



MEMO

TO: Executive Board
FROM: Incoming Maroons Coordinator (Karan Chowdhry)
SUBJECT: Job Description Changes
DATE: February 3, 2017

Dear Executive Board,

For the upcoming hiring of the 2017-2018 Maroons Leadership Team, there are a few changes I would like to request in regards to the current job descriptions. There are some items on these descriptions which are outdated, and therefore will not accurately reflect the leadership team roles being hired for the upcoming year.

Across all of the job descriptions, there is a rebranding from “executive” to “coordinator,” and from “Executive Team” to “Leadership Team.” The merit behind this idea is to systematically change the label associated with these individuals, so they have an easier time navigating the power dynamic that may come with their roles.

For what has previously been hired as the “Social Executive,” the title has now been changed to Events Coordinator. This was done because the new title is more encompassing of the responsibilities of the position. The hours in this position have been changed from 5 hours per week to an average of 7 hours per week. In the past two people have been hired for this position, whereas this year, only one Events Coordinator will be hired, who will coordinate an Events Committee to help the planning and execution of events. In previous years, when the two Social executives have had varying ideas, the effectiveness of events has been compromised. Therefore, by hiring only one Events Coordinator, this problem can be overcome, and with the support from the Coordinator and the Events Committee, this individual will be able to plan and execute events throughout the year. The job descriptions for the Athletics Coordinator, Public Relations Coordinator, and Promotions Coordinator do not see very many changes except for general updates that are more accurate of what the roles look like now. All of these roles used to have their own committee to oversee, which is outdated and has been omitted from the descriptions. The hours have been changed from “5 hours a week” to “5 hours a week on average” in order to account for the fact that the hours are variable.

It is for the above reasons that I would like the Job Descriptions for the Maroons Leadership Team to be updated. These updates achieve a more accurate description of the roles.

Sincerely,

Karan Chowdhry
Incoming Maroons Coordinator
McMaster Students Union
chowdg@mcmaster.ca