



## 2013-2014 Executive Board Meeting

**Topic:** Executive Board Meeting 13-25  
**Date & Time:** Thursday, February 27, 2014  
 2:30 pm  
**Place:** MSU Boardroom, MUSC room 201

**Items:**

1)	Adopt Agenda	
2)	Adopt Minutes EB 13-23, EB 13-24	
3)	EFRT Report	Laura Fox
4)	MAC Breadbin Report	Ellen Xu
5)	PSL Report	Krista Carlin
6)	QSCC Report	Jyssika Russell
7)	Advocacy Street Team Job Descriptions	D'Angela
8)	Horizons Executive Job Descriptions	D'Angela
9)	Maroons Executive Job Descriptions	D'Angela
10)	Sponsorship & Donations Committee Recommendations	Doucet
11)	Committee of the Whole – Service Reports	D'Angela

**Objectives**

- 1) Adopt Agenda
- 2) Adopt Minutes
- 3) Report
- 4) Report
- 5) Report
- 6) Report
- 7) Approval
- 8) Approval
- 9) Approval
- 10) Approval
- 11) Approval/Discussion
- 12) Provide Information & Answer Questions
- 13) Unfinished/Other Business
- 14) Time of Next Meeting and Motion to Adjourn

### Motions

7. **Moved** by \_\_\_\_, **seconded** by \_\_\_\_\_ that the Executive Board approve the following job descriptions for the Advocacy Street Team Executive:
  - External Groups Coordinator
  - Communications Coordinator
  - Logistics Coordinator
  - Campus Affairs Coordinator
  
8. **Moved** by \_\_\_\_, **seconded** by \_\_\_\_ that the Executive Board approve the following job descriptions for the Horizons Executive:
  - LDL Coordinator
  - Events Coordinator
  - Public Relations Coordinator

- Publications Coordinator
- Sessions Coordinator

9. **Moved** by \_\_\_\_, **seconded** by \_\_\_\_ that Executive Board approve the following job descriptions for the Maroons Executive:

- Athletics
- Social
- Public Relations and Promotions
- Representative

10. **Moved** by Doucet, **seconded** by \_\_\_\_ that the Executive Board approve the following recommendations of the Sponsorship & Donations Committee:

- \$250 donation to the McMaster University Choir.
- \$125 donation to the McMaster Curling Team.
- \$250 donation to Kristy Yiu.
- \$250 donation to Lily Liu.
- \$500 in sponsorship to High School Business Heroes.
- \$75 in donation to Diana Gresku.
- \$75 in donation to Kathryn Chan.
- \$150 in donation to Imaiya Ravichandran.

11. **Moved** by \_\_\_\_, **seconded** by \_\_\_\_ that the Executive Board move into Committee of the Whole to discuss Service Reports.

**Executive Board Meeting 13-25**  
**Thursday, February 27, 2014 @ 2:30pm**  
**MSU Main Boardroom, MUSC room 201**

**Call to order @ 2:34 pm**

**Present** Campbell, Doucet, Harper, Leslie, Mallon, Morrow, Wolwowitz  
**Late** Graham  
**Absent** D'Angela  
**Others Present** V. Scott (Recording Secretary), M. Wooder (SLDC), Ellen Xu (MAC Breadbin), Amy Lloyd (Horizons Coordinator), Laura Fox (EFRT Director), Jacob Klugsberg (TAC Coordinator)

**1. Adopt Agenda**

**Moved** by Mallon, **seconded** by Wolwowitz that the Executive Board adopt the agenda as presented.

**Passes by General Consent**

**2. Adopt Minutes**

**Moved** by Harper, **seconded** by Campbell that the Executive Board adopt the minutes of Executive Board meeting 13-23 – February 6, 2014 and 13-24 – February 13, 2014, as presented.

**Passes by General Consent**

**3. EFRT Report – Laura Fox presented**

- Fox summarized the report.

**Questions**

- Campbell asked what the training from SACHA was for. Fox responded that it was more for the inevitable situation of something happening on campus, and they wanted guidance on how to speak to the patients.
- Harper asked how they have been successfully marketing their First Aid courses. Fox responded that they use pamphlets and word of mouth.
- Mallon asked why the training budget was over due to the number of responders returning. Fox responded that responders do training and it lasts for two years, and needs to be recertified after that.
- Mallon asked how the bikes were. Fox responded that one of their bikes broke and they will need to purchase a new one.

**4. MAC Breadbin Report – Ellen Xu presented**

- Xu summarized the report.

**Questions**

- Campbell stated that he has had people approaching him asking about Good Food Box, and that it's good that the word is getting out.
- Doucet asked if they have gained access to their social media account yet. Xu responded that their twitter is linked through Facebook and that it's being updated that way.
- Morrow stated that the promotions for Good Food Box have been incredible and told them to keep it up.

**5. PSL Report – attached****Questions**

- Mallon asked if PSL was open during Reading Week. Campbell responded that it wasn't.
- Harper stated that he liked how they were keeping track of the types of calls coming in. He asked if the MSU was paying for the staff attending conferences. Doucet responded that they were, it was \$100 per person.
- Leslie pointed out that she was told that when reaching a volunteer it didn't feel personal, more scripted. Wooder responded that they have trained the volunteers to question and refer as they aren't qualified as counsellors.

**6. QSCC Report – attached****Questions**

- Mallon asked if QSCC had considered a space on campus for their mixer. Campbell responded that CIBC hall is pretty expensive. Mallon stated that this is something that could have been looked into. Wooder responded that they would have been looking for space that is historically welcoming to those attending. He added that Marauder's Den has been used in the past.

**7. Advocacy Street Team Job Descriptions**

**Moved** by Doucet, **seconded** by Morrow that the Executive Board approve the following job descriptions for the Advocacy Street Team Executive:

- External Groups Coordinator
  - Communications Coordinator
  - Logistics Coordinator
  - Campus Affairs Coordinator
- 
- Doucet explained that this was codifying the volunteer roles that have been done in the past couple of years. This way it can ensure the expectations of level of service.
  - Wooder explained that there should be mention of using Underground and the style guide.
  - Campbell stated that he would like to encourage the Board to be careful not to turn Advocacy being an independent service. Everything the MSU does is advocacy for students, so the main role is to be doing events and campaigns directed by the VP Ed.

**Vote on Motion**

**Passes Unanimously**

**8. Horizons Executive Job Descriptions**

**Moved** by Morrow, **seconded** by Mallon that the Executive Board approve the following job descriptions for the Horizons Executive:

- LDL Coordinator
  - Events Coordinator
  - Public Relations Coordinator
  - Publications Coordinator
  - Sessions Coordinator
- 
- Lloyd went over the job descriptions with the board.
  - Morrow stated that as someone who was an executive last year, the changes make sense.

- Wooder asked what the logic was behind changing the Public Relations position into External Relations and then having a Publications position.
- Lloyd responded that these positions were separate as Publications does the branding of the conference and the External Relations would be doing promotions and sponsorships for the conference.
- Morrow added that Publications is putting all the manuals, photos, and promotion materials together. The External Relations person will be approaching people for sponsorships and will be the number two contact on recruiting people.

#### 2:55 pm - Graham arrived

- Wooder added that the Publications job description should also be referring to using Underground.
- Lloyd asked if it would be a problem to try and enhance involvement of staff members after the conference. She explained that it was hard to implement events when it wasn't in the job description, such as following through with planning an event as no one would be working as Horizons staff anymore. She felt that she will try to enhance it this year, and if it goes well she would like to add it to the job descriptions.
- Campbell asked if the idea was to build in the expectation basis to stay involved and extend their commitment.
- Lloyd responded that that they could relate them to WW reps, where it's not in the job description but when the contract ends they are still encouraged to be involved after WW. She stated she was just making sure it would be okay to encourage that as part of the job.
- Campbell stated that he was okay for it not being in the job description for the time being.

#### Vote on Motion

**Passes Unanimously**

#### 9. Maroons Executive Job Descriptions

**Moved** by Graham, **seconded** by Wolwowicz that Executive Board approve the following job descriptions for the Maroons Executive:

- Athletics
  - Social
  - Public Relations and Promotions
  - Representative
- Campbell stated that they have to do the hiring of the executive before the general reps are hired.
  - Doucet asked if it would be okay to put off for a week, as there should be someone who could speak to the roles.
  - Wooder stated that they could put this forward as 'pending review'

**Moved** by Graham, **seconded** by Harper to postpone the Maroons Executive Job Descriptions until EB 13-26.

- Mallon stated that he would like someone to go over the changes.
- Leslie stated that she would like someone to clarify the job descriptions.

#### Vote to Postpone

**Passes Unanimously**

#### 10. Sponsorship & Donations Committee Recommendations

**Moved** by Doucet, **seconded** by Mallon that the Executive Board approve the following recommendations of the Sponsorship & Donations Committee:

- \$250 donation to the McMaster University Choir.
  - \$125 donation to the McMaster Curling Team.
  - \$250 donation to Kristy Yiu.
  - \$250 donation to Lily Liu.
  - \$500 in sponsorship to High School Business Heroes.
  - \$75 in donation to Diana Gresku.
  - \$75 in donation to Kathryn Chan.
  - \$150 in donation to Imaiya Ravichandran.
- 
- Doucet went through the report and requests with the Board.
  - Graham asked if all donations were given in full in the amount asked for.
  - Doucet responded that it varies, as \$250 is the maximum that can be given as a donation.
  - Harper asked if they could ask the applicants how they found out about the application on the form. Harper asked if all the decisions were based on paper, or do the groups come in and talk to the members of the Committee.
  - Doucet responded that it was rare for others to come to the meeting. He added that they usually give groups a second chance to apply if they didn't fill out the application correctly, or with not information, the first time. Doucet stated that if someone stated they wanted to come and present to the Committee, they could.
  - Leslie felt that this would be a good idea to have applicants come in to explain themselves.
  - Wolwovicz stated that they have done a good job in getting back to the students and that it shouldn't be mandatory to make all applicants come and speak at the meetings. It would be too time consuming.
  - Morrow asked how they looked at MACserve.
  - Wooder responded that MACserve wasn't looked at as MACserve, but as individual applicants.
  - Campbell asked what High School Business Heroes was.
  - Mallon responded that it was a business case competition for High Schools hosted at McMaster.

#### **Vote on Motion**

**Passes Unanimously**

#### **11. Committee of the Whole – Service Reports**

**Moved** by Mallon, **seconded** by Campbell that the Executive Board move into Committee of the Whole to discuss Service Reports.

**Passes Unanimously**

**Moved** by Wolwovicz, **seconded** by Mallon that the Exwcutive Board move out of Committee of the Whole and to Rise and Report.

**Passes by General Consent**

#### **Rise and Report**

- Campbell reported that the Board went over the reports from the previous week and had the following feedback to give to the services:
  - **Maroons:** How is the Ath&Rec relationship this year/lately (since it has been strained at times in the past)? While the mentorship program has struggled at times this year, it's a very good concept! We hope it continues in some form next year. What is the procedure for choosing reps? Also, we were wondering if there is a specific ratio that is aimed for in hiring new vs old

reps. We know that there is an extensive process for laying out expectations for reps at the beginning of the year (in hiring, training, etc). Could we hear about what these different steps are? Is there any way that additions to this process could help with the difficulty throughout the year of rep retention? Maroons have a fantastic presence at a lot of the main varsity sports. Do you ever attend any of the lesser-known varsity sports to show support? If not, could you?

- **SCSN:** Josh has done a really good job this year with moving the focus of the service from enforcement to more advocacy and community relations. Could we get an update on how the information sessions in residence went for students who are moving off campus? SCSN often has trouble making connections with first years we feel, especially in residence – are there any other ideas we could try for better establishing this connection?
- **SWHAT:** Excellent report! This could be used as a template during training of other PTMs. We really appreciate the formatting and the use of easily understandable data, especially the comparative data between this year and last. Has there been any thought given to training some volunteers before the end of April this year, in order to help SWHAT be open for more hours during Welcome Week 2014?
- **TAC:** Jacob was there, so we asked questions of him directly. We asked a couple of questions around the number of nominations he's received, and so on. He gave us an update on a planned future collaboration with GSA in presenting the TA awards. He is going to bring this to EB again more formally next week.
- **QSCC:** We decided not to discuss this report this week, since they also reported today.

## 12. Information and Question Period

- Graham thanked everyone who has contributed to the Wall of Debt. He explained that he had heard a lot of cool things from other schools, and that they are impressed with how our campaign was being run. Graham brought up the fact that they will be having a discussion on CASA soon, as there has been some dissatisfaction with them and how they are changing their organization. He explained that they will be bringing their concerns to the next CASA AGM. Graham added that the concerns aren't isolated to the MSU. Graham reported that in a few weeks they will be hosting the OUSA Campus Roundtable on teaching and learning.
- Doucet reported that the budgeting process is going well. Doucet reported that they are trying to be more involved in the University budgeting process, and that he will be having a meeting with the Provost after EB with concerns. He explained that he was hoping that it would become another lobbying mechanism that the MSU could continue to do in the future. Doucet reported that he and D'Angela have done the part-time wage review, and that it will be coming forward to the SRA.
- Mallon reported that the person who tampered with the DCS Experience Survey was discovered, and that he and Jimmy Long met with DCS on Tuesday morning to say that they should be fired from the DCS Executive. When they arrived they were informed that the person was indeed fired from their position. Mallon reported that discussions were held for over an hour and some of the topics included having a joint transition between DCS and SRA Business, helping out on constitutional changes, online voting using the MSU, and discussions between DCS and the SRA being mediated by a third party. Mallon felt that these were huge steps to the right direction.
- Wolwovicz announced that MMT is putting on Fiddler on the Roof until Saturday, March 1.
- Wooder announced that PANGEA is this weekend, and it's the largest cultural event on Campus. Dodge! For a Good Cause will be held on March 8, with the recipient being Humanity First. Wooder reported that since the tampering with the DCS survey the MSU had their web company put a stop gap on survey sites, and they now have intermediary step to getting to the survey site from the link, participants will be directed to a landing site inviting them to log in before proceeding to the link.
- Klugsberg and Xu brought up a concern about PAC and how they have found posters not being put up in a timely manner, including some of their own posters along with other services.
- Campbell thanked Klugsberg and Xu for bringing that to the Board's attention.

**13. Adjournment and Time of Next Meeting**

**Time of Next Meeting:**

**Thursday, March 6, 2014  
2:30 p.m.  
MSU Boardroom, MUSC room 201**

**Moved** by Morrow, **seconded** by Wolwovicz that the meeting be adjourned.

**Passes by General Consent**

Meeting adjourned @ 4:01 pm

/vs



# REPORT

*From the office of the...*

## Emergency First Response Team

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TO: Members of the Executive Board  
FROM: Laura Fox  
SUBJECT: Emergency First Response Team Report  
DATE: February 27th, 2014

### UPDATE

Second semester has been running smoothly for the EFRT. Number of calls and SFA revenue have both increased since last year. We have completed the mid year evaluations of our responders, and are looking forward to attending and competing at conferences in the next several weeks. We are hoping to find an extra storage space for our SFA courses, as the amount of equipment has accumulated as our courses increase in size.

### SERVICE USAGE

Since the beginning of the school year, the EFRT has received 497 calls in total. The EFRT has been able to divert 388 of these calls from Hamilton EMS, while 91 have been sent to the hospital via ambulance, and 18 sent to the McMaster University Medical Centre via Security Services. The majority of these calls have been musculoskeletal or soft tissue, and have had a response time of 3 minutes or less. This is an increase in number of calls from last year at this time.

### PAST EVENTS, PROJECTS & ACTIVITIES

The EFRT has successfully completed the mid year evaluation of all of the responders currently running shifts by evaluating responders as they completed two situations individually. It was great to see all the responders practicing their skills, and to see how much the new rookies have improved over the year.

The focus of our February training was psychiatric emergencies. We were lucky to have a speaker from the SACHA attend to give us more information on how best to approach calls for sexual assaults.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the next several weeks, representatives from the EFRT will be attending a Canadian and a North American conference for campus response teams, where we will have teams compete in the skills competitions. We are also planning PR week for the second week in March, where the EFRT PR board and responders will attend different locations throughout campus to raise awareness about our service.

## BUDGET

As mentioned last meeting, our training budget will be over due to the greater number of responders returning to respond. The team uniforms budget should be able to cover most of this increased cost. Our team supplies budget, though it was over last year, should be within the budget line for this year, despite going over significantly last year, due to the fact that we replaced most of our larger supplies last year. However, we are also purchasing a new bike, which was unexpected, which will add extra cost.

## CURRENT CHALLENGES

The SFA courses for the EFRT have increased in size over the past several years. This has resulted in an increase in supplies needed for the courses, such as the number and size of the manikins. We are having some difficulty finding storage space for the supplies needed for the courses. It would be great if there were any recommendations regarding extra storage space, or a storage closet, that could be used to store the equipment.

## SUCSESSES

The EFRT SFA courses have continued to be very popular, and most of them have reached the capacity for number of students. Responders are excited to attend several conferences in the upcoming weeks to represent the EFRT nationally and internationally, and to defend the first place finish at the North American conference last year. Lastly, our responders performed very well on their mid year evaluations. It was great to watch all their hard work and training pay off.



# REPORT

*From the office of the...*

## MAC Bread Bin

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TO: Members of the Executive Board  
FROM: Ellen Xu  
SUBJECT: MAC Bread Bin Report #4  
DATE: February 27, 2014

### UPDATE

Since our last report, MAC Bread Bin have made significant advancements in various aspects. We have seen significant increases in both voucher applications and Good Food Box orders in the month of February. Currently, the Bread Bin team is mainly focused on planning our annual Feed the Bus event to be held in the week of March 10<sup>th</sup>. Additionally Meal Exchange will introduce two new events this year, Local Food Day and Skip a Meal, both of which will be held in March as well. We will continue to promote Bread Bin efficiently and hopefully reach out to more students in need.

### SERVICE USAGE

In the month of February so far, Bread Bin has received 17 voucher requests and 43 Good Food Box orders. The significant increase in Good Food Box orders was most likely due to the email update, notifying everyone of this program. Based on this success, we promoted the service using MUSC tables, which resulted in more acknowledgement from the student body.

### PAST EVENTS, PROJECTS & ACTIVITIES

To increase awareness of MACBread Bin and Good Food Box, we have promoted both services efficiently at the tables in MUSC. Throughout our meetings, we engaged in various arts and crafts activities to decorate Bristol boards for promotional purposes, allocating contact responsibilities, and brainstorming for Feed the Bus.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

Our main event, Feed the Bus, will be held in the week of March 10<sup>th</sup>. We have already finished contacting campus security, Attridge bus company, and Neighbour to Neighbour, the organization our collected proceeds will contribute to.

Additionally, Meal Exchange has decided to introduce a new event called 'Local Food Day' to be held on March 13<sup>th</sup>. For this event, we will be handing out locally grown produce with recipe cards and information attached to students walking by. This not only promote eating locally but also provide ways to incorporate such foods into your cooking.

Furthermore, Meal Exchange will be bringing back 'Skip a Meal', where students will be encouraged to donate a minimum of \$5 off of their Meal Plan to the less fortunate. It has already been approved by hospitality and we are just figuring out the dates and logistics of the process.

## BUDGET

We have used much of our budget in the last month for mainly promotional purposes. Using up the allocated budget for advertising and promotions this year, I suggest distributing more money towards this area for future years. From Underground alone, we have spent approximately \$700 there on posters, window posters, banners, cards, and coffee sleeves. Externally, we ordered \$763 worth of promotional items for Feed the Bus.

## CURRENT CHALLENGES

Despite making strides in promoting Bread Bin through traditional methods (posters etc), our social media network is still rather weak. We are hoping to work on expanding and improving the Twitter account in the upcoming weeks.

## SUCSESSES

We have improved in our outreach to students in the past month. Many voucher applicants were first-time users who have not heard of the service until recently. Hopefully our information cards in the Student Wellness Center along with more tabling in MUSC will enable us to inform and help more peers in need.

## OTHER



# REPORT

*From the office of the...*

## Peer Support Line

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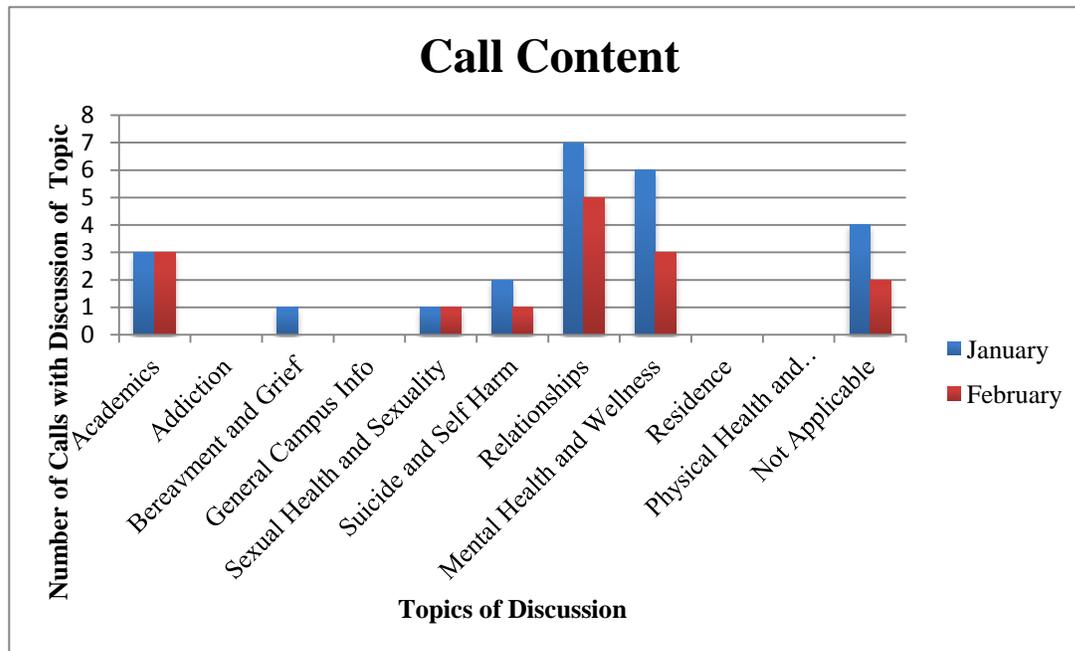
TO: Members of the Executive Board  
FROM: Krista Carlin  
SUBJECT: Peer Support Line Report  
DATE: Thursday, February 27<sup>th</sup>, 2014

### UPDATE

- The service is running smoothly and we are beginning to notice consistency with our call volume

### SERVICE USAGE

Total # of calls- January: 15  
Total # of calls- February: 12



### PAST EVENTS, PROJECTS & ACTIVITIES

- Hired the incoming executive team
- Volunteer recruitment campaign

## UPCOMING EVENTS, PROJECTS & ACTIVITIES

- 4 delegates will be attending Unleash the Noise- Canada's Student-led Mental Health Innovation Summit
- Peer Listeners are participating in the MSU #TodayIFeel mental health campaign
- Beginning the incoming Peer Listener hiring process
- Designing the training weekend on March 22<sup>nd</sup> and 23<sup>rd</sup>

## BUDGET

- We have used 76.79% of our current budget, with several upcoming expenses (delegate sponsorship and training costs)
- May need to explore options regarding additional funds

## CURRENT CHALLENGES

- Our budget is the most pressing concern
- Identifying

## SUCCESSSES

- Period of 7 days where we had a call each night
- Large number of candidates for the Peer Listener positions of 2014-2015



# REPORT

*From the office of the...*

## QSCC

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TO: Members of the Executive Board  
FROM: Jyssika Russell  
SUBJECT: Queer Students Community Centre Report 3  
DATE: February 28, 2014

### UPDATE

The QSCC is currently planning several small events, as well as our annual mixer.

### SERVICE USAGE

Service usage has continued as usual since the last report.

### PAST EVENTS, PROJECTS & ACTIVITIES

Our Admin Exec Alvin has been working on a web catalog of our library offerings, which is an amazing step forward in outreach to those who are less comfortable entering the space. We will be asking for the help of volunteers to help compile the catalog during shifts.

We have finally hosted our Ace (Asexual spectrum) discussion night. Past ace events had max attendance of five, whereas this session had interest from over a dozen people. This shows that we're effectively accessing an underserved population and building a community. We are at the forefront of queer student organizations for ace programming.

After the success of the last Mohawk/McMaster collaboration, both of us have expressed interest in having a second collaborative event.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the upcoming weeks, we have scheduled a photo scavenger hunt downtown to engage in the community, a Mean Girls quote-a-long movie showing, and a Get Active games night.

We are also planning our mixer, and are currently talking about solidifying it as an annual Masque(e)rade, hoping to add to the hype and create a unique and marketable repeat event on campus to help outreach. We have confirmed our location, and are currently sorting out finer details.

### BUDGET

Our budget is on track as mentioned in the past report. We will most likely be under budget on our formal expenses and may be over budget on our volunteer appreciation.

## CURRENT CHALLENGES

In this year's year plan, we were hoping to find a fully accessible venue for our mixer. Unfortunately, we were unable to find a licensed, wheelchair accessible space that was large enough for our mixer. Possible solutions for this next year include hosting the event on campus (CIBC Hall) or securing licensing ourselves to expand our venue options.

## SUCSESSES

Focused discussion groups such as the Ace discussion proved very successful. We've also been seeing success from posters for our book club and newcomers meetings.



# MEMO

*From the office of the...*

## Vice-President (Administration)

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TO: Executive Board  
FROM: Anna D'Angela  
SUBJECT: Approval of the Advocacy Executive Job Descriptions  
DATE: February 11, 2014

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Hi All,

I have put forward a motion to approve the Advocacy Executive Job Descriptions. To provide some context, I have attached a summary of the positions, written by Rebecca McDougall (Advocacy Coordinator).

*Over the past three years, the Advocacy Street Team (AST) has interviewed and selected applicants for a variety of executive positions. Until this year, the positions were promoted through Facebook and other informal channels. This year, job descriptions were drafted and uploaded onto the jobs portal of the MSU website. In order to achieve continuity and allow the Advocacy Street Team to continue to grow, we would love for these positions to be approved by the Executive Board and used annually for the hiring of an Advocacy Street Team executive.*

*Four executive positions have been developed that allow for improved work flow and increased engagement.*

- *The Logistics Coordinator was created in order to help organize events and coordinate volunteers. This year, our volunteer team has expanded to over 20 individuals and the Logistics Coordinator liaises with them on a regular basis in order to schedule them for events.*
- *The External Groups Coordinator was created in order to ensure that another member of the Advocacy Street Team is highly knowledgeable surrounding OUSA and CASA. This year, the position has proved to be highly valuable as External Groups Coordinator has trained the Street Team about OUSA in preparation for OUSA events.*
- *The Campus Affairs Coordinator was created to ensure that a member of the executive be knowledgeable and aware of other events and campaigns around campus. This year, the Campus Affairs Coordinator has liaised with SHEC in preparation for their exam stress busters.*
- *The Communications Coordinator was created in order to enhance our social media presence. The Advocacy Street Team operates a Twitter and Facebook account, which is the duty of the Communications Coordinator*

*to maintain. This year, the Communications Coordinator has had an integral role in order developing the monthly Advocacy newsletter that will be launching next semester.*

*The Advocacy Street Team executive, in conjunction with the Coordinator and VP Education, help to develop events and implement programming. Additionally, the executive attend all Street Team meetings and play an integral role with the success of all Advocacy events.*

I think the success of the Advocacy Street Team is due in part to the formalization of these executive positions. By approving these Job Descriptions through Executive Board, we will be able to solidify their role in the AST for years to come.

Should you have any questions, please feel free to direct them to either myself or Rebecca McDougall ([advocacy@msu.mcmaster.ca](mailto:advocacy@msu.mcmaster.ca))

Regards,

Anna



# JOB DESCRIPTION

Volunteer

**Position Title:** Advocacy Street Team - Campus Affairs Coordinator

**Term of Office:** September 1- April 30

**Supervisor:** Advocacy Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 3 hours per week

## General Scope of Duties

The Campus Affairs Coordinator is responsible for staying informed about what is going on around campus in terms of elections and University Affairs. They must then communicate this information to the Advocacy Coordinator and Street Team to develop programming

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	20%	➤ Must provide updates to the Advocacy Street Team regarding anything related to campus affairs
Communications Function	40%	➤ Responsible for staying updated with the any elections that are going on, on campus ➤ Responsible for keeping up to date with the activities of the University Affairs Committee
Event Planning	20%	➤ Work closely with the coordinator to help organize events related to internal elections
Other	20%	➤ Other tasks as assigned by the Advocacy Coordinator

## Knowledge, Skills and Abilities

- Organization and time management skills
- Communication skills
- Ability to work in groups and individually

## Effort & Responsibility

- Responsible for staying informed about events on campus related to Advocacy
- Responsible for communicating this information to the Advocacy Street Team

## Working Conditions

- Work in shared office

- Hours may exceed 3 hours / week at peak times

### **Training and Experience**

- Event planning experience
- Leadership experience
- Training will be provided

### **Equipment**

- Equipment such as computer must be provided by applicant



# JOB DESCRIPTION

Volunteer

**Position Title:** Advocacy Street Team - External Groups Coordinator

**Term of Office:** September 1 - April 30

**Supervisor:** Advocacy Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 3 hours per week

## General Scope of Duties

Responsible for staying informed about external groups such as OUSA, CASA and municipal, provincial and federal elections and communicating this to the Advocacy Street team in order to develop programming

## Major Duties and Responsibilities

Category	Percent	Specifics
OUSA/CASA	40%	<ul style="list-style-type: none"> <li>➤ Responsible for staying informed with all OUSA and CASA campaigns</li> <li>➤ Work with the coordinator in order to run OUSA and CASA related events</li> </ul>
Supervisory	20%	<ul style="list-style-type: none"> <li>➤ Provide training sessions on OUSA and CASA in conjunction with the Advocacy Coordinator to the Advocacy Street Team</li> </ul>
Other	40%	<ul style="list-style-type: none"> <li>➤ Responsible for being informed of all municipal, provincial and federal elections and working with the coordinator to develop informative events or material for students.</li> <li>➤ Other tasks as assigned by the Advocacy Coordinator</li> </ul>

## Knowledge, Skills and Abilities

- Organization and time management skills
- Communication skills
- Ability to work in groups and individually
- Knowledge of OUSA/CASA
- Knowledge of Canadian politics (especially as it relates to Post-Secondary Education)

### **Effort & Responsibility**

- Responsible for planning a variety of events and programming related to external groups

### **Working Conditions**

- Work in shared office
- Hours may exceed 3 hours / week at peak times

### **Training and Experience**

- Event planning experience
- Leadership experience
- Training will be provided

### **Equipment**

No equipment is provided



# JOB DESCRIPTION

Volunteer

**Position Title:** Advocacy Street Team - Logistics Coordinator

**Term of Office:** September 1 – April 30

**Supervisor:** Advocacy Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 3 hours per week

## General Scope of Duties

The Logistics Coordinator would be responsible for working with the Advocacy Street Team in order to plan and implement a variety of events throughout the year.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	20%	<ul style="list-style-type: none"> <li>➤ Responsible for working with the Advocacy Street Team to plan different events</li> <li>➤ Responsible for ensuring that volunteers are scheduled and attend events</li> </ul>
Logistics	40%	<ul style="list-style-type: none"> <li>➤ Responsible for booking and scheduling tables for events in various locations, including the MUSC</li> <li>➤ Responsible for the organization and logistics of events, in coordination with the Advocacy Coordinator</li> </ul>
Communications Function	20%	<ul style="list-style-type: none"> <li>➤ Taking minutes at meetings and sending updates to the Advocacy Street Team</li> </ul>
Other	20%	<ul style="list-style-type: none"> <li>➤ Other administrative and logistical tasks as assigned by the Advocacy Coordinator</li> </ul>

## Knowledge, Skills and Abilities

- Organization and time management skills
- Communication skills
- Ability to work in groups and individually

## Effort & Responsibility

- Responsible for logistical aspects of events
- Good knowledge of event planning resources on campus would be an asset

### **Working Conditions**

- Work in shared office
- Hours may exceed 3 hours / week at peak times

### **Training and Experience**

- Event planning experience
- Leadership experience
- Training will be provided

### **Equipment**

- Equipment such as computer must be provided by applicant



# JOB DESCRIPTION

Volunteer

**Position Title:** Advocacy Street Team - Communications Coordinator

**Term of Office:** September 1- April 30

**Supervisor:** Advocacy Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 3 hours per week

## General Scope of Duties

The Communications Coordinator is responsible for working with the Advocacy Coordinator to ensure that promotional materials are created and displayed around campus and on social media platforms

## Major Duties and Responsibilities

Category	Percent	Specifics
Communications Function	60%	<ul style="list-style-type: none"><li>➤ Responsible for printed promotional material</li><li>➤ Responsible for maintaining the Advocacy Twitter and Facebook accounts</li><li>➤ Responsible for contacting promotions outlets on campus, in order to promote events</li></ul>
Advertising & Promotions Function	20%	<ul style="list-style-type: none"><li>➤ Responsible for the creation and development of a monthly newsletter in conjunction with the Advocacy Coordinator</li></ul>
Other	20%	<ul style="list-style-type: none"><li>➤ Other tasks as assigned by the Communications Coordinator</li></ul>

## Knowledge, Skills and Abilities

- Organization and time management skills
- Communication skills
- Ability to work in groups and individually

## Effort & Responsibility

- Responsible for maintaining social media channels
- Responsible for developing promotional materials

## Working Conditions

- Work in shared office

- Hours may exceed 3 hours / week at peak times

### **Training and Experience**

- Social media skills
- Design experience
- Leadership experience
- Training will be provided

### **Equipment**

- No equipment is supplied



# JOB DESCRIPTION

Volunteer

**Position Title:** Advocacy Street Team - Logistics Coordinator

**Term of Office:** September 1 – April 30

**Supervisor:** Advocacy Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 3 hours per week

## General Scope of Duties

The Logistics Coordinator would be responsible for working with the Advocacy Street Team in order to plan and implement a variety of events throughout the year.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	20%	<ul style="list-style-type: none"> <li>➤ Responsible for working with the Advocacy Street Team to plan different events</li> <li>➤ Responsible for ensuring that volunteers are scheduled and attend events</li> </ul>
Logistics	40%	<ul style="list-style-type: none"> <li>➤ Responsible for booking and scheduling tables for events in various locations, including the MUSC</li> <li>➤ Responsible for the organization and logistics of events, in coordination with the Advocacy Coordinator</li> </ul>
Communications Function	20%	<ul style="list-style-type: none"> <li>➤ Taking minutes at meetings and sending updates to the Advocacy Street Team</li> </ul>
Other	20%	<ul style="list-style-type: none"> <li>➤ Other administrative and logistical tasks as assigned by the Advocacy Coordinator</li> </ul>

## Knowledge, Skills and Abilities

- Organization and time management skills
- Communication skills
- Ability to work in groups and individually

## Effort & Responsibility

- Responsible for logistical aspects of events
- Good knowledge of event planning resources on campus would be an asset

### **Working Conditions**

- Work in shared office
- Hours may exceed 3 hours / week at peak times

### **Training and Experience**

- Event planning experience
- Leadership experience
- Training will be provided

### **Equipment**

- Equipment such as computer must be provided by applicant



# JOB DESCRIPTION

Volunteer

**Position Title:** Advocacy Street Team - External Groups Coordinator

**Term of Office:** September 1 - April 30

**Supervisor:** Advocacy Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 3 hours per week

## General Scope of Duties

Responsible for staying informed about external groups such as OUSA, CASA and municipal, provincial and federal elections and communicating this to the Advocacy Street team in order to develop programming

## Major Duties and Responsibilities

Category	Percent	Specifics
OUSA/CASA	40%	<ul style="list-style-type: none"> <li>➤ Responsible for staying informed with all OUSA and CASA campaigns</li> <li>➤ Work with the coordinator in order to run OUSA and CASA related events</li> </ul>
Supervisory	20%	<ul style="list-style-type: none"> <li>➤ Provide training sessions on OUSA and CASA in conjunction with the Advocacy Coordinator to the Advocacy Street Team</li> </ul>
Other	40%	<ul style="list-style-type: none"> <li>➤ Responsible for being informed of all municipal, provincial and federal elections and working with the coordinator to develop informative events or material for students.</li> <li>➤ Other tasks as assigned by the Advocacy Coordinator</li> </ul>

## Knowledge, Skills and Abilities

- Organization and time management skills
- Communication skills
- Ability to work in groups and individually
- Knowledge of OUSA/CASA
- Knowledge of Canadian politics (especially as it relates to Post-Secondary Education)

### **Effort & Responsibility**

- Responsible for planning a variety of events and programming related to external groups

### **Working Conditions**

- Work in shared office
- Hours may exceed 3 hours / week at peak times

### **Training and Experience**

- Event planning experience
- Leadership experience
- Training will be provided

### **Equipment**

No equipment is provided



# JOB DESCRIPTION

Volunteer

**Position Title:** Advocacy Street Team - Campus Affairs Coordinator

**Term of Office:** September 1- April 30

**Supervisor:** Advocacy Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 3 hours per week

## General Scope of Duties

The Campus Affairs Coordinator is responsible for staying informed about what is going on around campus in terms of elections and University Affairs. They must then communicate this information to the Advocacy Coordinator and Street Team to develop programming

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	20%	➤ Must provide updates to the Advocacy Street Team regarding anything related to campus affairs
Communications Function	40%	➤ Responsible for staying updated with the any elections that are going on, on campus ➤ Responsible for keeping up to date with the activities of the University Affairs Committee
Event Planning	20%	➤ Work closely with the coordinator to help organize events related to internal elections
Other	20%	➤ Other tasks as assigned by the Advocacy Coordinator

## Knowledge, Skills and Abilities

- Organization and time management skills
- Communication skills
- Ability to work in groups and individually

## Effort & Responsibility

- Responsible for staying informed about events on campus related to Advocacy
- Responsible for communicating this information to the Advocacy Street Team

## Working Conditions

- Work in shared office

- Hours may exceed 3 hours / week at peak times

### **Training and Experience**

- Event planning experience
- Leadership experience
- Training will be provided

### **Equipment**

- Equipment such as computer must be provided by applicant



# MEMO

*From the office of the...*

## Horizons Coordinator

---

TO: Executive Board  
FROM: Amy Lloyd- Horizons Future Student Leaders Conference  
SUBJECT: Planning Team Job Description Updates  
DATE: February 21, 2014

---

I have made multiple alterations to the Job Descriptions of the Horizons Planning Team positions due to them being quite outdated (last update in 2004). Following is a brief summary of the changes made to each position.

### **All**

Working Conditions and Equipment sections were added as per Jess Bauman to increase consistency across all MSU JDs. Start dates were changed to March 1<sup>st</sup> as this is an appropriate date for the Coordinator to aim for in the future. Reference to Planning Group was changed to Planning Team and Project Director changed to Coordinator.

### **LDL Coordinator**

Changed the name from CST Coordinator to LDL as well as refocused many of the responsibilities towards the coordination of the LDL team. The CST will now be referred to as SET and the coordination of this team has been added as a responsibility to all Planning Team positions. Other responsibilities were added or removed as seen fit.

### **Events Coordinator**

General Planning Team responsibilities were added. Removed responsibilities of supervising a committee, as this is not applicable to Horizons.

### **Sessions Coordinator**

General Planning Team responsibilities were added. Removed responsibilities of supervising a committee, as this is not applicable to Horizons.

### **Publications Coordinator**

General Planning Team responsibilities were added as well as individual responsibilities. Overall increase upon the details regarding what the position entails. Removed responsibilities of supervising a committee, as this is not applicable to Horizons.

### **External Relations Coordinator**

The title of the position was changed in hopes of making the title more descriptive of the position without having to read the details of the JD. The term external is a more appropriate title for the position as it revolves around dealing with those who are external to the MSU itself. General Planning Team responsibilities were added. Removed responsibilities of supervising a committee, as this is not applicable to Horizons.



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	<b>Horizons Events Coordinator</b>
<b>Term of Office:</b>	<a href="#">January 27, March 1</a> to August 30
<b>Supervisor:</b>	<a href="#">Project Director</a> / <a href="#">Horizons Coordinator</a>
<b>Remuneration:</b>	Volunteer position
<b>Hours of Work:</b>	3-5 hours per week (minimum) with hours of work increasing as the event date approaches

## General Scope of Duties

The Events Coordinator is responsible ~~to plan for~~ [planning](#) inclusive social events for the Horizons conference for incoming first year students, in conjunction with the Horizons Planning [Group Team](#) including but not limited to, opening and closing ceremonies, evening activities, etc.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	20%	<ul style="list-style-type: none"> <li>▪ <del>Schedule and chair regular meetings of the Horizons Events subcommittee</del></li> <li>▪ <del>Prepare in advance all meeting agendas</del> <ul style="list-style-type: none"> <li>▪ <del>Contact committee members</del></li> <li>▪ <del>Help Project Director</del> <a href="#">Assist the Coordinator</a> with selection and training of volunteers</li> <li>▪ <a href="#">Contribute to the management of the Special Errands Team (SET) during the conference</a></li> <li>▪ <del>Supervise committee volunteers</del></li> </ul> </li> </ul>
Financial & Budgeting Function	10%	<ul style="list-style-type: none"> <li>▪ Research items needed of events proposed and present to the <del>Project Director</del> <a href="#">Coordinator</a></li> </ul>
Communications Function	10%	<ul style="list-style-type: none"> <li>▪ Submit proposed events to the Horizons Planning <a href="#">Group Team</a></li> <li>▪ Attend all Horizons Planning <a href="#">Group Team</a> meetings</li> <li>▪ <a href="#">Work with the other Planning Team members to plan and conduct the volunteer application and interview process</a></li> </ul>
Other	60%	<ul style="list-style-type: none"> <li>▪ Coordinate and execute all social events for Horizons</li> <li>▪ <a href="#">Organize the food for the conference</a></li> <li>▪ <a href="#">Arrange a keynote speaker for the conference</a></li> <li>▪ Other tasks as assigned by the <del>Project Director</del> <a href="#">Coordinator</a></li> </ul>

## Knowledge, Skills and Abilities

- Organization and time management skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- [Creativity](#)
- [Teamwork](#)
- Communication skills

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### **Effort & Responsibility**

- Attention to detail
- Responsible for the overall success of the conference

### **Working Conditions**

- [Time demands may exceed stated hours of work, especially as the conference approaches](#)

### **Training and Experience**

- Computer skills are an asset
- Experience with previous/other leadership conference
- Risk Management training skills are an asset

### **Equipment**

- [Basic computer software and internet use](#)

DRAFT



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Horizons <a href="#">CST-Leadership Developer Logistics (LDL)</a> Coordinator
<b>Term of Office:</b>	<a href="#">April-March</a> 1 to August 30 <del>4</del>
<b>Supervisor:</b>	Horizons <a href="#">DirectorCoordinator</a>
<b>Remuneration:</b>	Volunteer position
<b>Hours of Work:</b>	5 hours per week (minimum), with hours of work increasing as the event date approaches

## General Scope of Duties

The [CST-LDL](#) Coordinator is responsible for selecting, training and organizing the [Conference Support Team Leadership Developer Logistics \(LDL\) team](#) in conjunction with the Horizons [DirectorCoordinator](#), while supporting [other Planning Team members with their assigned tasks.](#)

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	40%	<ul style="list-style-type: none"> <li>▪ Aid in the selection of the <a href="#">Conference Support Leadership Development Logistics</a> † Team</li> <li>▪ Organize and administer training for the <a href="#">Conference Support Team LDLs</a></li> <li>▪ <a href="#">Contribute to the management of the Special Errands Team (SET) during the conference</a></li> <li>▪ Oversee the smooth operation of the <a href="#">Conference Support Team LDLs</a>, in addition to scheduling and chairing <a href="#">Conference Support Team LDL</a> debriefing sessions each day</li> </ul>
Communications Function	40%	<ul style="list-style-type: none"> <li>▪ <del>Create the Conference Support Team Manual, including a risk management plan</del></li> <li>▪ Maintain active communication with the <a href="#">Conference Support Team LDLs</a> throughout the <a href="#">summer entire conference</a></li> <li>▪ Maintain active communication with the Sessions Coordinator(s) and Event Coordinator(s) to aid in scheduling and with the incorporation of conference policies and safety throughout the conference</li> <li>▪ <a href="#">Work with the other Planning Team members to plan and conduct the volunteer application and interview process</a></li> <li>▪ Book and organize the use of communication equipment for the conference</li> </ul>
Other	20%	<ul style="list-style-type: none"> <li>▪ <del>Responsible for the set-up and take-down of all major events during the conference and ensuring smooth transitions between events and sessions with the rest of the Conference Support Team</del></li> <li>▪ <a href="#">Responsible for the overall logistics of the conference</a></li> <li>▪ <a href="#">Other tasks as assigned by the Horizons DirectorCoordinator</a></li> </ul>

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- [Create the LDL Manual, including a risk management plan](#)

### **Knowledge, Skills and Abilities**

- Organization and time management skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- [Teamwork](#)
- Creativity
- Strong communication [S](#)skills

### **Effort & Responsibility**

- Attention to detail
- Responsible for the overall success of the conference

### **Working Conditions**

- [Time demands may exceed stated hours of work, especially as the conference approaches](#)

### **Training and Experience**

- Experience with previous/other [youth](#)-leadership conferences
- Risk-management skills are an asset
- Management experience an asset

### **Equipment**

- [Basic computer software and internet use](#)
- [Use of communication equipment during conference \(including, but not limited to, walkie-talkies\)](#)



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Horizons <del>Public-External</del> Relations Coordinator
<b>Term of Office:</b>	<del>January 27-March 1</del> to August 30
<b>Supervisor:</b>	<del>Project Director</del> Horizons Coordinator
<b>Remuneration:</b>	Volunteer position
<b>Hours of Work:</b>	3-5 hours per week (minimum), with hours of work increasing as the event date approaches

## General Scope of Duties

The ~~Public-External~~ Relations Coordinator is responsible for soliciting donations (both financial and product) ~~and to promote along with promoting~~ the Horizons conference ~~for to~~ incoming first year students, in conjunction with the Horizons Planning ~~Group Team~~.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	<del>20</del> 10%	<ul style="list-style-type: none"> <li><del>• Schedule and chair regular meetings of the Horizons Public-Relations sub-committee</del></li> <li><del>• Prepare in advance all meeting agendas</del></li> <li><del>• Contact committee members</del></li> <li><del>• Help the Project Director Assist the Coordinator</del> with the selection and training of volunteers               <ul style="list-style-type: none"> <li>▪ <del>Contribute to the management of the Special Errands Team (SET) during the conference</del></li> <li>▪ <del>Supervise committee members</del></li> </ul> </li> </ul>
Financial & Budgeting Function	10%	<ul style="list-style-type: none"> <li>▪ Research items needed for <del>events proposed public relations strategies</del> and present it to the <del>Project Director</del>Coordinator</li> </ul>
Communications Function	<del>40</del> 20%	<ul style="list-style-type: none"> <li><del>• Submit proposed publications to the Horizons Planning Group</del></li> <li>▪ <del>Represent Promote</del> Horizons at various University events (i.e. <del>Tour days May @ Mac</del>, etc)               <ul style="list-style-type: none"> <li>▪ <del>Work with the Horizons Publications Coordinator to design any and all promotional materials</del></li> <li>▪ Attend all Horizons Planning <del>Group Team</del> meetings</li> <li>▪ <del>Work with the other Planning Team members to plan and conduct the volunteer application and interview process</del></li> </ul> </li> </ul>
Other	60%	<ul style="list-style-type: none"> <li>▪ Develop a sponsorship package with the Horizons Planning <del>Group Team (working closely with the Publications Coordinator)</del></li> <li>▪ Solicit campus groups and the business community for <del>donations sponsors</del></li> <li>▪ Prepare thank you letters to all sponsors</li> <li>▪ Prepare and distribute press releases to the local and national media in conjunction with the Student Life Development Coordinator</li> </ul>

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- Complete other tasks as assigned by the ~~Project~~  
DirectorCoordinator

### **Knowledge, Skills and Abilities**

- Organization and time management skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- Knowledge of Hamilton community an asset
- Creativity
- Teamwork
- Communication skills

### **Effort & Responsibility**

- Attention to detail
- Responsible for the overall success of the conference

### **Working Conditions**

- Time demands may exceed stated hours of work, especially as the conference approaches

### **Training and Experience**

- Experience with previous / other leadership conferences
- Promotion and sponsorship experience an asset

### **Equipment**

- Basic computer software and internet use



# JOB DESCRIPTION

Volunteer

**Position Title:** Horizons Publications Coordinator

**Term of Office:** ~~January 27~~ March 1 to August 30

**Supervisor:** ~~Project Director~~ Horizons Coordinator

**Remuneration:** Volunteer position

**Hours of Work:** 3-5 hours per week (minimum) with hours of work increasing as the event date approaches

## General Scope of Duties

The Publications Coordinator is responsible for designing and creating all publications required for the Horizons conference for incoming first year students, in conjunction with the Horizons Planning Group/Team.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	<del>20</del> 10%	<ul style="list-style-type: none"> <li><del>• Schedule and chair regular meetings of the Horizons Publications subcommittee</del></li> <li><del>• Prepare in advance all meeting agendas</del></li> <li><del>• Contact committee members</del></li> <li><del>• Help Project Director Assist the Coordinator</del> with selection and training of volunteers</li> <li>▪ <u>Contribute to the management of the Special Errands Team (SET) during the conference</u></li> <li>▪ <u>Supervise committee volunteers</u></li> </ul>
Financial & Budgeting Function	10%	<ul style="list-style-type: none"> <li>▪ <u>Research items needed for events proposed and present it to the Project Director/Coordinator</u></li> <li>▪ <u>Work closely with Coordinator to determine the cost for any and all related promotional materials</u></li> </ul>
Communications Function	10%	<ul style="list-style-type: none"> <li>▪ <u>Submit proposed publications to the Horizons Planning Group/Team</u></li> <li>▪ <u>Attend all Horizons Planning Group/Team meetings</u></li> <li>▪ <u>Work closely with the MSU Underground to develop any and all publication materials</u></li> <li>▪ <u>Work closely with other Planning Team members to develop necessary materials</u></li> <li>▪ <u>Work with the other Planning Team members to plan and conduct the volunteer application and interview process</u></li> </ul>
Other	<del>60</del> 70%	<ul style="list-style-type: none"> <li><del>• Develop the design of the Horizons brochure for the mail-out</del></li> <li>▪ <u>Develop and design any and all conference promotional material, including but not limited to, online communication, brochures, and flyers</u></li> <li>▪ <u>Develop/Update</u> and maintain the Horizons website <u>on the MSU website</u></li> </ul>

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- ~~Develop~~ ~~and layout and design of~~ the Horizons Delegate Manual ~~in collaboration with the Sessions Coordinator~~
- Develop other printed material as needed (i.e. name tags, certificates, etc)
- Complete other tasks as assigned by the ~~Project~~ DirectorCoordinator

### Knowledge, Skills and Abilities

- Organization and time management skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- ~~Creativity~~
- Teamwork
- Communication skills
- ~~Web page programming~~
- Desktop Publishing experience

### Effort & Responsibility

- Attention to detail
- Responsible for the overall success of the conference

### Working Conditions

- Time demands may exceed stated hours of work

### Training and Experience

- Experience with previous/other leadership conferences
- Experience with Photoshop or other design tools is an asset

### Equipment

- Extensive computer software and internet use



# JOB DESCRIPTION

Volunteer

**Position Title:** Horizons Sessions Coordinator

**Term of Office:** January 27-March 1 to August 30

**Supervisor:** ~~Project Director~~Horizons Coordinator

**Remuneration:** Volunteer position

**Hours of Work:** 3-5 hours per week (minimum) with hours of work increasing as the event date approaches

## General Scope of Duties

The Sessions Coordinator is responsible for planning and ~~researching-organizing~~ all sessions for the Horizons ~~conference-Conference~~. ~~for incoming first year students, in conjunction with the Horizons Planning Group.~~ The Sessions Coordinator will work closely with the Planning Team, attending all meetings and training sessions.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	20%	<ul style="list-style-type: none"> <li><del>• Schedule and chair regular meetings of the Horizons Sessions sub-committee</del></li> <li><del>• Prepare in advance all meeting agendas</del></li> <li><del>• Contact committee members</del></li> <li><del>• Help the Project Director</del><u>Assist the Coordinator</u> with the selection and training of volunteers</li> <li><u>Facilitate training for all Leadership Developers regarding proper delivery of sessions during staff training</u></li> <li><u>Contribute to the management of the Special Errands Team (SET) during the conference</u></li> <li><del>• Supervise committee volunteers</del></li> </ul>
Financial & Budgeting Function	10%	<ul style="list-style-type: none"> <li><del>• Research items needed for events</del> proposed <u>session events</u> and present it to the <del>Project Director</del><u>Coordinator</u></li> </ul>
Communications Function	10%	<ul style="list-style-type: none"> <li><del>• Submit proposed session activities to the Horizons Planning Group</del><u>Team</u></li> <li><del>• Attend all Horizons Planning Group</del><u>Team</u> meetings</li> <li><del>• Work with the other Planning Team members to plan and conduct the volunteer application and interview process</del></li> </ul>
Other	60%	<ul style="list-style-type: none"> <li><del>• Coordinate all sessions for Horizons</del></li> <li><del>• Prepare information for Leadership Developer and Delegate manuals regarding all sessions</del> <u>details</u></li> <li><del>• Work with the Publications Coordinator to develop the session manuals</del></li> <li><del>• Prepare session bags for delegate groups containing all necessary supplies</del></li> <li><del>• Facilitate training sessions for all Leadership Developers regarding proper delivery of sessions</del></li> </ul>

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Approved Sept 16/04

- Other tasks as assigned by the [Project Director/Coordinator](#)

### **Knowledge, Skills and Abilities**

- Organization and time management skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- [Creativity](#)
- [Teamwork](#)
- Communication skills

### **Effort & Responsibility**

- Attention to detail
- Responsible for the overall success of the conference, [with emphasis on the sessions during the conference](#)

### **Working Conditions**

- [Time demands may exceed stated hours of work, especially as the conference approaches](#)

### **Training and Experience**

- [Experience with previous/other leadership conferences](#)
- [Experience training others on tasks](#)
- [Risk Management training skills are an asset](#)

### **Equipment**

- [Basic computer software and internet use](#)



# MEMO

*From the office of the...*

## Vice-President (Administration)

---

TO: Executive Board  
FROM: Anna D'Angela  
SUBJECT: Approval of the Maroons Executive Job Descriptions  
DATE: February 24, 2014

---

Hi All,

I have put forward a motion to approve the Maroons Executive Job Descriptions. To provide some context, I have attached a summary of the positions, written by Inem Etokudo (Maroons Coordinator).

*Hello EB Members,*

*This memo is with regards to updating the job description for the various levels within the MSU Maroons.*

*Each Executive position job description has been edited in order to properly reflect the current duties of each executive. In addition, a new job description has been created for Maroons Representatives and the Promotions and Public Relations roles in order to encapsulate the various duties these representatives undertake during their volunteer term.*

*The old versions of the Job Descriptions were vague and lacked necessary details surrounding specific responsibilities of each position. I reworked the old Job Descriptions into the new Job Description templates, allowing for a more thorough break down of the roles and responsibilities, which have evolved since the last time the Job Descriptions were last edited.*

Normally, we would have one document for you to review that has "track changes" indicated the proposed changes. Because we are moving to a new template for our JDs, that was not possible for the previously approved JDs (Athletics and Social). I have attached the original version alongside these docs. The Maroons Representative and the Promotions and Public Relations Job Descriptions are new.

After having reviewed these documents, I firmly believe that these are good and a great step in formalizing HR documentation in our organization.

Should you have any questions, please feel free to direct them to either myself or Inem ([maroons@msu.mcmaster.ca](mailto:maroons@msu.mcmaster.ca))

Regards,

Anna



# JOB DESCRIPTION

Volunteer

**Position Title:** Athletics Executive

**Term of Office:** May 1 – April 30

**Supervisor:** Maroons Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 5 hours per week

## General Scope of Duties

The Athletics Executive is responsible for promoting Athletic and Recreational events for all undergraduate students, organizing intramural teams open to all undergraduate students and facilitate a positive environment at varsity games in which a team of Maroons Representatives and all undergraduate students feel comfortable enough to show their Marauder pride and spirit.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	50%	<ul style="list-style-type: none"> <li>▪ Chair meetings of the Athletics Committee</li> <li>▪ Coordinate and supervise an Athletics Committee comprised of over 30 committee members</li> <li>▪ Coordinate participation and attendance at varsity games (football, basketball, volleyball, etc.)</li> <li>▪ Plan and run Intramural teams for Maroons throughout the year</li> <li>▪ Provide direction to Maroons for how they should cheer at athletic competitions</li> <li>▪ Act as a supervisory figure at Maroon events</li> </ul>
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> <li>▪ Work with the Maroons Coordinator to complete any and all financial forms for intramural teams</li> </ul>
Communications Function	20%	<ul style="list-style-type: none"> <li>▪ Liaise with McMaster Athletics and Recreation to gain information on sporting events, as well as the scheduling of games</li> <li>▪ Communicate varsity game schedules efficiently and on time with the Rep team</li> <li>▪ Communicate with the rest of the Maroons Executive team while making decisions for the service</li> </ul>
Advertising & Promotions Function	15%	<ul style="list-style-type: none"> <li>▪ Liaise with Athletics and Recreation to gain promotional material for the Maroons to advertise varsity events</li> </ul>
Other	10%	<ul style="list-style-type: none"> <li>▪ Actively seek other athletic venues for the Maroons to attend</li> <li>▪ Attend weekly executive team meetings with the Maroons Coordinator</li> </ul>

## Knowledge, Skills and Abilities

- Organizational and time management skills required

<P:\DEPARTS\ADMIN\Admin. Assist 13-14\Executive Board\Meeting Documentation\EB 13-25\Maroons - Athletics.docx>Y:\DEPARTS\ADMIN\Admin. Assist 04-05\Job Descriptions\Job-Description Template (current).doc

Page 1

Pending Approval

- Organizational and time management skills
- Skills to work independently and manage others
- Interpersonal skills
- Written and oral communication skills
- Familiarity with the MSU

#### **Effort & Responsibility**

- Responsible for overseeing an Athletic Committee comprised of 30 or more undergraduate students
- Communication with University departments, especially McMaster Athletics and Recreation
- Responsible for maintaining an appropriate and positive image of the MSU

#### **Working Conditions**

- Time demands may exceed stated hours of work
- Heavy lifting may be required

#### **Training and Experience**

- Previous experience with the Maroons is an asset
- Participation in Maroons Executive training (provided)
- Participation in McMaster Welcome Week Training (provided)

#### **Equipment**

DRAFT



# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	<b>Athletics Coordinator</b>
<b>Term of Office:</b>	April 1 to April 30
<b>Supervisor:</b>	Maroons Spirit Leader and FIT Leader
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	5 hours per week

## General Scope of Duties

The Athletics Coordinator is responsible for promoting Athletic and Recreational activities for McMaster University.

## Major Duties and Responsibilities

Category	Percent	Specifics
Responsibilities	100%	<ul style="list-style-type: none"> <li>➤ Plan and run Intramural teams for Maroons throughout the year</li> <li>➤ Liaise with Athletics and Recreation to gain information on sporting events, as well as the scheduling of games</li> <li>➤ Liaise with Athletics and Recreation to gain promotional material for the Maroons to hand out during games</li> <li>➤ Assist the Spirit Leader with the Maroons clothing sales and distribution</li> <li>➤ Coordinate participation and attendance at football and basketball games</li> <li>➤ Actively seek other athletic venues for the Maroons to attend</li> <li>➤ Provide direction on how Maroons should cheer at athletic competitions</li> </ul>

## Knowledge, Skills and Abilities

- Organizational and time management skills required
- Previous experience with the Maroons is an asset
- Knowledge of campus, residences, and off campus community

## Working Conditions

- Time demands may exceed stated hours of work



# JOB DESCRIPTION

Volunteer

**Position Title:** Maroons Representative

**Term of Office:** May 1 – April 30

**Supervisor:** Maroons Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 2-3 hours per week

## General Scope of Duties

Maroons Representatives (Maroon “Reps”) are responsible for promoting McMaster spirit, assisting with events during both Welcome Week and the remainder of the academic year and representing the McMaster Students Union at university events. In addition, Maroons Representatives will act as volunteers to McMaster Students Union services and businesses, as well as University groups, on an ad-hoc basis.

## Major Duties and Responsibilities

Category	Percent	Specifics
Other	100%	<ul style="list-style-type: none"> <li>▪ Volunteer, participate and provide support at Maroons events throughout the year</li> <li>▪ Volunteer, participate and provide support at events hosted by MSU businesses, services and clubs on an ad-hoc basis</li> <li>▪ Assist Campus Events, Shinerama, Athletics and Recreation, and other University partners during Welcome Week and throughout the year</li> <li>▪ Follow directions from the Maroons Executive team at events</li> <li>▪ Follow the rules and conduct outlined within the Maroons Mandate</li> <li>▪ Attend and participate in Maroons General Assembly</li> </ul>

## Knowledge, Skills and Abilities

- Ability to work effectively within a group
- Ability to follow instructions
- Ability to adapt rapidly to change in high stress environments is an asset

## Effort & Responsibility

- Responsible for representing the McMaster Students Union at all events during the year

## Working Conditions

- Time demands may exceed stated hours
- Heavy lifting may be required

## Training and Experience

- Participation in Maroons training (provided)

<P:\DEPARTS\ADMIN\Admin. Assist 13-14\Executive Board\Meeting Documentation\EB 13-25\Maroons - Representative.docx>; [Y:\DEPARTS\ADMIN\Admin. Assist 04-05\Job Descriptions\Job-Description-Template-\(current\).doc](Y:\DEPARTS\ADMIN\Admin. Assist 04-05\Job Descriptions\Job-Description-Template-(current).doc)

- Participation in McMaster Welcome Week Training (provided)

## **Equipment**

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# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	<b>Social Executive</b>
<b>Term of Office:</b>	May 1 – April 30
<b>Supervisor:</b>	Maroons Coordinator
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	5 hours per week

## General Scope of Duties

The Social Executive is responsible for promoting MSU events for all undergraduate students, organizing Maroons specific events for Maroons Representatives and undergraduate students and facilitates a positive social environment for all undergraduate students. In addition, the Social Executive is responsible for working with Hamilton community groups to create volunteer opportunities for Maroons Representatives and members of the Maroons Social Committee.

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	50%	<ul style="list-style-type: none"> <li>▪ Chair meetings of the Social Committee</li> <li>▪ Coordinate and supervise a Social Committee comprised of over 30 committee members</li> <li>▪ Coordinate participation and attendance at Maroons social events (Santa Claus Parade, Pumpkin Carving, Pumpkin Hike, etc.)</li> <li>▪ Plan and execute Maroon Rep bonding events during the year to raise team morale</li> <li>▪ Plan and execute events during the year open to all undergraduate students in order to encourage first- and upper-year involvement and interaction with the service</li> <li>▪ Act as a supervisory figure at Maroon events</li> <li>▪ Responsible for organizing the Maroons Formal</li> </ul>
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> <li>▪ Work with the Maroons Coordinator to ensure that event budgets align with the Maroons service budget</li> </ul>
Communications Function	20%	<ul style="list-style-type: none"> <li>▪ Liaise and communicate with the Hamilton community in order to secure Maroons participation within community events (Santa Claus Parade, Pumpkin Carving, Pumpkin Hike, etc.)</li> <li>▪ Communicate events schedules efficiently and on time with the Rep team</li> <li>▪ Communicate with the rest of the Maroons Executive team while making decisions for the service</li> </ul>
Advertising & Promotions Function	15%	<ul style="list-style-type: none"> <li>▪ Work with the Maroons Promotions Executives to create promotional material for social events</li> </ul>
Other	10%	<ul style="list-style-type: none"> <li>▪ Attend weekly executive team meetings with the Maroons Coordinator</li> </ul>

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|--|---|
|  | <ul style="list-style-type: none"><li>▪ Actively seek additional ways in which the Maroons can become more involved within the Hamilton Community</li></ul> |
|--|---|

### **Knowledge, Skills and Abilities**

- Organizational and time management skills required
- Event planning experience is an asset
- Organizational and time management skills
- Skills to work independently and manage others
- Interpersonal skills
- Written and oral communication skills
- Familiarity with the MSU

### **Effort & Responsibility**

- Responsible for overseeing a Social Committee comprised of 30 or more undergraduate students
- Demanding hours of work required preceding and during events
- Communication with MSU businesses, services and clubs
- Communication with University departments, including but not limited to the McMaster Alumni Association
- Responsible for maintaining an appropriate and positive image of the MSU

### **Working Conditions**

- Time demands may exceed stated hours of work
- Heavy lifting may be required

### **Training and Experience**

- Previous experience with the Maroons is an asset
- Participation in Maroons Executive training (provided)
- Participation in McMaster Welcome Week Training (provided)

### **Equipment**

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# JOB DESCRIPTION

Volunteer

<b>Position Title:</b>	Social Coordinator
<b>Term of Office:</b>	April 1 to April 30
<b>Supervisor:</b>	Maroons Spirit Leader and FIT Leader
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	5 hours per week

## General Scope of Duties

The Social Coordinator is responsible for planning and running social events for students and Maroons throughout the year.

## Major Duties and Responsibilities

Category	Percent	Specifics
Responsibilities	100%	<ul style="list-style-type: none"> <li>➤ Liaise with different clubs/groups on campus that are running events that the Maroons might be interested in participating in as well</li> <li>➤ Help with the creation of promotional material when needed</li> <li>➤ Coordinate student trips to Wonderland, Screemers, Casino, Revolution Night Club</li> <li>➤ Ensure the events do not conflict with major exams, lectures, etc</li> <li>➤ Responsible for recruiting and training Residence Reps and keep them informed about Maroons events throughout the year</li> <li>➤ Responsible for creating two (2) gatherings for the residence reps for introductions, etc</li> </ul>

## Knowledge, Skills and Abilities

- Organizational and time management skills required
- Previous experience with the Maroons is an asset
- Knowledge of campus, residences, and off campus community

## Working Conditions

- Time demands may exceed stated hours of work



# MEMO

*From the office of the...*

## Sponsorship & Donations Committee

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TO: Executive Board

FROM: Jeff Doucet

SUBJECT: Sponsorship & Donations Committee Recommendations

DATE: February 21, 2014

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Executive Board;

On Tuesday, February 11 the Sponsorship and Donations committee had a busy meeting approving quite a few of Sponsorship and Donation requests. They are as follows:

- \$250 donation to the McMaster University Choir
- \$125 donation to the McMaster Curling Team
- \$250 donation to Kristy Yiu for a trip to Guatemala with the International Volunteer Head Quarters.
- \$250 donation to Lily Liu for her trip to the Montreal World Health Organization Stimulation.
- \$500 in sponsorship to High School Business Heroes
- \$75 in donation to Diana Gresku for a EWB conference
- \$75 in donation to Kathryn Chan for a EWB Conference
- \$150 in donation to Imaiya Ravichandran for her trip to Montreal as part of MacServe.

This total of \$1675 brings our annual total to just over \$4,000 of our \$15,000 budget.

Let me know if you have any other questions,

Jeff