

Year Plan
Vice-President (Administration)
Anna D'Angela
2013 - 2014

Dear Reader,

The following document outlines my vision for the year as the Vice-President (Administration) of the McMaster Students Union. It demonstrates some of my many goals and projects for the year that were found in my platform. I have also included some new ideas that have sprung up since taking on this role.

This document is neither exhaustive nor lifeless. As my year progresses, some of these ideas may change. Ideas may be added and others reformulated. My goal is to continuously update all members of the MSU on my projects on these tasks, either through reports to the Student Representative Assembly or on the MSU Website.

The Vice-President (Administration) is a truly unique job where each and everyday you work on a wide variety of topics – Welcome Week, the SRA, PTMs and their Services as well as continuing the projects of your predecessors, fostering your own ideas and supporting your fellow Executive. As with many in this position before me, the goal is to achieve some balance so that we as an organization can continue to operate while also move forward.

As mentioned, this document is meant to give you a brief snapshot in to the issues I am looking to tackle, goals I am striving to achieve and projects I am looking to complete. Please feel free to contact me should you have any feedback.

Sincerely,

A handwritten signature in black ink, appearing to read "AD'Angela". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Anna D'Angela
Vice-President (Administration) and CAO
McMaster Students Union

Goals and Objectives

Objective 1	Improve training and professional development opportunities for volunteers and staff
Description	Students give a lot to this organization and my goal is to provide all members of our organization the opportunity to engage in professional development opportunities that will not only allow them to perform better in their MSU roles, but also in any other role that they may take both on and off-campus.
Benefits	These training/professional development opportunities can not only improve our ability as members representing and serving students, but can also help us in other areas of our lives (e.g. developing skills valuable in other lines of work).
Difficulties	Finding opportunities for students to attend on campus. As well, supplementary training might be difficult for some students to attend given their schedules.
Long-Term	Long-term, we can evaluate what was valuable for students as well as what is missing and begin to provide for them. As well, hopefully by having these training opportunities, people can feel more prepared for their roles.
How	<ol style="list-style-type: none"> 1. Connect with Campus and Community Partners who offer various training sessions on campus 2. Continuously communicate any training sessions that are available 3. Take a leadership role and set a personal goal of 1 professional development opportunity/semester
Partners	<ul style="list-style-type: none"> • Student Success Centre (SSC) • The Office of Human Rights and Equity Services (HRES) • Part-Time Managers (PTMs) and Student Representative Assembly (SRA)

Objective 2	Improve collaboration between all members of MSU
Description	There is a persistent disconnect between members of our organization (especially between PTMs and the SRA). However, when we are all able to collaborate projects, initiatives and events, we create a better end result. This collaboration takes shape in many forms, beginning with the training in the summer and continuing throughout the year. We are all passionate about the MSU and bettering student life on campus and we all have our own strengths. If we can come together, we can do great things.
Benefits	More holistic approach to our organization can lead to better outcomes. People can use their strengths/expertise to achieve a common goal. As well, different student leaders on campus can connect.
Difficulties	It can be challenging to find a time that can work for a wide

	variety of students.
Long-Term	By improving the culture of collaboration within this organization, we can not only set the tone for future staff and volunteers, but also better the student experience overall.
How	<ol style="list-style-type: none"> 1. MSU Retreat in July will incorporate opportunities for different groups to connect and work together (“Break the Ice”) 2. Trainings to occur throughout the year which cater to a wide variety of members of our organization (e.g. Marketing Strategies can be useful for SOPs, PTMs, SRA) 3. Organize socials/events for staff and volunteers to allow people to meet in a casual setting 4. Use my role as a conduit to connect people (e.g. make recommendations/suggestions for potential collaborators)
Partners	<ul style="list-style-type: none"> • PTMs • SOPs • SRA Members • MSU Staff

Objective 3	Provide ongoing, adaptive and resourceful support for PTMs
Description	Each and every service is unique as are the PTMs who run them. My job as Vice-President (Administration) is to help support them so that they can excel and can then help their service and their staff/volunteers succeed as well. Support for PTMs does not end at any point throughout the year and recognizing the ongoing and changing needs throughout the year will be needed.
Benefits	Our services can have a more successful year and the PTMs will have an overall more positive experience with our organization.
Difficulties	This approach can be incredibly time consuming for both PTMs and the VP Admin. As well, some aspects of their role need to be
Long-Term	This approach can help us have a successful year as an organization.
How	<ol style="list-style-type: none"> 1. Connect with PTMs monthly or bimonthly (outside of the office) 2. PTM Training – setting the tone for the upcoming year (“Door is always open” Policy) 3. Use monthly PTM meetings effectively - updates, identifying challenges/successes, brainstorming sessions, training opportunities, social gatherings 4. Work with VP (Finance) to ensure that all PTM’s are aware of finances of their service.
Partners	<ul style="list-style-type: none"> • PTMs • VP (Finance)

Objective 4	Timely Review of Welcome Week 2013
Description	This will be the second year that the Orientation Fee will be in

	effect and it will be a great opportunity to continue to review the fee and partnership that we have with other organizations on campus. Particularly, there will be an attention to the financial reporting timeline so that agreed upon and timely deadlines are met, with accurate information going out to students.
Benefits	Consistent and apt review of Welcome Week 2013 can allow for ample time to institute necessary changes for Welcome Week 2014. As well, we will have accurate information that can then be reported to students.
Difficulties	Given that this hinges on the timelines of various campus partners, it can be difficult to complete this on time.
Long-Term	With more accurate information on Welcome Week, we can better assess and better provide for students.
How	<ol style="list-style-type: none"> 1. Institute more appropriate reporting structure for Welcome Week partners as well as firmer deadlines 2. Follow-up/reminder emails consistently throughout summer 3. Work with Vice-President (Finance) to review information once it is received 4. Report to the appropriate bodies and make recommendations for the next year.
Partners	<ul style="list-style-type: none"> • Vice-President (Finance) • Welcome Week Partners (Student Affairs, SOCS, Faculty Societies)

Projects

Objective 1	Active Planning Member of Leadership Opportunities
Description	This year, I have been invited to sit on the organization committees of various leadership opportunities on this campus (e.g. The Leadership Summit for Women, the Ignite Leadership Conference). In these roles, I will be collaborating with campus partners to develop meaningful leadership and professional/personal development opportunities for students and community members.
Benefits	Having these opportunities on campus for which all students, including MSU volunteers and staff can attend, will provide people with the chance to learn and become better in their roles.
Difficulties	It is always challenging to balance the requirements of any logistical role for these events with the day-to-day tasks of this job. As well, it may be challenging to know exactly what programming will engage students and be useful to them.
Long-Term	With the successful execution of these events, I believe that these opportunities can become staples on our campus and a consistent tool for students to develop, and develop in their roles within the MSU and external of it.
How	<ol style="list-style-type: none"> 1. Connecting with campus/community partners in the

	<p>development of these ideas through meetings. Determining what are the learning goals of these events and how do they align with the MSU</p> <ol style="list-style-type: none"> 2. Executive assigned roles and tasks 3. Encourage members of the MSU (e.g. SRA, PTMs, SOPs) to attend, as well as student population at large 4. Evaluate my role on this team as well as the benefits of these events for students (what can we do better?)
Partners	<ul style="list-style-type: none"> • Various campus and community partners (e.g. SSC, Athletics and Recreation, YWCA)

Objective 2	Better Evaluation Tools for Executive and Services
Description	Given the high turnover each year in the MSU, we need to ensure that we are consistently evaluating what we do (through our services as well as through our executive) so that we can always strive to do better as well as providing these people with opportunity for reflection and development.
Benefits	We can get tangible feedback on our organization as well as make improvements, continue successes and create continuity.
Difficulties	Paper work can always be tedious. As well, it can be challenging to know how to properly reflect and evaluate the work you have done.
Long-Term	Setting up a foundation for this process can allow us to learn in a current year and can be used for future years as a tool to assess our organization through time.
How	<ol style="list-style-type: none"> 1. Assess our current evaluation structures and make improvements where needed. 2. Utilize mid-year and end-of-year evaluations for PTMs and potentially members of the Executive. 3. Use a variety of methods to garner feedback – 1:1 meetings, surveys, etc. Use various metrics for evaluation. 4. With evaluation, seek feedback from various members of the organization 5. Make recommendations for future years, consolidating and storing this data.
Partners	<p>MSU Board of Directors (BoD) MSU Staff (e.g. General Manager) Part-Time Managers Executive Board SRA Members</p>

Objective 3	“OpsCon”
Description	The President and VP Education will have extensive opportunities to travel and connect with other leaders from student organizations. However, we have recognized both the value of this type of conversation for Executives who are

	internally-focused and the current lack of any sort of framework to connect
Benefits	By being able to connect and discuss our roles with our counterparts, we are able to learn from each other, foster relationships across SOs and bring ideas and new ways of thinking back to the MSU, which can help us operate better.
Difficulties	It will be difficult to organize all of these people and workout the logistics of this event. As well, because it is a new idea, it will be challenging to determine interest. Furthermore, given that there is a broad range of “internally-focused” roles within SOs, it will be difficult to narrow down our focus to make this event successful.
Long-Term	If effective, this conference could be an annual event to help Executives with these portfolios share best practices, which will only better the MSU
How	<ol style="list-style-type: none"> 1. Discuss vision and logistics with USC Executive 2. Elicit feedback from other SOs of what they would want the event to be (Learning Outcomes) 3. Divide tasks and logistics (location, schedule, etc) 4. Attend conference 5. Evaluate event – was it useful? What did we learn? Continue for next year?
Partners	<ul style="list-style-type: none"> • VP Finance • USC VP Internal and VP Finance • Other SOs • MSU Staff

Objective 4	Supporting Faculty Societies in the Welcome Week Experience
Description	Faculty Societies support students throughout their time at Mac. During Welcome Week, they have some role but are oftentimes overlooked. With the new Welcome Week structure, we can now take a more active role in ensuring that Faculty Societies are supported in their event planning process, but are also able to connect with first year students.
Benefits	Allowing first year students to have meaningful relationships with their Faculty Societies (fostered through their reps) can help them to succeed during their time at Mac.
Difficulties	It can be challenging to understand what role we should take and how much support is required, given that every Faculty Society is unique in their size, scope and needs.
Long-Term	With effective training and greater involvement, we can make sure Faculty Societies are a valued part of the Welcome Week experience and that First Year students see them as a viable resource for their time at Mac.
How	<ol style="list-style-type: none"> 1. Attend Planner Training in May to meet with Faculty Society WW Planners 2. Connect with Campus Events to determine what role they

	<p>currently play and potential opportunities.</p> <ol style="list-style-type: none"> 3. Elicit feedback from members of Faculty Societies to determine what they would like out of their Welcome Week experience. 4. Develop the appropriate training for these reps 5. After Welcome Week, organize the opportunity for feedback from Faculty Societies (e.g. focus groups) to determine the needs/wants for WW 2014.
Partners	<ul style="list-style-type: none"> • Campus Events • SSC • Residence Life

Objective 5	The MSU & You Radio Show – Building Connections
Description	Each week, the MSU BoD hosts “The MSU & You” Radio show on CFMU 93.3. The listenership and attendance of the show has fluctuated over the past few years, but I plan on using the show as a means to connect with the community, highlight the work we do and allow people to be on the radio (who gets to do that anymore!)
Benefits	By being engaged with our radio show, we are communicating to students and the community through a different medium as well as highlighting all of the different parts of our organization and explaining some of the work we do.
Difficulties	The show happens at a set time each week and as the year progresses and my schedule fills up, it will be difficult to ensure that time can be devoted to the show. As well, finding new guests to bring on to the show weekly or bi-weekly.
Long-Term	With active use of our radio show, our listenership will increase
How	<ol style="list-style-type: none"> 1. Having at least 1 (preferably 2) BoD hosting the radio show 2. Inviting various members of our organization (and campus partners) to attend the show 3. Using Social Media channels to communicate the show to students, campus and the community 4. Brainstorming ideas for show themes (e.g. Welcome Week Show in August, Homecoming/Mac Show in October, etc)
Partners	MSU BoD MSU Staff PTMs SRA Members Campus Partners (e.g. SWC, Faculty Societies, ISS)

Top 5 Goals

Five (5) things that I would like to have prepared for or completed by the beginning of September:

1. A clean up of the MSU Committee Room
2. Develop (with Human Rights and Equity Services) and provide Anti-Oppression Training for PTMs/SRA members and Maroons
3. Working with Residence Life, the SSC, Campus Events and Faculty Societies, create meaningful roles for Faculty Society Reps during Welcome Week
4. Organize and execute SRA Orientation, the MSU Retreat and PTM Training, with participants feeling well-prepared for their roles and engaged with this organization
5. PTM/SRA Committees and Caucus YEARPlans submitted

Five (5) things that I would like to have completed during the Fall Term (1st Semester):

1. Volunteer and staff appreciation events as well as providing training/professional development opportunities
2. Evaluation of Welcome Week 2013, including structure and funding/finances, creating improvements for Welcome Week 2014
3. Begin brainstorming with various members of the MSU (FT Staff, VP (Finance) and PTMs) an effective way to conduct a Part-Time Wage Review
4. The successful execution of various projects alongside campus/community partners (e.g. Leadership Summit for Women)
5. Mid year self-evaluation and service evaluation

Five (5) things that I would like to have completed during the Winter Term (2nd Semester):

1. Advertise and hire the PTMs for 2013-2014
2. The successful execution of various projects alongside campus/community partners (e.g. Ignite Leadership Conference)
3. End of year self-evaluation and service evaluation
4. Organize and execute an effective Part-Time Wage Review
5. Facilitate a meaningful and successful transition for incoming PTMs, SRA members and the new Board of Directors (specifically the 2014-2015 Vice-President (Administration))
6. Run a successful Student Recognition Night