



MEMO

From the office of the...

Maroons Coordinator

TO: Members of the Executive Board
FROM: Dan LaFrance, incoming Maroons Coordinator
SUBJECT: Requested Operating Policy 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 service operating policy. There are some additions to be made that represent the direction of this service moving forward to allow for growth and productivity.

Tried in Welcome Week of 2017, the role of PODCo was a successful undertaking. This position allowed reps who are not a part of the Leadership Team, but seeking a larger leadership role throughout Welcome Week and the school year, to partner with a leadership team member to lead a Welcome Week Pod. This, logistically, makes the role of leading a pod less strenuous because it allows for information to be passed more seamlessly, and communication updates to be more prompt and clear, as two individuals can share the load. I wish to formalize this position in the Operating Policy as it was a successful venture that will help our service perform optimally in Welcome Weeks to come.

An entirely new Leadership Team position has been created called "Volunteer Coordinator." The anticipation for this position is to handle some of the organizational load of managing the service, which is coordinating representatives. Some key areas to note is the Volunteer Coordinator would schedule training sessions as well as alternative sessions. This will include booking rooms, and liaising with the services and speakers we will have come in to aid in our training (Diversity Services, SSC, SACHA, etc.) to resolve scheduling conflicts. This position will not include developing the content for said training sessions, it will purely be a logistical role to ensure the event runs smoothly. The Volunteer Coordinator will also run a pod during Welcome Week. Throughout the year, this individual will be responsible for booking rooms for leadership team meetings, taking the event input from myself and the leadership team to develop weekly signup sheets, and ensure the attendance of volunteers. The Volunteer Coordinator Position was conceptualized to give an organizational backbone to the Leadership Team, and work alongside myself to optimize training experiences and scheduling throughout the summer leading up to Welcome Week, and throughout the school year afterwards.

The role of the Maroons Coordinator will be changed slightly by the Volunteer Coordinator, as it will remove some of the strain created by the Welcome Week Training towards the end of the summer. It will remove the role of scheduling from my plate which will give me the ability to ensure the training content is improved, and continues to improve as this service evolves. Throughout the year it will alleviate the hours taken to schedule meetings and time spent developing sign-up sheets, so that I can focus on weekly updates for the team and representatives, as well as ensuring the best opportunities and support of the team moving forward.

It is for the above reasons that I would like the Operating Policy for the Maroons Leadership Team to be updated. These updates represent positive changes for this service moving forward.

Sincerely,

Dan LaFrance
Incoming Maroons Coordinator
McMaster Students Union
lafrandp@mcmaster.ca