TO: Executive Board  
FROM: Christine Yachouh  
SUBJECT: Job Description Changes and Operating Policy Edits  
DATE: January 26th, 2015

Dear Executive Board,

Please find attached job descriptions for Horizons conference planning team (executive) positions: Volunteer and Logistics Coordinator (new, replacing LDL Coordinator), Events Coordinator, Sessions Coordinator, Sponsorship and Fundraising Coordinator (new, replacing External Relations Coordinator), Media and Design Coordinator (new, replacing Publications Coordinator), and Outreach Coordinator (new).

There are a lot of changes, new titles, new roles, and new responsibilities added to the planning team members. Key changes to make note of include:

- The title change from LDL Coordinator to Volunteer and Logistics Coordinator to be more representative of the role. This change reflects the current executive position for the CLAY conference.
- The creation of a new Sponsorship and Fundraising Coordinator role in order to prioritize sponsorship and fundraising efforts for the conference. The addition of these roles will hopefully increase financial accessibility of the conference for delegates. In the past, this responsibility was only a fraction of the External Relations portfolio. The CLAY conference has this planning team position and it has been sustainable and successful.
- The creation of a new Media and Design Coordinator role in order to better represent the duties of the position which would include media creation and supervising the Media SET team. The original Publications Coordinator role did not encompass these responsibilities. This change reflects the current executive position for the CLAY conference.
- The creation of a new Outreach Coordinator position to focus on social media promotions and delegate recruitment. This position will work closely with the Media and Design Coordinator to work as a Promotions Team. In the past, recruitment has been the responsibility of the Coordinator.
The addition of a “Leadership and Facilitation Function” to the Sessions Coordinator, Sponsorship and Fundraising Coordinator, and Outreach Coordinator job descriptions in order to describe the new, added responsibilities of the Leadership Developer role for conference weekend.

I am excited to provide these new opportunities to students and to move forward hiring an executive team. I am confident that these changes will lead to the most successful Horizons conference yet.

If you have any questions or concerns, please do not hesitate to contact myself at horizons@msu.mcmaster.ca. I would be more than happy to clarify any points of concern or confusion.

Regards,

Christine Yachouh
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