



MEMO

From the...

Office of the MSU President

TO: Student Representative Assembly
FROM: Joshua Marando
SUBJECT: Clubs Policy & Central Support Services Operating Policy
DATE: March 8th, 2020

Dear Student Representative Assembly,

As discussed throughout the year, we are in the process of reviewing our clubs system within the MSU. A vital part of this review has been reviewing our staff and organization support of the department. Through consultation with the Internal Governance committee, MSU and McMaster staff, as well as a number of other students' union, we have opted to create two new full-time positions and one part-time to support the department. These positions will support the department as well as allow us to implement the changes coming forward to the policy next week. What we are presenting today is not the full result of the clubs' review, this change only encompasses the staffing changes. We wanted to ensure the staff were changed first, as the support staff the department has indicates how feasible prospective changes would be. We are amending this policy first as department specific policies rely on positions for appropriate allocation of responsibilities and to ensure timely hiring and onboarding of these positions.

I have also circulated an updated version of our Clubs Policy. This policy outlines the clubs department and the staff roles within it. Again, this does not highlight the changes to any aspect of the policy other than the staff as those changes will be coming to the next SRA meeting. We have shifted the **Clubs Administrator** role from an SOP to a permanent full-time role. This shift was decided upon as to ensure that the transition process run more smoothly, more accountability and expertise, align with typically student association standards, and expand the support offered to MSU clubs and committees within the department. This will allow more research and communication within the role and will overall give us a greater capacity to address the needs of the department. We have also changed the **Assistant Clubs Administrator** role currently there are two assistances and from staff feedback, these roles are largely underutilized. The new purpose of this role will be to chair and oversee the Clubs Advisory Council (previously clubs executive council). We will be proposing changes to this council to give them more responsibility and will make them year-round. This role will operate similar to an AVP role, where a large part of their portfolio is overseeing the committee and committee business. They will also support the clubs administrator in their tasks and be a first point of contact for clubs members. I think this will be an important role in

the department moving forward and will ensure the student voice is still a part of the decision-making process and the Clubs Advisory Council has the appropriate support needed to be decision makers for the department

The addition of these roles is important in supporting the growth and sustainability of our organization. If you have any questions about these roles, the logistics and background of their creation, or any other aspect of this policy, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Marando', written in a cursive style.

Joshua Marando
President & CEO
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