



MEMO

From the...

WGEN Coordinator

TO:	Executive Board
FROM:	Jocelyn Heaton, WGEN Coordinator
SUBJECT:	OP Change
DATE:	February 28th, 2019

Dear Executive Board,

The incoming Coordinator, Nealob Kakar has designed new job descriptions for the WGEN executives, to better reflect the functioning of the team. Previously the team consisted of a Volunteer Coordinator, two Promotions executives, two Resources Coordinators, two Community Events and Planning executives, and two Social and Political Advocacy executives. We are proposing that the team now consist of a Volunteer Coordinator, two Promotions executives, one Resources Coordinators, two Community Events and Planning executives, one Logistics Coordinator, one Social and Political Advocacy executive, and one Research Coordinator.

The Logistics Coordinator will replace the second Resources executive. The reasoning for this is that the CEP role has become fairly overwhelming for two people to perform given the quantity and caliber of events WGEN tries to put on and the Resources role can likely be performed by one person. The new Logistics Coordinator will take up many of the practical aspects of event planning, including running the Events Committee, leaving the CEP team to develop creative events and execute them.

The SPA role will be divided into two roles, with the SPA title becoming a consultation role and the Research Coordinator performing the bulk of WGENs research and content verification. The reasoning for this is that the SPA role has been notoriously ambiguous and unclear in terms of responsibility. The new one person SPA role will consult with community partners for collaboration as well as perform external consultations with other services, university and community partners to improve the community. The new Research Coordinator will gather content for events and training, ensuring accuracy and detail in all of our services output.

We are submitting the operating policy for review to ensure it outlines the correct job description titles and roles.

Sincerely,

Jocelyn Heaton
WGEN Coordinator
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