



Memorandum

From the office of the...

Vice-President Administration

TO: Members of the Executive Board
FROM: Giuliana Guarna, Vice President (Administration)
SUBJECT: Creation of the MSU Maccess Service
DATE: September 15, 2015

Dear Executive Board,

Before you is the result of months of consultation and hard work of the Abilities Ad-Hoc Committee. You will notice that they have finally landed on a name, MSU Maccess. The Operating Policy is currently going through Services committee and the JD has been reviewed by the Finance committee.

Operating Policy

This operating policy was originally drafted last year when Diversity Services and UA collaborated and brought the idea of an Abilities service forward to the EB and SRA. The Abilities Ad-Hoc Committee re-assessed the Operating Policy to ensure that it fit with the vision and ideas that they had been discussing throughout the summer. I have included the current draft of the Abilities Ad-Hoc report which will be coming forward to the SRA next week to help inform you of the work the committee has completed throughout the summer months. The hopes are to submit the operating policy now for review so that the service can be recommended to the SRA and that the MSU can hire a PTM in a timely manner.

Job Description - for your FYI at this point

This job description reflects the goals of the committee when hiring a PTM for a new service. We modeled much of the job description off of the WGEN job description, as we envision the services operating in a similar fashion. Please note a few things about this JD:

- 1) Start date is January 1, because it is a new service. We want to make sure that the PTM has enough time to create valuable relationships with campus and community stakeholders. Often, building these relationships takes time. The committee is proposing that the PTM receives six hours a week from January-March to begin making these connections, and to complete other administrative tasks that are necessary to launch a service (Ex: creating an executive structure, etc.).
- 2) The hope is to have the PTM contract last for 16 months. Most PTMs have a 12 month term, but the committee believes that the continuity and longevity of the first Maccess PTM will be critical to the success of this service.

Best,

Vice President (Administration)

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