



MEMORANDUM

From the office of the...
SHEC Coordinator

TO: Executive Board
FROM: Sutina Chou, SHEC Coordinator
SUBJECT: New Job Descriptions and Operating Policy
DATE: March 7, 2017

Dear Executive Board,

I am writing to present the changed Job Descriptions and Operating Policy for SHEC in response to the conversation about restructuring that was held on February 28th, 2017. The appropriate documents have been attached to this memo; however, I have outlined the major changes to the Operating Policy and each Job Description below.

Operating Policy

- Issues addressed by the service have been reframed in the context of four strategic priorities, which used to be called pillars
- “General Health Issues” under 1.1.4 has been eliminated due to redundancy
- 1.2 has been added to more clearly illustrate the operations of the service that relate to providing physical resources with regards to the strategic priorities
- Inclusion of anti-oppression framework into operating policy of service
- Emphasis on non-denominational peer support that is offered by the service
- Elimination of 2.4.1 and 2.4.3 due to redundancy
- Addition of events and programming and informational campaigns as part of operating policy to reflect restructuring
- Elimination of 2.4.3 due to redundancy
- Elimination of 2.5 and 2.7 due to overlap with 1.2
- Renaming of Internal Programming Executive to Volunteer Coordinator
- Renaming Promotions Executive to Promotions Coordinator
- Elimination of SHEC Newsletter responsibility under Promotions Coordinator
- Addition of Events and Programming Coordinator and associated responsibilities
- Addition of Research and Advocacy Coordinator and associated responsibilities
- Renaming of Peer Supporters to Peer Support Volunteers
- Elimination of previous pillar committees
- Addition of Events and Programming Committee and associated responsibilities
- Addition of Research and Advocacy Committee and associated responsibilities

Peer Support Volunteer

- Reduction of hours of work to 3 hours a week
- Elimination of participation on pillar committee
- Emphasis on attending all training sessions
- Clarification on definition of peer supporting skills
- Addition of confidentiality aspect to peer supporting role
- Edit on requirements for relevant experience

Promotions Coordinator

- Renaming of role to Promotions Coordinator (from Promotions Executive)
- Emphasis on collaboration with other executives
- Elimination of role in Welcome Week (i.e. separate committee)
- Redaction of Promotions Committee
- Added role of attending committee meetings to ensure communication about promotions strategies

Volunteer Coordinator

- Renaming of role to Volunteer Coordinator (from Internal Programming Executive)
- Minor spelling and grammar edits
- Minor additions to “Other” responsibilities to reinforce responsibilities as a general volunteer/executive

Events and Programming Coordinator

- New role and job description
- Responsible for creating and implementing programming (predicated on an anti-racist, anti-oppressive, and intersectional framework) that seeks to educate the McMaster community on issues of student health as they pertain to the service’s four strategic priorities
- Programming can take the form of events and/or workshops and will be developed in close consultation with the SHEC Coordinator, the Resources and Advocacy Coordinator, and the Promotions Coordinator
- Supervision of a committee of volunteers who will work toward the implementation of programming
- Maintenance of partnerships with McMaster and community partners, and help establish SHEC amongst the broader McMaster community.
- Develop a budget for the committee alongside the SHEC Coordinator, ensure that event budgets align appropriately
- Understand the health-related needs and interests of McMaster students
- Basic executive and volunteer responsibilities
- Event planning experience as an asset
- Organizational, leadership, interpersonal, creative thinking, communication, and time management skills are necessary
- Confidentiality component
- MSU representation component

Events and Programming Committee Volunteer

- New role and job description
- Assist the Events and Programming Coordinator to design and implement programming
- Work within an anti-oppressive framework when designing campaigns
- Support and participate in SHEC events
- Help facilitate events and workshops as needed
- Responsible for helping promote campaigns, workshops, and events
- Attend and actively participate in committee meetings as scheduled
- Awareness and understanding of SHEC’s mandate and student health topics is an asset
- Interpersonal skills required to interact with students and community members at events/workshops and committee meetings
- Communication skills
- Ability to work effectively with a team and as an individual
- Ability to follow instructions
- Effort required to integrate various individuals and on campus groups to ensure an inclusive environment during all events and campaigns
- Effort to think creatively
- Responsible for participating in events as required
- Responsible for maintaining an appropriate and positive image of the MSU

Research and Advocacy Coordinator

- New role and job description
- Responsible for creating and implementing campaigns (predicated on an anti-racist, anti-oppressive, and intersectional framework) that seeks to educate the McMaster community on issues of student health as they pertain to the service's four strategic priorities
- Campaigns will be developed in close consultation with the SHEC Coordinator, the Resources and Advocacy Coordinator, and the Promotions Coordinator
- Supervision of a volunteer committee who will work toward the implementation of campaigns
- Maintenance of partnerships with McMaster and community partners, and help establish SHEC amongst the broader McMaster community.
- Develop a budget for the committee alongside the SHEC Coordinator, ensure that campaign budgets align appropriately
- Understand the health-related needs and interests of McMaster students
- Basic executive and volunteer responsibilities
- Organizational, leadership, interpersonal, creative thinking, communication, and time management skills are necessary
- Confidentiality component
- MSU representation component

Research and Advocacy Committee Volunteer

- New role and job description
- Help the Research and Advocacy Coordinator organize and plan campaigns that educate the McMaster about issues that pertain to student health
- Work within an anti-racist and anti-oppressive framework when planning events
- Partake in the campaign idea-generation process
- Support and participate in events organized by SHEC
- Responsible for helping promote campaigns, workshops, and events
- Attend and actively participate in committee meetings as scheduled
- Awareness and understanding of SHEC's mandate and student health topics an asset
- Interpersonal, communication, creativity, and teamwork skills required to interact with students and community members as part of campaigns and committee meetings
- Responsible for participating in events as required
- Responsible for maintaining an appropriate and positive image of the MSU

Overall, two jobs (Promotions Coordinator and Volunteer Coordinator) remain virtually the same, one job (Peer Support Volunteer) has had some changes, and there are four new jobs to the service; however, they are all largely analogous to existing positions within similar services within the MSU. Should there be any questions, comments, and concerns, please let me know and I would be happy to address them.

Sincerely yours,

Sutina Chou
SHEC Coordinator