



MEMO

From the office of the...
Vice-President (Administration)

TO: Executive Board
FROM: Anika Spasov, Vice-President (Administration)
SUBJECT: Opening Nominations for Vice-President (Administration)
DATE: June 23rd, 2020

Dear Executive Board,

I am writing to you today regarding opening nominations for my successor as the 2020/2021 MSU Vice-President (Administration). Unfortunately, I will be leaving the role prematurely as I have been accepted to the University of Ottawa MD Program and was declined a deferral request on two occasions. It is not an easy decision to come by, especially as I have genuinely been enjoying my time working with everyone. However, I have no doubt that everyone will continue to do amazing things without me! In the meantime, I have been working with the Board of Directors to identify some projects they can help with making this transition as smooth as possible.

The election process will be similar to the elections held in April, however, the entire process will be taking place on one day during the July 12th SRA meeting. Once the results are confirmed, we will begin the transition process. There likely will be a shadowing period for some time and introductory meetings. My final end date has not been solidified yet, as it may be partially dependent on the comfort of the new role, but it likely will be within the first two weeks of August. After this, I can be available for a set amount of hours (similar to the outgoing 2019/2020 BoD) to answer any questions or provide support. As a note, I have not yet used all of my transition hours with Sarah Figueiredo and we could allocate some of these hours to the incoming Vice-President (Administration) as well. In general, the details of the final transition will be worked out once the incoming Vice-President (Administration) has been finalized and we can cater it to their needs and availability. I am also very open to feedback, as I want to ensure this transition process is as smooth as possible for all folks involved.

Thank you for your time, and please let me know if you have any questions.

Sincerely,

Anika Spasov
Vice-President (Administration)
McMaster Students Union

Moved by Spasov, **seconded** by ____ that Executive Board open nominations for the 2020/2021 MSU Vice-President (Administration) by-election.