



MEMO

From the office of the...

Administrative Assistant & Administrative Services Coordinator

TO: Members of the Student Representative Assembly
FROM: Victoria Scott, Administrative Services Coordinator
SUBJECT: Information on Standing Committees
DATE: March 28, 2017

Dear Assembly,

One of your duties as an SRA member is to participate in a Standing Committee of the SRA, or the MSU Executive Board. There are four (4) SRA seats on each standing committee, and five (5) SRA seats on the Executive Board.

Below I have highlighted the general aspects of each Standing Committee and Executive Board. The committees have a broad overview, allowing the Commissioner to take a direction that suits the interests of the committee and the Assembly. These are just general descriptions. Please take a look at BYLAW 3/B - STANDING COMMITTEES OF THE SRA as well as BYLAW 6 - EXECUTIVE BOARD for a more information.

-Victoria

Finance (4 SRA seats, 2 MSU seats):

The Finance Committee will assist and advise the VP Finance and the MSU's accounting team regarding the financial operations. This committee is responsible for reviewing, analyzing, and recommending some financial motions to the SRA, undertaking wage reviews, and actively raising awareness on financial matters among McMaster students.

What kind of people would be well suited:

- Attention to detail and experience reviewing financial documents;
- Able to see how details work into the bigger picture

Internal Governance (4 SRA seats, 2 MSU seats):

The Internal Governance Committee is tasked with updating, changing, and making recommendations on the governing documents of the MSU, as well as dealing with policy statements, which outlines the MSU's position on a wide variety of matters. This committee is important to the MSU and the greater student population because it looks after the long-term considerations of the MSU. Without long term planning now, tomorrow will not be nearly so organized!

What kind of people would be well suited:

- Attention to detail, consistence, style, nuances of meaning;
- Able to see the big picture while maintaining attention to detail;

- Enjoy abstract discussions on governance, and legislative principles.

Municipal Affairs (4 SRA seats, 2 MSU seats):

The Municipal Affairs Committee oversees the MSU's relations with bodies that are not located on McMaster's campus, specifically Hamilton City Council and sub-committees. This Committee will proactively participate in external municipal organizations and lobbying efforts that further the interests of the MSU and its members lobbying agendas, and makes recommendations to the VP Education. Advocacy is handled by three committees (Municipal Affairs, Provincial and Federal Affairs, and the University Affairs Committee), and all work towards the betterment of quality of education at McMaster.

What kind of people would be well suited:

- Interest in lobbying, writing and reviewing policy, and defining advocacy priorities;
- Have experience in consensus-building and decision making in groups.

Provincial & Federal Affairs (4 SRA seats, 2 MSU seats):

The Provincial & Federal Affairs oversees the MSU's relations with any bodies that are not located on McMaster's campus. This Committee will monitor provincial and federal events that may have an impact on the academic or non-academic life of McMaster students, aid the Assembly in taking appropriate responses, and proactively participate in provincial and federal organizations and lobbying efforts that further the interests of the MSU and its members, and makes recommendations to the VP Education. Advocacy is handled by three committees (Municipal Affairs, Provincial and Federal Affairs, and the University Affairs Committee), and all work towards the betterment of quality of education at McMaster.

What kind of people would be well suited:

- Interest in lobbying, writing and reviewing policy, and defining advocacy priorities;
- Have experience in consensus-building and decision making in groups.

Services (4 SRA seats, 2 MSU seats):

The Services Committee is responsible for MSU services on a macro scale. The committee reviews the long-term goals and efficacy of services in order to make recommendations to the SRA. Services Committee is responsible for conducting services reviews, as well as reviewing the criteria and process used to conduct these departmental reviews.

What kind of people would be well suited:

- Able to set a strategic direction for a department and see it through to completion;
- Interested in improving service operations.

University Affairs (4 SRA seats, 2 MSU seats):

The University Affairs Committee oversees the MSU's relations with bodies located on McMaster's Campus. The UA advocates on issues that affect both academic and non-academic interests of students. Traditionally, UA has looked at the quality of education of students on campus.

What kind of people would be well suited:

- Interest in lobbying, writing and reviewing policy, and defining advocacy priorities;
- Have experience in consensus-building and decision making in groups.

Executive Board:

The Executive Board is responsible for making management and strategic planning decisions on behalf of the SRA. The EB deals with the day to day operations of the MSU, and is responsible for reviewing MSU budgets and preparing recommendations to the SRA.

What kind of people would be well suited:

- Interested in the day-to-day operations of the MSU;
- Strong knowledge of the organization;
- Experience or knowledge in staff management, resource management, finances, policy writing and review.

It is important to note that the Executive Board meetings bi-weekly during the summer months, and weekly during the academic term. Please keep this time commitment in mind when running for this position.