



MEMO

From the office of the...

Advocacy Coordinator

TO: Executive Board
FROM: Christine Yachouh
SUBJECT: New Job Descriptions
DATE: July 31, 2015

Dear Executive Board,

This year the Advocacy Executive structure will be undergoing some large changes. In transitioning into my position, I met with each of the outgoing executive members and asked for feedback on their positions, as well as consulted the past part time manager on the effectiveness on the structure. Eighty percent of last year's team agreed that the Street Team executive structure was not effective in supporting the part time manager. As a result, I have spent this summer thinking critically about how to move forward with executive hiring.

Last year, the executive was comprised of the Logistics Coordinator, Communications Coordinator, Campus Affairs Coordinator, and External Groups Coordinator. Last year's Campus Affairs Coordinator and External Groups Coordinator expressed to me that their roles were not necessary as liaisons with the University and External Affairs committees, since the Advocacy Coordinator met regularly with the commissioners of both committees, therefore they have been removed. This year the executive will be comprised of a Logistics Coordinator, Promotions and Outreach Coordinator, and Volunteer Coordinator. Logistics and Promotions are similar to their job descriptions, but Logistics has expanded to include creating training materials, and Promotions has been expanded to include outreach.

The role of Volunteer Coordinator is completely new to the Advocacy Street Team, although common in MSU Services. I received feedback from past Advocacy Street Team Members that they felt the team was disconnected at times. I believe this executive position would be valuable for the Advocacy Street Team in order to provide an opportunity for a student seeking a leadership position, and I hope that by dedicating one executive member to the organization of volunteers, our Street Team Members will have a more positive experience with campaigns and each other, as well as scheduling volunteers for campaign shifts to ensure that each one has enough volunteers present to make it a success.

I have been working closely with the Vice President (Administration), Vice President (Education), and Administrative Assistant (Jess Bauman) to create the job descriptions before you today. I believe that these positions are what I will need to support me this year, and will move the Advocacy Street Team forward. If you have any questions or comments I would be happy to address them.

Sincerely,

Christine Yachouh