



MEMO

From the office of the...

Maroons Coordinator

TO: Members of the Executive Board
FROM: Dan LaFrance, incoming Maroons Coordinator
SUBJECT: Requested Job Description Changes
DATE: January 31st, 2018

Dear Executive Board,

For the upcoming hiring of the 2018-2019 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 There are some items on these descriptions which are outdated, and therefore will not accurately reflect the leadership team roles being hired for the upcoming year.

For the position of Promotions Coordinator, the outline of responsibilities has been updated to reinstate the "Promotions Committee." Although previously seen as unnecessary we saw a large strain on our Promotions Coordinator this past year that could be alleviated through utilizing the general representatives within this sub-committee. The main purpose is to allow general representatives to aid in the design of promotional material, distribution of said material, and work as a media team in some respect. The success of video promotions through the 2017-2018 term saw a vastly increased demand for this type of content, which would be able to be completed quite aptly with the varying skill sets of the individuals on our team. For this reason, the skillset was amended describing experience with videography as a component of the "Knowledge, Skills, and Abilities" section. The added responsibility would be worked out with the incoming Promotions Coordinator; however, the intention is one meeting per month to overview any upcoming targets. The expected hours of work have not been changed.

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,

Dan LaFrance
Incoming Maroons Coordinator
McMaster Students Union
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