



MEMO

From the office of the
SRA Operations Commissioner

TO: Members of the Student Representative Assembly
FROM: Preethi Anbalagan, Operations Commissioner
SUBJECT: OPERATING POLICY – CONSTITUENT OUTREACH
DATE: March 21, 2017

Hello,

The Operations committee and I have looked the Constituent Outreach OP and decided there were a few changes to be made. Three meetings ago, I had informed all of you that this was our new upcoming project and that I would be contacting all caucus leaders for feedback. The consensus across the board from caucuses is that while Maroon Minutes had the right idea of providing digestible information for the student populace, it's procedurally tedious and restricts creativity of the caucus to choose their own method of outreach.

CHANGES

In this operating policy, I've removed Maroon Minutes and have generalized the term to "Communication Material." I believe this allows for assembly members to get creative in producing material that encompasses meeting summaries. The timelines are shortened to produce content within 24 hours and have it approved within 24 hours - indicating a deadline of content being released within two days of a meeting. This is simply because meeting summaries should be available within an appropriate time. The implementation section of the policy also outlines who is responsible for ensuring the procedural components of this operating policy are followed. Lastly, we changed the onus of checking in with caucus members to the Caucus Leader (and not the Speaker) for a better system of conflict resolution. All in all, just a few necessary changes.

I hope that summarizes what the changes were and why we made them. The template for Maroon Minutes will still exist with the Communications Officer should anyone want to use it. If you have any questions, feel free to ask.

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