full weekends of training, which will usually be held in September</u> <del>all training sessions</del></li> <li>➤ Report to the Peer Support Line <u>Assistant</u> <del>Volunteer</del> Coordinator</li> <li>➤ Log every call</li> <li>➤ Debrief after every call and attend supplementary debriefs when needed</li> <li>➤ <u>Participate in skills evaluations as scheduled by the Peer Support Line Coordinator</u></li> <li>➤ Be aware of <u>and adhere to</u> the Crisis Protocol</li> <li>➤ Respect the Peer Support Line confidentiality policies</li> </ul>

## Knowledge, Skills and Abilities

- Empathetic
- Desire to assist others
- Strong written and verbal communication skills
- Organizational and time management skills
- On-campus and off-campus resource knowledge
- Ability to work effectively with a team and as an individual
- Commitment and dedication
- Comfortable with providing online support

## Effort & Responsibility

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- Uphold confidentiality
- Attend all training sessions

### **Working Conditions**

- Most duties can be performed in the Peer Support Line hub
- Accessible by phone during on-call shifts
- Time demands may exceed stated hours of work

### **Training and Experience**

- Relevant experience is preferred
- No previous training required, all required training will be provided.

### **Equipment**

- Basic computer software use
- Basic PSL telephone use
- Basic online chat module use



# MEMO

*From the office of the...*

## Spark Coordinator

---

TO: Members of the Student Representative Assembly  
FROM: MSU Spark Coordinator  
SUBJECT: Spark Executive Job Descriptions  
DATE: February 26<sup>th</sup>, 2016

---

Dear Executive Board,

I hope that your term so far has been rewarding, and that the many job descriptions you are being tasked with haven't been too troublesome. This memo is to provide some context for the job descriptions you will be asked to pass on March 2<sup>nd</sup>. This year, Spark has gone through substantial expansion and development. As the year draws to a close, we've developed a much better understanding of both the requirements of each individual executive role, as well as how the team collectively fits together.

The Volunteer Coordinator position has been altered to reflect the substantial amount of work associated with volunteer coordination for Spark Workshops and events. Prior to this year, these events hadn't existed, so we weren't sure exactly how the breakdown of duties would fall. We also clarify that the Volunteer Coordinator will generally oversee all initiatives internal to the sessions program.

The Events Coordinator positions were edited to reflect the First Year Feedback Forum, a large event run this year which was very successful. Given that a critical component of supporting first year students is seeking feedback on how their experience can be improved, we wanted to ensure the initiative had a home for future years.

The largest changes are those to the Publications and the Promotions Coordinator positions. This year was the first year Spark had ever had a Publications Coordinator. Helen Genis did an amazing job of defining the role, and creating a number of super valuable publications for student consumption. She also critically thought about the structure of the position in future years, and helped introduce a committee to aid her in the creation of publications. Between the implementation of this committee next year, and the incredibly strong foundation that has been laid by Helen, we believe this position will be able to effectively be integrated in to the Promotions Coordinator position. Both roles required extensive contact with the Underground, and currently the Promotions Coordinator tends to have a relatively low workload outside of the weeks immediately before registration and events.

I'm confident that under Wid's leadership, this slightly revised Executive Team will be able to continue making a meaningful difference for hundreds of first year students graduating in 2020.

Warm Regards,

Mike Gill  
Spark Coordinator  
McMaster Students Union  
Spark@MSU.McMaster.ca



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Spark Events Coordinator(s)
<b>Term of Office:</b>	May 1 – April 30
<b>Supervisor:</b>	Spark Coordinator
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	5 to 7 hours per week

**General Scope of Duties**  
The Spark Events Coordinator(s) will be responsible for helping to imagine and implement four (4) large-scale workshops designed to support first-year success. The Events Coordinator(s) will also be responsible for planning first-year social events for the broader community. These events may involve collaboration with other campus groups. The Events Coordinator(s) will oversee an internal Events Committee of Spark Team Leaders and engage TL's in the event planning process.

Major Duties and Responsibilities		
Category	Percent	Specifics
Advertising & Promotions Function	20%	<ul style="list-style-type: none"> <li>Work with the Promotions Coordinator to communicate ideas for promotional material and timelines to work within</li> <li>Network with campus and community partners to promote Spark workshops and events</li> </ul>
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> <li>Work with the Spark Coordinator to ensure that the budget for workshops and events aligns with the service budget</li> <li>Retain financial information to receive reimbursement from the Spark Coordinator</li> </ul>
Event Planning Function	50%	<ul style="list-style-type: none"> <li>Imagine and oversee the planning of four (4) first-year workshops</li> <li>Execute space bookings and other logistical items</li> <li>Plan and execute social events for both Spark students and for the broader first-year community</li> </ul>
Communications Function	20%	<ul style="list-style-type: none"> <li>Working with other campus groups and stake holders to facilitate collaborative initiatives</li> <li>Manage and oversee an internal Spark Events Committee</li> <li>Maintain strong communication with Spark Coordinator, fellow executives, and volunteers</li> <li>Engage other staff members and executives in the event</li> </ul>

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- Facilitating feedback is a critical part of supporting first year students.
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Spark Events Coordinator Job Description

		<ul style="list-style-type: none"> <li>planning process</li> <li>▪ Work with Volunteer Coordinator to oversee staff participation in events</li> </ul>
Other	5%	<ul style="list-style-type: none"> <li>▪ Other duties as assigned by the Spark Coordinator</li> <li>▪ Provide feedback on the service</li> <li>▪ Attend executive meetings as scheduled</li> </ul>

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**Knowledge, Skills and Abilities**

- Detail focused, logistically minded
- Strong time management and organizational skills
- Strong written and verbal communication skills
- Ability to work independently and manage others

**Effort & Responsibility**

- Establish and maintain professional connections on and off campus
- Ability to work collaboratively with a team and act as a support
- Maintain confidentiality of all students in the spark program
- The Events Coordinator is expected to be a positive role model both inside Spark and beyond, maintaining professionalism with all members of the program

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**Working Conditions**

- Most work can be completed in a shared office space
- Time demands may exceed stated hours of work

**Training and Experience**

- Previous event planning experience is an asset
- Experience with education-oriented events is valuable but not mandatory
- Knowledge of other on-campus services is not required but may be an asset
- Training will be provided by the Spark Coordinator

**Equipment**

- Personal computer



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Spark Promotions <b>and Publications</b> Coordinator
<b>Term of Office:</b>	May 1 – April 30
<b>Supervisor:</b>	Spark Coordinator
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	<u>5 to 7</u> hours per week

## General Scope of Duties

The Spark Promotions **and Publications** Coordinator is responsible for creating and implementing all promotional **al and publication** materials related to the Spark program. Their goals will include informing and encouraging a diverse range of students to enroll in Spark, **advertising opportunities and other items** associated with the service, and generally building excitement and understanding of Spark across campus. The Promotions **and Publications** Coordinator will work closely with the Spark Coordinator and other executives to ensure effective promotional strategies are utilized for all events. **They will be responsible for supporting the creation of multiple resources meant to empower and inform first-year students topics related to the first-year transition.** The ideal candidate is organized, has **design** experience or skills, is comfortable interacting with students individually or in large groups, and has leadership skills.

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## Major Duties and Responsibilities

Category	Percent	Specifics
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> <li>▪ Work with the Spark Coordinator to ensure that promotional budgets align with the Spark service budget</li> <li>▪ Retain financial information to receive reimbursement from the Spark Coordinator</li> <li>▪ Ensure all costs remain within the allocated budget and inform the Spark Coordinator of all expenditures</li> </ul>
Communications Function	20%	<ul style="list-style-type: none"> <li>▪ Aid the Spark Coordinator in understanding Spark's promotional needs</li> <li>▪ Aid the Spark Coordinator and executives in promoting and advertising initiatives</li> <li>▪ Communicate with Underground Media + Design on a regular basis to ensure materials being produced are <b>what is needed and wanted.</b></li> <li>▪ Maintain strong communication with the Spark Coordinator, fellow executives, and volunteers</li> </ul>
Advertising & Promotions Function	<u>40%</u>	<ul style="list-style-type: none"> <li>▪ Create engaging and high-quality graphics that abide by the MSU Visual Identity Guide to promote awareness of</li> </ul>

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Spark Promotions Coordinator Job Description

		<p>the Spark program, including but not limited to, online media, posters, and banners using Underground Media + Design</p> <ul style="list-style-type: none"> <li>▪ Responsible for submitting all advertisements to be circulated through various MSU channels, including but not limited to <i>The Silhouette</i>, the MSU webpage, and the campus screens network</li> <li>▪ Create well thought-out promotional strategies to encourage registration in the program, as well as general awareness of Spark around campus</li> <li>▪ Spearhead all promotional campaigns surrounding any extra events affiliated with the Spark program outside of regular sessions</li> <li>▪ Maintain the Spark social media accounts in terms of posting and content and responding to online feedback</li> <li>▪ Aid the Spark Coordinator in keeping the website up to date</li> </ul>
<a href="#">Publications Function</a>	30%	<ul style="list-style-type: none"> <li>▪ <a href="#">Create engaging and high-quality publications that abide by the MSU Visual Identity Guide to empower and support first-year students</a></li> <li>▪ <a href="#">Engage with and coordinate staff contributions to all publications</a></li> <li>▪ <a href="#">Recognize and address areas of need or insufficiency in the first-year transition</a></li> </ul>
Other	5%	<ul style="list-style-type: none"> <li>▪ Other duties as assigned by the Spark Coordinator</li> <li>▪ Provide feedback on the service</li> <li>▪ Attend executive meetings as scheduled</li> </ul>

**Knowledge, Skills and Abilities**

- Strong time management and organizational skills
- Interpersonal and communications skills to foster positive relationships with students within and outside of Spark
- Artistic and creative skills
- Knowledge of Spark or other student mentorship programs is an asset
- Public relations skills

**Effort & Responsibility**

- Effort required to think creatively
- Effort required to design and implement promotional campaigns
- Establish and maintain professional connections on and off campus
- Maintain confidentiality of all students in the Spark program
- The Promotions and Publications Coordinator is expected to be a positive role model inside Spark and beyond, maintaining professionalism with all members of the program

**Working Conditions**

- Most work can be completed in a shared office space
- Time demands may exceed stated hours of work

**Training and Experience**

- Previous leadership experience is an asset
- Graphic design experience is an asset
- Prior experience with social media management is an asset

- Training will be provided by the Spark Coordinator

**Equipment**

- Personal computer



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Spark Volunteer Coordinator
<b>Term of Office:</b>	May 1 – April 30
<b>Supervisor:</b>	Spark Coordinator
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	5 to 7 hours per week

**General Scope of Duties**  
 The Spark Volunteer Coordinator will be responsible for all administrative tasks relating to volunteers and organizing all volunteer socials. The Volunteer Coordinator will organize the recruitment of Team Leaders, as well as handle all scheduling, coordination, training, and recognition of all volunteers. Their overarching goal will be to ensure all volunteers feel comfortable in their roles by acting as a first point of contact for all administrative concerns, creating a schedule that works for all volunteers and participants, and assisting the Coordinator in a variety of day-to-day tasks.

Major Duties and Responsibilities		
Category	Percent	Specifics
Volunteer Management Function	60%	<ul style="list-style-type: none"> <li>Assist the Spark Coordinator with the planning, implementation, and maintenance of a weekly schedule, adapting it should the need to do so arise</li> <li>Respond to volunteer needs on a variety of issues, including but not limited to, last-minute availability changes, program concerns, etc.</li> <li>Assist the Spark Coordinator with the planning and execution of volunteer training</li> <li>Maintain strong communication with the Spark Coordinator, executives, and volunteers</li> <li>Work with the Spark Coordinator to interview, recruit, and train volunteers</li> </ul>
<u>Communication and Planning Function</u>	20%	<ul style="list-style-type: none"> <li><u>Maintain strong communication with the staff team on upcoming events, workshops, and logistical sessions information</u></li> <li><u>Plan inclusive and engaging staff socials on a monthly basis</u></li> </ul>
Other	20%	<ul style="list-style-type: none"> <li>Organize staff socials as necessary</li> <li>Other duties as assigned by the Spark Coordinator</li> <li>Provide feedback on the service</li> <li>Attend executive meetings as scheduled</li> </ul>

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**Comment [MG1]:** The events coordinator is to take on external facing events; the Volunteer coordinator will be taking on internal events, focused on bolstering participation.

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### **Knowledge, Skills and Abilities**

- Strong time management and organizational skills
- Strong written and verbal communication skills
- Leadership and supervisory skills
- Commitment and dedication
- Attention to detail
- Ability to balance multiple duties and schedule multiple events
- [Ability to work independently](#)

### **Effort & Responsibility**

- Effort required to ensure the scheduling of weekly Spark sessions run efficiently and smoothly
- Effort required to implement recruitment campaigns
- Ability to work in a team and act as a support
- Maintain confidentiality of all students in the Spark program
- The Volunteer Coordinator is expected to be a positive role model inside Spark and beyond, maintaining professionalism with all members of the program

### **Working Conditions**

- Most work can be completed in a shared office space
- Time demands may exceed stated hours of work

### **Training and Experience**

- Previous experience developing and executing training of teams an asset but not required
- Previous volunteer management experience an asset but not required
- Training will be provided by the Spark Coordinator

### **Equipment**

- Personal computer



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Spark Sessions Coordinator(s)
<b>Term of Office:</b>	May 1 – April 30
<b>Supervisor:</b>	Spark Coordinator
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	5 to 7 hours per week

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## General Scope of Duties

The Spark Sessions Coordinator(s) will be responsible for assisting the Spark Coordinator with the research and development of all Spark sessions. This will consist of researching best practices in mentorship and transitioning to university, coming up with new and effective activities and themes, and working steadily throughout the year on improving the program based on feedback from all levels. Emphasis will be placed on designing activities with a tangible take-away that students will be able to look back on, and providing alternative approaches to sessions that require greater buy-in from students.

## Major Duties and Responsibilities

Category	Percent	Specifics
Planning & Execution of Sessions Function	70%	<ul style="list-style-type: none"> <li>Spend 30 minutes to 1 hour per week providing feedback on last week's session and advising the Spark Coordinator on the upcoming week's session</li> <li>Assist with training all Team Leaders regarding proper delivery of sessions</li> <li>Coordinate and prepare information for all sessions for Spark including materials needed and necessary instructions</li> <li>Maintain strong communication with the Spark Coordinator, executives, and volunteers</li> <li>Maintain detailed information about session ideas to aid in transition for the following year</li> </ul>
Research Function	25%	<ul style="list-style-type: none"> <li>Investigate mentorship programs offered by other institutions</li> <li>Read published research about leadership development, university transitioning, etc.</li> <li>Collect and interpret feedback from Team Leaders and participants on how to revise the program, which should include alternative approaches to sessions</li> </ul>
Other	5%	<ul style="list-style-type: none"> <li>Other duties as assigned by the Spark Coordinator</li> <li>Provide feedback on the service</li> </ul>

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- Attend executive meetings as scheduled
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**Knowledge, Skills and Abilities**

- Prior experience attending or planning leadership conferences or workshops an asset
- Must be creative, flexible, and open to new ideas
- Strong time management and organizational skills
- Strong interpersonal and communication skills to foster positive relationships with students within and outside of Spark
- Excellent speaking, listening, and facilitation skills
- Approachable and accessible to student needs and concerns

**Effort & Responsibility**

- Effort required to think creatively
- Attention to detail
- Responsible for the overall success of the program, with emphasis on the sessions during the program
- Maintain confidentiality of all students in the Spark program
- The Sessions Coordinator ~~(s) are~~ expected to be a positive role model inside Spark sessions and beyond, maintaining professionalism with all members of the program

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**Working Conditions**

- Most work can be completed in a shared office space
- Time demands may exceed stated hours of work

**Training and Experience**

- Experience with previous or other leadership conferences is an asset
- Experience creating and leading leadership programs is an asset
- Training will be provided by the Spark Coordinator

**Equipment**

- Personal computer