

Memo for SHEC Executive Job Description Approval

I am hoping to have SHEC's nine executive job descriptions and one volunteer job description approved by the executive board. This will allow SHEC to have approved job descriptions, because SHEC has had executive job descriptions created, but they were never approved. Along with the desire to have our job descriptions approved, SHEC's Executive structure has also undergone changes for the upcoming school year so it would be helpful to have this change formalized.

The new structure of SHEC Executives has gotten rid of Educational Programming, Resources and Outreach committees and replaced them with Mental Health, Sexual Health, and Active Living and Nutrition committees. This new executive structure will be starting for the 2014-2015 academic year. The events that the older committees organized have not been stopped, they have been organized into the new committees. This new structure will greatly benefit SHEC. The new committees names are based on health subjects, allowing a much clearer understanding of what health aspect each committee is focusing on. It also creates more balance between the number of events/campaigns that each committee is expected to run. Since each committee has a more equal number of events to run, there is greater room for new events to be created. With this in mind, the new job descriptions require some of SHEC's committees to organize one event or workshop that focuses on first years. This will also allow us to work towards SHEC's goal of reaching out to more first years, which was outlined in an additional report presented to the executive board earlier this year. Overall I believe the new executive structure will help SHEC's overall service structure to be more organized, focused and engaged with students.

Overview of SHEC Executive positions

The Addictions Awareness Executive is responsible for leading the Addictions Awareness committee, and organizing, planning, and implementing Bar Blitzes, Addictions Awareness Fair, and Impaired Driving event. The Addictions Awareness Executive leads a committee of 5-6 SHEC volunteers.

The Internal Programming and Scheduling Executive is responsible for all administrative tasks relating to volunteers and organizing all volunteer socials. The Internal Programming and Scheduling Executive does not lead a committee.

The Mental Health Executive is responsible for planning, organizing and implementing an event during Mental Illness Awareness Week, Stressbusters in both December and April, and an eating disorder workshop during Eating Disorders Awareness Week. The Mental Health Executive leads a committee of 5-6 SHEC volunteers.

The Media-Silhouette Executive is responsible for overseeing the SHEC Blog and writing a weekly/bi-weekly article for the Silhouette. The Media-Silhouette Chair ensures that all content produced for the SHEC blog and articles in the Silhouette are of consistently high quality and leads a committee of 4-5 volunteers.

The Media Radio Executive is responsible for planning, producing and hosting the weekly radio show, The SHEC Show, on CFMU 93.3. The Media-Radio exec leads a committee of 5-6 SHEC volunteers who also help to plan, produce and host the SHEC Show.

The Nutrition and Active Living Executive is responsible for planning, organizing and implementing New Year's Resolution Fair and creating a cookbook. The Nutrition and Active Living Executive leads a committee of 5-6 SHEC volunteers.

The Promotions Executive is responsible for working with the designers at Underground to design all promotional material for SHEC, including events, campaigns and other promotional material. The Promotions Executive leads a committee of 3-4 SHEC volunteers.

The Sexual Health Executive is responsible for leading the sexual health committee and planning, organizing Sex 101, a segment during F*** Love, Let's Bingo and Valentine's Day cards. The Sexual Health Executive leads a committee of 5-6 SHEC volunteers.

The Training Executive is responsible for planning, organizing and carrying out relevant monthly trainings for SHEC volunteers, as well helping the Coordinator plan September and January training weekends. The Training Executive does not lead a committee.

Overview of SHEC Volunteer Position

SHEC Volunteer is responsible for volunteering three hours a week in the centre, as well as being a member of either the Mental Health Committee, Sexual Health Committee, Addictions Awareness Committee, Nutrition and Active Living Committee, Media-Radio Committee, Media-Silhouette Committee or Promotions Committee. Volunteers represent SHEC in a responsible, professional and respectful manner while on shift or participating in SHEC events.