



MEMO

From the office of the...

Vice President (Education)

TO: Executive Board
FROM: Ryan Deshpande, Vice-President (Education)
SUBJECT: Advocacy Project Assistant Changes
DATE: March 14, 2018

Dear Executive Board,

Attached you will find the changes I have made to the Advocacy Project Assistant. Upon evaluating the new structure of the Education & Advocacy Department this year, I was able to see many of the positives and negatives to the changes made by my predecessor.

One of the biggest findings was that the pressure on the Advocacy Project Assistant to plan events and campaigns was too much for one person. This individual is doing the same amount of work as many part time managers by running events and campaigns but does not have anyone to delegate to. While we all share the work amongst the Education Department, the Project Assistant does not have anyone who is specifically there to help with the logistical and communications functions needed.

This is why I am proposing a change to the job description to turn the Advocacy Project Assistant into the Advocacy Coordinator. Following this, to the next executive board, will be job descriptions for two executives (a logistics executive and promotions/communications executive) they will supervise, and a team of volunteers that will be hired on an ad-hoc basis. The position will need an updated wage in light of these changes, and I have informed the Operations Coordinator of this.

I recognize the operating policy does not reflect the change to this position. I have drafted the updated operating policy and will be sending it to the SRA for approval at the next meeting, however the end-of-term timelines did not allow me to have the OP approved before the JD. I assure you I will send out the OP to the SRA for the next meeting and am happy to circulate the draft to EB should you wish.

Best,

Ryan Deshpande
Vice President (Education)
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