



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-28
Date & Time: Thursday, March 14, 2019
 11:30 a.m.
Place: MSU Boardroom, MUSC 201

Items:	Time			
	1)	Adopt Agenda		
	2)	Adopt Minutes		
	3)	Spark Report	Jane Luft	
	4)	SWHAT Report	Sowmya Karthikeyan	
	5)	WGEN Report	Jocelyn Heaton	
	6)	OPERATING POLICY – SPARK & Job Description	Epifano	
	20	7)	Committee of the Whole – Organizational Updates	Farah
		8)	Committee of the Whole – Services	Epifano
		9)	Closed Session	Epifano
		10)		
		11)		
		12)		

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

Motions

- 6.a)** **Moved** by Epifano, **seconded** by ____ that the Executive Board approve the changes to OPERATING POLICY – SPARK, as circulated and attached.
- 6.b)** **Moved** by Epifano, **seconded** by ____ that the Executive Board approve the creation of the Spark Outreach and Engagement Coordinator job description, as circulated and attached.
- 7.** **Moved** by Farah, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.
- 8.** **Moved** by Epifano, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss Services.

Executive Board Meeting 18-28
Thursday, March 14, 2019 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:31am

Present Bertolo, Farah, Florean, Gandzi, Hackett, Robinson, Warwani
Late Epifano
Absent Roshan
Others Present V. Scott (Recording Secretary), M. Wooder (MCD), Sarah Figueiredo (AVP (Services)), Jocelyn Heaton (WGEN Coordinator), Jane Luft (Spark Coordinator)

1. Adopt Agenda

Moved by Robinson, **seconded** by Gandzi to adopt the agenda, as presented.

Passes Unanimously

2. Spark Report – Jane Luft presented

- Luft summarized the report.

Questions

- Robinson asked about the sessions that ran this semester and what changed from first semester. Luft responded that they repeat the common themes, but they take feedback from first semester and modify the sessions.
- Wooder stated that he will follow up with Emilia about the stickers.
- Florean asked Luft to highlight the budget and if they went over for the guide book. Luft stated that they are expecting to be over budget by around \$600 as they have another campaign to do with guidebooks. Wooder added that they originally thought they would be over \$2,000 overbudget this year, but it's looking like it will be under \$1,000.

3. WGEN Report – Jocelyn Heaton presented

- Heaton summarized the report.

Questions

- Hackett asked how many volunteers they had in the space. Heaton responded that there were around 50 safer space volunteers.
- Hackett asked if there was an on-call system to get more volunteers in the space. Heaton responded that this was tried two years ago, and that student would sign up but then end up not being available when needed.
- Robinson asked how the hour shift went with the incoming PTM. Heaton responded that it went really well, and that Nealob has been attending meetings for them, helping with planning of events, and being able to walk through budgeting and such. Heaton stated that they don't feel like they're abusing the incoming PTM's time as they're being paid for it.
- Robinson asked why service intake forms weren't being filled out. Heaton responded that one person on shift is supposed to fill it out but thought that the volunteers might be forgetting with all the covering and shift switches.

4. OPERATING POLICY – SPARK & Job Description

- Luft went over the memo with the Board. They explained that the incoming Coordinator suggested this new position and that it will be a great addition to the team.

- Wooder asked if they would be looking for content creation with this position.
- Luft responded that the position is to take away certain responsibilities from the promo coordinator so that they can focus on that. Luft stated that this position will be connecting with people.

a) OPERATING POLICY - SPARK

Moved by Robinson, **seconded** by Bertolo that the Executive Board approve the changes to OPERATING POLICY – SPARK, as circulated and attached.

Passes Unanimously

b) Job Description

Moved by Robinson, **seconded** by Bertolo that the Executive Board approve the creation of the Spark Outreach and Engagement Coordinator job description, as circulated and attached.

Passes Unanimously

5. SWHAT Report – report attached

Questions

- Wooder stated that under the ‘current challenges’ section they listed budget constraints with the walk-a-thon but wanted to update everyone that they have fixed everything.

6. Committee of the Whole – Organizational Updates

Moved by Farah, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.

Motion Failed due to no Seconder

7. Committee of the Whole – Services

Moved by ____, **seconded** by ____ that the Executive Board move into Committee of the Whole to discuss Services.

Motion Failed due to no Mover or Seconder

Epifano arrived at 11:52am

8. Closed Session

Moved by Epifano, **seconded** by Robinson that the Executive Board move into Closed Session.

Passes Unanimously

Return to Open Session

Rise and Report

- Epifano reported that the Board discussed the SCSN service review, and that there was a thorough lengthy discussion about it not meeting its mandate as an MSU service. Epifano stated that the work was valued with educating students on rights, and the recommendation was to rescind the operating policy

and create a new position under the Education Team. This position will put in the work to create educational campaigns and make students aware of the bylaws and their rights.

Moved by Epifano, **seconded** by Bertolo that the Executive Board recommend to the SRA to rescind OPERATING POLICY – STUDENT COMMUNITY SUPPORT NETWORK (SCSN)

Passes Unanimously

9. Information and Questions

- Figueiredo reported that they spoke to Khadijeh from the Equity and Inclusion Office about the need for race-based peer support. They stated that as a group they have been trying to figure out how to come about this without tokenizing people. Figueiredo stated that Khadijeh loved the idea and suggested having an open space and first staffing it with people who were qualified, like WGEN. They added that they spoke to EIO about Anti-Oppression Practices training and that the office will be taking it over, but they will require notice a month in advance.
- Epifano reported that things have been busy, and that Student Recognition Night was tonight.
- Bertolo announced that the Food Collective Centre was hosting ‘ladles of love’ right now.
- Gandzi reported that the Nursing Career conference went well, and it was meaningful for those who did show up.
- Robinson reported that they are working on the budgets and was hoping to present to EB for the first round at the next meeting. They stated that they are working heavily with the University to see what the new fee structure would look like. Robinson reported that they are currently looking at the Food and Beverage Department, and the structure. They explained that they haven’t seen massive success with how the UM Manager position was changed. Robinson announced that the Wage Review Committee completed reviews for the PCC Coordinator, and Media Production Coordinator and will come to the next meeting.
- Florean asked what the concerns were from changing the role from SOP to PTM. Robinson responded that it was quite an intensive role for the budget, and that the role was getting paid 25 hours to oversee the MSU’s most successful business operation. Robinson explained that when the current manager was working full-time over the summer it was great, but there have been struggles since they had to go to school full-time.
- Florean asked if they will be changing it back to be an SOP job. Robinson stated that they have lots of options.
- Wooder announced that WGEN will be hosting ‘making waves’ next week, SWHAT’s walk-a-thon continues, VP and Speaker nominations are open, and that Diversity Services will have a cool campaign soon. Wooder announced that Light up the Night will be April 9.

10. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday, March 21, 2019
11:30am
MSU Boardroom, MUSC 201**

Moved by Farah, **seconded** by Gandzi that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 12:43pm

/vs



REPORT

From the office of the...

Spark Coordinator

TO: Members of the Executive Board
FROM: Jane Luft
SUBJECT: Spark Report 7
DATE: Thursday, March 14th, 2019

YEARPLAN UPDATE

The main updates since last report are that we ran a successful Applicants' Workshop in February; we are through 7/10 sessions of the term, and we are beginning to work on transitioning my incoming Coordinator into the role. We are also almost ready to release our third guidebook of the year; are planning a fifth and final event focused on Wellness; and are gearing up for the end-of-year activities. Our budget is pretty well going as expected at this point in the year, spending slightly over in Annual Campaigns and Adv. & Promotions.

A lot of the major events and projects on my Year Plan have been checked off and the remaining plans are primarily finishing this term's Sessions, 1 more event, and a year-end social.

SERVICE USAGE

- 113 students enrolled in Sessions program
- 2-3 students per group consistently attending
- 30-40 students at applicants' workshop
- 2484 Facebook likes
- Completed 17 (of 20) unique sessions

PAST EVENTS, PROJECTS & ACTIVITIES

Sessions 3-7: The sessions we've completed since last report were *Discover Your City, Opportunities, Academics, Support and Wellness, and Teamwork and Compromise*. We've received positive feedback on these sessions and are looking forward to running the remaining three sessions.

Applicants' Workshop: Run in collaboration with CLAY, Horizons, First Year Council and Maroons, this event was a big success! Maroons ran a Livestream Q&A about applications 2 days before the event which also worked as an effective promotional strategy. We also had Tanya Kett from the SSC come help with the written application component and were able to share some of

the SSC's valuable resources. We had around 30-40 attendees and 10-15 volunteers. The event ran very smoothly and we received a lot of positive feedback about the usefulness of the workshop.

Incoming Coordinator Transition: Over the past few weeks, I have begun working with the incoming Spark Coordinator, Anika Spasov to begin transitioning her into the role. We discussed her ideas for next year and have begun talking about some of the core responsibilities of the role. I plan to continue meeting with her regularly in order to make sure she feels well prepared to take over in May.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Team Social: We are currently planning to have a team social on March 17th to show our volunteers our appreciation as well as provide them with an opportunity to engage with other Team Leaders they don't see regularly. We are planning to have some food and play games on a software called Jackbox that I have. This will be a chill, drop-in event that will hopefully motivate volunteers to keep up their hard work for the last couple of weeks as a Team Leader.

Guidebook #3: Now in term 2, our Promotions & Publications Coordinator has developed a third guidebook of the year that has a focus on academics. We will be moving towards developing a smaller guidebook that can be used in future years as a template requiring little re-design and saving costs in the future. This third guidebook should be released very soon.

Wellness Event: This event is still in the midst of being planned, but our Events Coordinators are working hard to create a unique wellness/de-stress event specifically for first year students. We are looking at potentially providing snacks, therapy dogs, and other de-stressing activities. We hope that this will support first year students as they approach their final exams as well as increase Spark's presence among the first year community.

End-of-year Celebration: A final gathering at the end of the term to show our huge thanks to the incredible team of volunteers. We will be hosting this event at TwelveEighty and providing dinner and appreciation gifts to our volunteers. This is always an enjoyable night and a lovely way to end the year.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003-0125	TOTAL SPENT IN LINE	\$0.00
OFFICE SUPPLIES	REMAINING IN LINE	\$60.00
6102-0125	TOTAL SPENT IN LINE	\$3,231.04

ANNUAL CAMPAIGNS	REMAINING IN LINE	- \$231.04
6501-0125	TOTAL SPENT IN LINE	\$3,072.57
ADV. & PROMOTIONS	REMAINING IN LINE	-\$72.57
6802-0125	TOTAL SPENT IN LINE	\$725
LEADER TRAINING	REMAINING IN LINE	\$25.00
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,810.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$7,028.61
REMAINING DISCRETIONARY SPENDING		-\$218.61

Since last report, we have not spent much on anything as we had already purchased the necessary Sessions supplies at the start of the term and our last event didn't require us to spend any money. We did use about \$250 on the Discover Your City which provides students with the opportunity to see more of Hamilton and enjoy a treat or snack at a Hamilton café.

Upcoming costs for the final months of the year will include the last guidebook (around \$500), promotional materials for our final workshop of the year (\$200) and volunteer appreciation at the end of year (\$400). Considering these costs, I anticipate spending approximately \$800 over budget in Adv. & Promotional costs, around \$700 over in Annual Campaigns, and about \$350 over in Leader Training.

VOLUNTEERS

Our volunteers are all incredible and we've been working really well over the past weeks of this semester. After adjusting to the loss of certain volunteers at the beginning of the term, we have been doing really well in terms of volunteer dynamics and are hosting a couple of socials soon to demonstrate our appreciation.

Our executive team is also planning a weekend hangout "retreat" later in March to bond and strengthen our team relationships before we finish off the year.

CURRENT CHALLENGES

One challenge we are experiencing is communication with the Underground. I have been in contact with Kayla about ordering Spark and sent in the final intake form to both Kayla and Emilia (after receiving a design by Kayla) at the beginning of February but I still haven't heard anything back. I sent a follow-up email last week and am still waiting to hear back. I am hoping I hear back soon so we are able to get them made before the end of the year.

Other than this communication struggle, Spark is running quite smoothly and we have overcome a number of obstacles this past semester which I am quite proud of.

SUCCESES

All of our volunteers deserve a shoutout for dedicating their time every single week this year to support first year students. Spark volunteers are in for the long-haul as they run sessions all semester and continue to support their students even after the Sessions program ends. I'm so proud of all the amazing work they've done and how much every person has grown as a leader and mentor! It's been a great year and I'm incredibly proud of what Spark has accomplished this year.

OTHER

Nothing else to report! As always, feel free to reach out if you have any feedback/questions at spark@msu.mcmaster.ca or bring them up during Thursday's meeting. Thank you for taking the time to read my report.

REPORT



From the office of the...

WGEN Coordinator

TO: Members of the Executive Board
FROM: Jocelyn Heaton
SUBJECT: Women and Gender Equity Network Report #7
DATE:s Feb 12th, 2019

UPDATE

Since the last report we ran a three day campaign and in the process of finalizing and planning our last campaign of the year, Making Waves. Bodies are Dope was somewhat successful, although a miscommunication with the Underground resulted in our posters not being printed and we think event attendance may have been low, in part due to the lack of advertisement. We have a new promotions strategy for our upcoming campaign and have our promo out early to encourage more attendance this time around. Additionally, Nealob the incoming Coordinator has taken on extra responsibilities and is now being paid. Although general volunteer engagement has improved, we have had a lot of problems with volunteers skipping shifts and not letting the Volunteer Coordinator know far enough in advance about shift conflicts, resulting in us having to close the space for a few hours when no volunteers are present.

SERVICE USAGE

Physical Space

In order to track usage, we have one volunteer per shift assigned to complete an intake form. Since the last report we have had four weeks of operation. From Feb 4th - 8th, 38.5% of intakes were completed reporting 29 space users. From Feb 11th - 15th, 38.5% of intakes were completed reporting 27 space users. From Feb 25th - Mar 1st, 38.5% of intakes were completed reporting 31 space users. From Mar 4th - 8th, 51.3% of intakes were completed reporting 31 space users. In this time we have received 1 disclosures of sexual assault. Given the low intake completion we assume that there are more users than counted accessing our space. We have offered the volunteers a deal that if they increase their intake completion up to 75% per week the exec gets to pie me in the face.

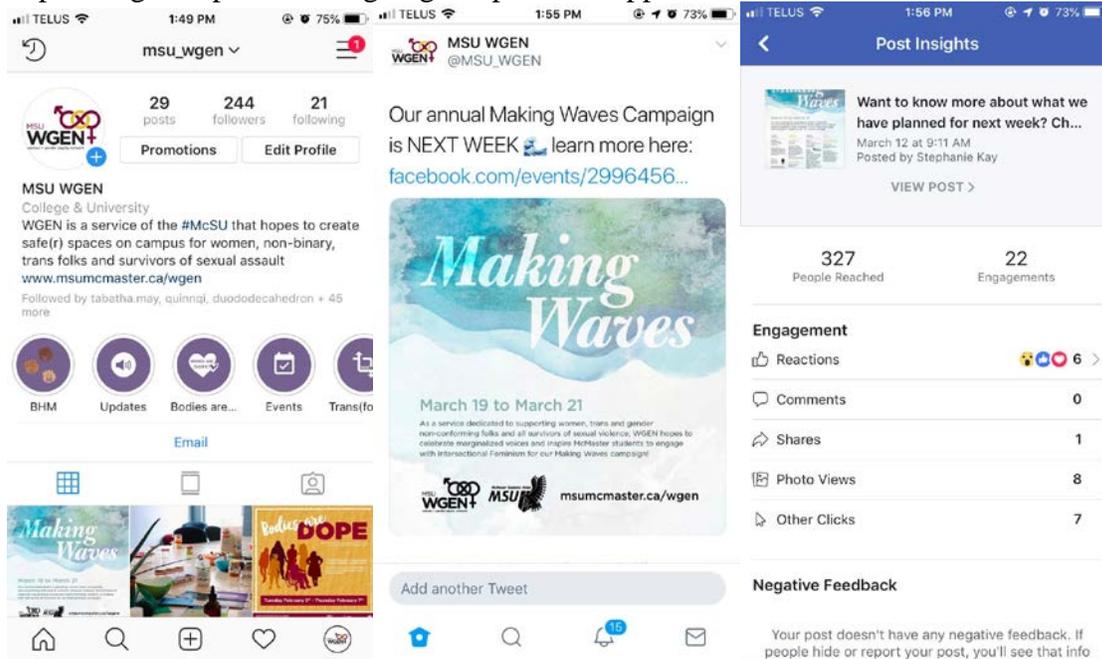
Since the last report we have seen a few isolated issues with volunteers and a more major issue with volunteers missing shifts which I will discuss below. Specifically we are having communication problems between volunteers and the Volunteer Coordinator resulting in missed shifts and volunteers being alone on shift.

Resources

We have given out 3 books since the last report and 7 binders. We finally received our total shipment of binders from our sponsor gc2b and now have all sizes.

Social Media

Our Facebook, Twitter and Instagram engagement has remained consistent, with increasing in engagement during our campaigns. We added a story highlight feature on Instagram which will hopefully keep people engaged and allow people to look back on content. We got 10 new likes on our FB page after launching our campaign this week and hope this goes up as we are going to open exec applications soon.



PAST EVENTS, PROJECTS & ACTIVITIES

Since the last report we completed our Bodies are Dope campaign. As mentioned in the update we had issues with promotions and so event attendance was low. However, those who did attend gave very positive feedback and we had a few people interested in getting involved with executive positions. The Womanists Black and Gendered healing group was the most successful event of the week and we are grateful to them for running this collaboration campaign with us.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Next week is Making Waves, a campaign on intersectional feminism. We have six events planned, two of which are more major speaking Events. Sandy Hudson, a co-founder of BLM Canada is coming on March 21st and Teddy Syrette, an Ojibwe Two-spirit activist and artist is coming on March 22nd.

BUDGET

ACCOUNT CODE	ITEM	BUDGET / COST
6102-0308	OPIRG button maker	\$30.30
6102-0308	Trans(forming) Mac	474.13
6102-0308	MMPJ collaboration	87

6102-0308	Bodies are Dope	306.94
6102-0308	Atrium Rental	382
	TOTAL SPENT IN LINE	\$1280.37
	REMAINING IN LINE	\$1519.63
6103-0308	Clubs Button maker	\$12
6103-0308	WGENius prizes and food	\$186.23
6103-0308	Clubsfest tables	\$20
6103-0308	Spooptacular props and food	118.85
6103-0308	Bounce check reimbursement	-36.79
	TOTAL SPENT IN LINE	\$300.29
	REMAINING IN LINE	\$699.71
6501-0308	Sponsorship poster	\$55.00
6501-0308	Website banners	\$55.00
6501-0308	Hiring graphics	\$75
6501-0308	WGENious package	\$75
6501-0308	Survivors	35.65
6501-0308	Black and Gendered	109.65
6501-0308	Spooptacular package	150
6501-0308	Trans(forming) Mac	275
6501-0308	Bodies are Dope	275
6501-0308	Miscellaneous charges	139.69
	TOTAL SPENT IN LINE	\$1294.99
	REMAINING IN LINE	\$205.1

6494-0308	Mistaken charge (2017-2018)	420.63
6494-0308	Fall volunteer appreciation	70
6494-0308	Faculty Donation	-50
	TOTAL SPENT IN LINE	440.63
	REMAINING IN LINE	\$309.37
6804-0308	Training Weekend	\$273.16
6804-0308	Refresher Training	351.73
	TOTAL SPENT IN LINE	\$624.89
	REMAINING IN LINE	\$75.11
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,800.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$3809.91
REMAINING DISCRETIONARY SPENDING		\$2990.09

VOLUNTEERS

Our Safer(r) Space volunteers continue to improve their support and facilitation skills since our last training. Generally they are more engaged when execs check in on the space and there seems to be a better overall vibe. However, many volunteers miss shifts, or communicate on short notice they cannot attend. This has caused some problems with volunteers being alone or us needing to close the space for an hour when nobody can cover a shift. For this reason we have told volunteers they have to directly communicate with the Volunteer Coordinator when they need a cover so we can keep better track of when we need shift covers from the execs

Our Events Committee volunteers have improved a lot since my last report. They have attended all meetings and responded well when we reminded them of responsibility. I am hoping the campaign next week will run smoothly with their help.

I had to complete many of the tasks for our upcoming campaign without the support of my executive team due to a variety of personal and academic challenges requiring any of them to take breaks and step back from their roles for periods of time. I have felt the need to do a lot of extra work and reached out to full time staff for support during this time and was so happy to be supported here.

CURRENT CHALLENGES

One of my main challenges right now is keeping myself and my team motivated so close to the end of the year. Many of my execs are busy and stressed and I need to make sure that extra work doesn't end up overwhelming me.

SUCCESSSES

I think our main success since the last report has been the improvement in volunteer engagement and facilitation skills. Although we have people missing shifts, the mood of our volunteers is a lot better and I think volunteers and users are having a much better experience in the space

OTHER

Campaign promo for next week!

Tuesday March 19	Wednesday March 20
Imagining Intersectionality 2:30pm to 3:30pm MUSC 203	beauDIYful (pt. 2) 11am to 1pm Clubspace
Black and Gendered 7pm to 8pm MUSC 204	Feminism in Film: A Documentary Screening 7:30pm to 10pm MUSC 204
Thursday March 21	Friday March 22
Keynote: Sandy Hudson on Post-secondary Activism 1:30pm to 3pm MUSC 311/313	Deconstructing Colonial Gender Narratives with Teddy Syrette 1:30pm to 3pm ISP Ceremonial Space LRW 1010



MEMO

From the office of the...
Spark Coordinator

TO: Members of the Executive Board

FROM: Anika Spasov, Incoming Spark Coordinator

SUBJECT: Spark Executive Job Descriptions

DATE: Friday, March 1st, 2018

Dear Executive Board,

For the upcoming hiring of the 2018-2019 Spark Executive Team, I would like to add a new position: the Outreach and Engagement Coordinator.

Currently, there is no Executive position directly responsible for connecting with different first year groups to partner in programming. By introducing the new role of Outreach and Engagement Coordinator, I believe the individual will be able to make Spark's programming more innovative and better serve first years.

As part of their role, the Outreach and Engagement Coordinator will work closely with Spark Ambassadors and expand their presence. The Spark Ambassadors program invites first year students registered in Spark to become an Ambassador for the program where they will help promote our events, provide feedback on our operations, and assist in planning future events. The Spark Ambassadors program is currently run by the Volunteer Coordinator and Spark Coordinator. Both of these positions currently have a lot of responsibility, managing Spark's team of 40 volunteers and coordinating the logistics of Spark's yearlong, weekly programming. Spark Ambassadors involves its own set of logistics (scheduling, booking rooms, creating meeting agendas, etc.) that could be more efficiently coordinated if done so by an Executive member that is focused on Outreach and Engagement.

Another key responsibility of the Outreach and Engagement Coordinator will be coordinating Spark's involvement during Welcome Week. The Spark Coordinator is currently responsible for this task and it can be very challenging for them to effectively plan and communicate with Welcome Week Planners because of the time overlap with Spark volunteer hiring. While some Welcome Week planning can be done in the summer before Spark Team Leader hiring begins, a lot of Welcome Week scheduling is finalized late in the summer. This makes coordinating with other stakeholders to effectively run Spark events during Welcome Week extremely difficult as Spark completes hiring (reviewing

approximately 200 applicants), volunteer training, and registering and scheduling approximately 250 students in Sessions during August and September. Shifting this Welcome Week responsibility to the Outreach and Engagement Coordinator would allow Spark to have an increased and better planned presence during Welcome Week.

In addition to running Spark Ambassadors and Welcome Week activities, the Outreach & Engagement Coordinator will act as one of the primary communicators with external groups, such as First Year Council, Residence Life, the Student Success Centre, and other MSU services to widely promote our programming. They will work in conjunction with the Promotions and Publications Coordinator to develop and execute a promotional strategy that effectively targets first year McMaster students.

Finally, the Outreach and Engagement Coordinator will work on collecting feedback from first years involved in both Spark's Sessions program and Spark's various events during the year. They will use this feedback to inform Spark's promotional strategy and improve our programming. We have consistently struggled with student engagement in second semester and by having an Executive member focus on and attempt to address this issue directly, I hope that Spark can improve its numbers of students in Term 2 Sessions.

It is for the above reasons that I would like to add the position of Outreach and Engagement Coordinator to the 2018-2019 Spark Executive.

Best,

Anika Spasov
Incoming Spark Coordinator 2018-2019
McMaster Student's Union
spasova@mcmaster.ca



OPERATING POLICY - MSU SPARK

1. PURPOSE

- 1.1 Spark will be a student-led, student-run service of the MSU that is devoted to setting the stage for student success in university through initiatives designed to:
 - 1.1.1 Provide students with small group environments that facilitate first-year growth, and build personal development and reflection skills for their undergraduate career;
 - 1.1.2 Encourage extracurricular participation by introducing first year students to campus services, clubs and leadership opportunities;
 - 1.1.3 Connect students to their peers and upper-year students to promote increased support on academic issues and associated first year challenges;
 - 1.1.4 Actively support the broader first year population by acting as a resource, identifying areas of need, and hosting workshops to address these areas.

2. OPERATING PARAMETERS

- 2.1 The structure of the Spark program shall be as follows:
 - 2.1.1 Participation in weekly sessions, which shall be comprised of small groups of first-year students and be led by two (2) non-first year, undergraduate Team Leaders. These sessions shall last the length of each term (Fall term and Winter term, respectively).
 - 2.1.1.1 Sessions will be between 1-2 hours and held once per week for the length of the term;
 - 2.1.1.2 The topics of each week's sessions will be planned by the Spark Coordinator in conjunction with the Vice-President (Administration) as necessary;
 - 2.1.1.3 A session may be comprised of leadership activities, presentations from speakers, discussions, journaling/reflection periods, games, and other activities deemed as appropriate by the Spark Coordinator;
 - 2.1.2 The provision of optional study groups and social events at various points throughout the term to promote building inclusive student learning communities;
 - 2.1.3 The provision of optional, open workshops twice each term to address the specific challenges faced by most first year students at relevant points throughout the year.

- 2.2 The opportunity to participate in the Spark program is available to all eligible first-year students at no cost to the participant.
- 2.3 Spark shall be guided by the following learning outcomes:
 - 2.3.1 Providing a sense of comfort, connection, and support within the McMaster University;
 - 2.3.2 Appreciating the importance and value of extracurricular university involvement;
 - 2.3.3 Demonstrating self-reflection and the ability to identify opportunities for individual growth;
 - 2.3.4 Clarifying academic, personal, and career-related goals, while also helping students to create a plan of action to accomplish them;
 - 2.3.5 Facilitating an improved suite of leadership skills, including communication, teamwork, and conflict resolution.
- 2.4 Incoming or current first-year students shall sign up for Spark through an online application process for each term, respectively.
 - 2.4.1 The eligibility requirements for participation are as follows:
 - 2.4.1.1 The applicant is currently (or will be, in that calendar year), a Level I student at McMaster University;
 - 2.4.1.2 The applicant has not completed the Spark program in a previous term or previous year.
 - 2.4.2 Participants who have a high potential to benefit from the program may be given priority. Examples of these demographics include, but are not limited to, students on academic probation and first-generation students. All other spots will be provided on a first come, first served basis;
 - 2.4.3 The Spark Coordinator shall set the appropriate cap for the number of first-year participants, based on available resources, including but not limited to, volunteer, budgetary, and logistical constraints;
 - 2.4.4 Online applications will ask students questions in order to allow for the creation of diverse session groups. These groups should aim to include students with differing personal goals, faculty, personality type, comfort level, and history of prior involvement, among other items ;
 - 2.4.5 The application information will remain confidential to the Spark Coordinator.
- 2.5 Spark shall aim to accomplish the following wherever possible:
 - 2.5.1 Forming and maintaining personal connections and relationships between students;
 - 2.5.2 Forming and maintaining personal connections between first year students and upper year students;

- 2.5.3 A certificate of completion shall be granted to participants who attend and participate in a minimum of 8 weekly sessions.
- 2.6 Additional recognition events for student participants may be planned at the discretion of the Spark Coordinator.

3. PERSONNEL STRUCTURE

- 3.1 The Spark Coordinator, who shall:
 - 3.1.1 Be responsible for the planning and promoting of Spark over the summer and managing Spark throughout the academic year;
 - 3.1.2 Perform duties outlined in the Spark Coordinator job description;
 - 3.1.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.3.1 The Vice-President (Administration);
 - 3.1.3.2 The outgoing Spark Coordinator (if applicable);
 - 3.1.3.3 One (1) Executive Board member.
- 3.2 The Spark Volunteer Coordinator, who shall:
 - 3.2.1 Be responsible for the scheduling, supporting, and assisting with training of all volunteers;
 - 3.2.2 Perform duties outlined in the Spark Volunteer Coordinator job description;
 - 3.2.3 Be selected by the Spark Coordinator through an application and interview process.
- 3.3 The Spark Promotions Coordinator who shall:
 - 3.3.1 Be responsible for coordinating outreach and promoting the role of Spark for first year students;
 - 3.3.2 Perform duties outlined in the Spark Promotions Coordinator job description;
 - 3.3.3 Be selected by the Spark Coordinator by an application and interview process.
- 3.4 The Spark Sessions Coordinator(s) who shall:
 - 3.4.1 Be responsible for the research and development of all Spark sessions;
 - 3.4.2 Perform duties outlined in the Spark Sessions Coordinator job description;
 - 3.4.3 Be selected by the Spark Coordinator by an application and interview process.
- 3.5 The Spark Events Coordinator(s) who shall:
 - 3.5.1 Be responsible for creating and implementing inclusive social events for both Spark students and the broader first year community, as well as four (4) large scale workshops focused on first year success.
 - 3.5.2 Perform duties outlined in the Spark Events Coordinator job description;
 - 3.5.3 Be selected by the Spark Coordinator by an application and interview process.

3.6 The Spark Publications Coordinator, who shall:

3.6.1 Be responsible for the creation of engaging and informative materials for first year students;

3.6.2 Perform duties outlined in the Spark Publications Coordinator job description;

~~3.6.3~~ Be selected by the Spark Coordinator by an application and interview process

~~3.7~~ The Spark Outreach and Engagement Coordinator, who shall:

~~3.7.1~~ Be responsible for connecting with various first-year groups to partner in programming, collaborating with various McMaster services and enhancing Spark's presence on campus

~~3.7.2~~ Perform duties outlined in the Spark Outreach and Engagement job description

~~3.7.3~~ Be selected by the Spark Coordinator by an application and interview process

~~3.6.3~~

~~3.7.3.8~~ The Team Leaders, who shall:

~~3.7.13.8.1~~ Be student volunteers who lead the weekly sessions with first year students;

~~3.7.23.8.2~~ Regularly engage in informal meetings with Spark students;

~~3.7.33.8.3~~ Perform the duties outlined in the Team Leader job description;

~~3.7.43.8.4~~ Be selected by the Spark Coordinator through an application and interview process;



JOB DESCRIPTION

Volunteer

Position Title: Spark Outreach & Engagement Coordinator

Term of Office: May 1 - April 30

Supervisor: Spark Coordinator

Remuneration: Volunteer position

Hours of Work: 5-7 hours per week

General Scope of Duties

The Outreach & Engagement Coordinator is responsible for connecting with various first-year groups to partner in programming, collaborating with various McMaster services and enhancing Spark's presence on campus. The Outreach & Engagement Coordinator will also co-lead the creation of a promotional strategy in conjunction with the Promotions & Publications Coordinator. They will also be responsible for overlooking the Spark Ambassadors program and coordinating Spark's involvement during Welcome Week. The role will also include collecting feedback from students and aiding in the creation and orchestration of functions with the Events Coordinators, various MSU Services and external groups.

Major Duties and Responsibilities

Category	Percent	Specifics
Communication and Planning Function	55%	<ul style="list-style-type: none"> ▪ Create and implement a student recruitment strategy ▪ Aid the Spark Coordinator in understanding the service's promotional needs ▪ Work with various McMaster groups to promote student registration to incoming first years students ▪ Work with the Promotions & Publications Coordinator to have promotional tools designed ▪ Work with Events Coordinators for student recruitment events ▪ Assist in the promotions for staff and student recruitment for the Spark mentorship program and Spark events ▪ Aid Spark Coordinator in implementing student engagement with Spark during Welcome Week ▪ Collect and share feedback
Supervisory Function	35%	<ul style="list-style-type: none"> ▪ Assist the Spark Coordinator with the planning, implementation, and maintenance of the Spark Ambassadors Program ▪ Lead and plan weekly Spark Ambassadors meetings

		<ul style="list-style-type: none"> ▪ Respond to Spark Ambassador needs on a variety of issues, including but not limited to, last-minute availability changes, program concerns, etc. ▪ Positively engage with Spark Ambassadors and aid in developing leadership skills and responsibility
Other	10%	<ul style="list-style-type: none"> ▪ Attend all Executive Team meetings ▪ Work with the other Executive Team members to plan and conduct the volunteer application and interview process ▪ Regularly update the transition report throughout the duration of the term. ▪ Other tasks as assigned by the Coordinator

Knowledge, Skills and Abilities

- Organization and time management skills
- Strong written and verbal communication skills
- Strong interpersonal and communication skills to foster positive relationships with students
- Excellent speaking, listening, and facilitation skills
- Sensitivity to diverse lived experiences from a wide range of backgrounds
- Ability to recognize and respond effectively to student concerns
- Experience in conflict mediation is an asset
- Ability to balance multiple duties and schedule multiple events
- Ability to work independently
- Creativity and innovation regarding student engagement techniques
- Ability to work collaboratively with multiple stakeholders
- Passionate about first year success

Effort & Responsibility

- Required to think creatively
- Required to design and implement promotional campaigns, collaboratively
- Required to design and implement student recruitment strategies
- Attention to detail
- Effort required to enhance student engagement with the service
- Expected to interact closely with other Spark members, students and various other stakeholders
- The Outreach & Engagement Coordinator is expected to be a positive role model within Spark and beyond, maintaining professionalism with all members of the program

Working Conditions

- Time demands may exceed stated hours of work
- Most work can be completed in a shared office or at home

Training and Experience

- Previous leadership or mentorship experience is an asset but **not** required
- Training will be provided by the Spark Coordinator

Equipment

- Personal computer



REPORT

From the office of the...

SWHAT PTM

TO: Members of the Executive Board
FROM: Sowmya Karthikeyan
SUBJECT: EB Report 7
DATE: March 14, 2019

YEARPLAN UPDATE

Between my last EB report and now, SWHAT has had a lot of things happen. As per my year plan, we have begun hiring for 2019-2020 year. We just recently closed our exec applications and our volunteer (dispatcher and walker) applications are currently open. We have also begun our March Walk-a-thon, we are donating to the Neighbor - to - neighbor foundation. We are also continuing the non-binary scheduling method that was piloted in February. Overall, the service continues to thrive and it looks like it will be well set up for next year.

SERVICE USAGE

Service usage has remained consistent. We average around 7-10 walks on weeknights and 2-3 walks on weekends. We have quite a few regular users, many of whom have made efficient use of our online walk form. We are looking to further increase this usage during the walk-a-thon. In the past, our march walk-a-thon has not been as successful as the November one. For this reason, we are promoting the event more heavily so as to increase our walk numbers.

PAST EVENTS, PROJECTS & ACTIVITIES

As mentioned previously, we began hiring for our 2019-2020 team. We just recently closed our Executive team hiring applications; therefore we should have a confirmed executive team soon. This leads nicely into our volunteer hiring (which is currently open). We will spend the remainder of March, up into early April, doing volunteer hiring. Usually, half of our current walkers come back, so we only need to about 30 new hires in order to create a full volunteer team. Our promotions for the walk-a-thon are helping us to promote volunteer hiring. In addition, we will also be organizing a Facebook raffle, in order to gain more social media awareness. We also have two “walking with dogs” days planned, hopefully this will attract more people to the office, either to get walks or to get more information.

It is currently walk-a-thon month. Our promotions system is very similar to last time, in that we are running our SWHATted at Mac Campaign. We have

currently raised 53\$, we are expecting to raise around 200\$. In addition to the promoting the month on our social media, we have also set up client only raffle. Students that use SWHAT have the opportunity to enter into a raffle, and therefore, get the chance to win a SWHAT sweater and lanyard. We thought that this was a good way to appreciate our users and thank them.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Since the year is ending, we do not have many future events planned. The few events that we are planning are internal and for volunteer appreciation. We are still considering doing some Thode-pop ups during exam time. On these nights, we would have some walk teams stationed at Thode so that they are able to provide walks directly from the location. Otherwise, external we will be continuing to promote our hiring, and complete the full 2019-2020 team.

In term of volunteer appreciation, we have closing ceremonies planned. This will take place early April, and it is a way to bring together all our volunteers before they all begin to go back home.

BUDGET

The below budget breakdown shows most of the spending that we have done. Additionally, we had some issues with the sweaters where they were shipped without the design on them. When looking back, I found that our artwork had been deleted from their system of company from where we ordered. For this reason, however, they did not charge us for the artwork. So we are in the process of sending back the sweaters and having the artwork put on them. We have enough money remaining in our Volunteer Appreciation line and our Office supplies in order to support this.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003-0117	TOTAL SPENT IN LINE	335.96
Office Supplies	REMAINING IN LINE	864.04
6102-0117	TOTAL SPENT IN LINE	319
ANNUAL CAMPAIGNS	REMAINING IN LINE	281
6501-0117	TOTAL SPENT IN LINE	1430.06
ADV. & PROMO.	REMAINING IN LINE	69.64
6804-0117	TOTAL SPENT IN LINE	288.91
VOLUNTEER TRAINING	REMAINING IN LINE	211.09

6494-0117	TOTAL SPENT IN LINE	1533.73
VOLUNTEER RECOGNITION	REMAINING IN LINE	266.27
6633-0117	TOTAL SPENT IN LINE	150
TEAM UNIFORMS	REMAINING IN LINE	150
<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		10 000
TOTAL ACTUAL DISCRETIONARY SPENDING		10389.09
REMAINING DISCRETIONARY SPENDING		4650.91

VOLUNTEERS

We have no volunteer based issues; everyone is very comfortable with the service. We have been able to build a strong community. We were a little disappointed with the low number of SWHAT volunteers that applied to the exec positions. We are unsure as to why this was the case, but when ask for feedback in the future, we are hoping to gather more info as to why this was.

CURRENT CHALLENGES

We recently had some issues with Walk-a-thon Promotions. One of my execs has reached out asking to design some promo as we were running low on our Advertising budget. In the past, we usually use old Walk-a-thon promotional material, therefore we didn't account for this when we were planning our budget. We were lucky and very thankful for Wooder for covering this expense for us. However, for the future, I am wondering about the process of moving money around between budget lines. We do have the money to be able to pay for the promotional material, however, it would have had to come out of a different budget line!

SUCSESSES

The service has a number of regular clients and it is evident that they are very comfortable with our walkers. Our volunteers have also been wonderful with working on busy nights but also being comfortable in letting the execs know when they need some breaks. This allows us to make sure that the volunteers don't get burnt out on busy nights.

SCSN Review 2019

Service Mandate

The Student Community Support Network (SCSN) is a McMaster Student Union (MSU) service, which purpose is to develop and strengthen relationships between McMaster students and the various members of the community surrounding McMaster. This service also provides support to off-campus students including providing information, resources, programming, and community advocacy. They often collaborate with many community stakeholders including the Off-Campus Resource Center (OCOR), the Society of Off-Campus Students (SOCS), The Student Success Center, The Ainslie Wood and Westdale Community Association, The MSU Maroons, and other MSU Services.

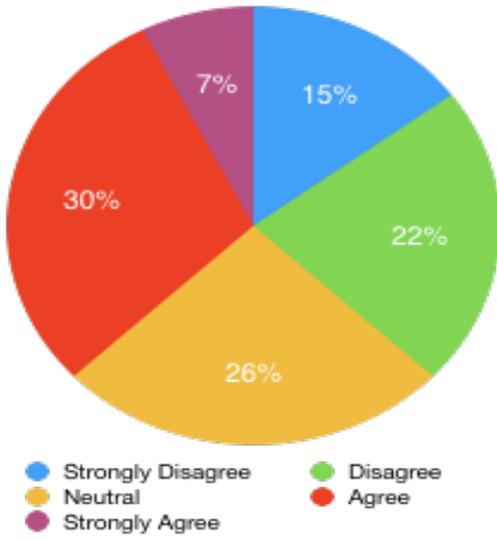
SCSN is led by a Part-Time Manager, who oversee all of the activities and initiatives held under the service. The executive team consists of the Volunteer Coordinator, Promotions Executive, the Social and Political Advocacy Coordinator, and the Events Coordinator. General volunteers are called "Community Connectors".

External Data

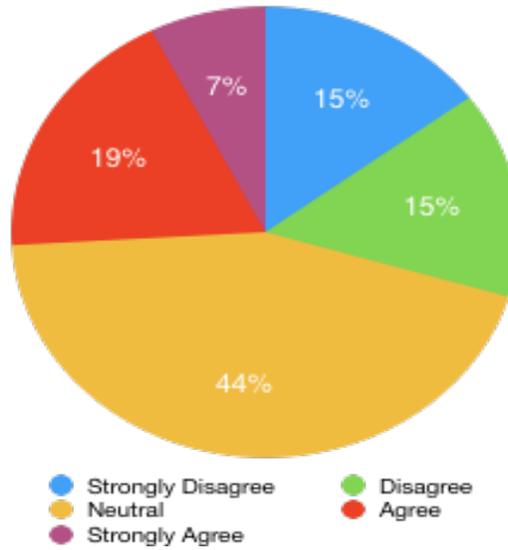
An online survey was open on the MSU website from February 21, 2019 to March 6th, 2019. Overall, 27 individuals filled out the survey. The majority of students were in fourth year off campus students living in student houses. The survey asked 18 questions regarding the service mandate and execution.

Overall respondents had mixed response when asked if SCSN is meeting their mandate. Only 37% of respondents agreed that SCSN was meeting their mandate in regard to "SCSN provides support to off-campus students including providing information, resources, programming, and community advocacy". While only 26% of respondents agreed that SCSN was meeting the second half of their operating policy "SCSN develops and strengthens relationships between McMaster students and the various members of the community surrounding McMaster".

SCSN provides support to off-campus students including providing information, resources, programming, and community advocacy



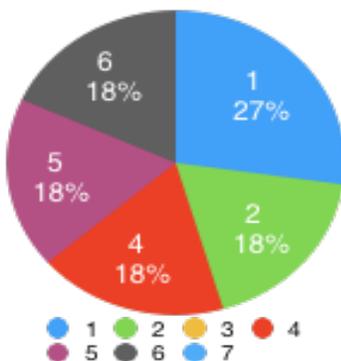
SCSN develops and strengthens relationships between McMaster students and the various members of the community surrounding McMaster



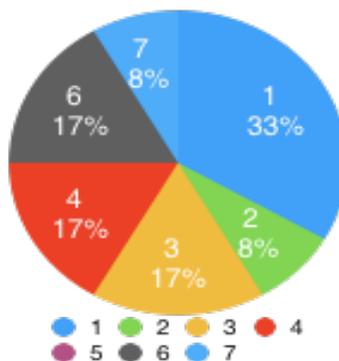
Taking a closer look, the data we can see what facets of SCSN student are uncomfortable with. Outlined below are the results from three questions revealing around interactions with the service. In the graphs below 1 = strongly disagree, 7 = strongly agree.

Overall, the majority of students either feels neutral or disagree with the statement. What is more staggering is the 15 responses for each response denoted that the “individual had never needed to engage with SCSN in that aspect”. This brings up an important question on how to make individuals feel comfortable engaging with SCSN and requires us to take a critical eye to SCSN’s mandates, and whether they are still serving a need in the community.

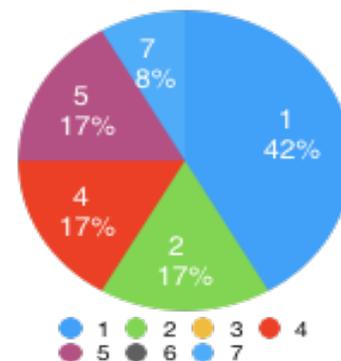
Do you feel comfortable interacting with SCSN when you have questions related exploring Hamilton?



Do you feel comfortable interacting with SCSN when you Have questions related housing by-laws?



Do you feel comfortable interacting with SCSN when you want to learn about how to get involved with the Hamilton community?



When asked about initiatives students would like to see SCSN undertake individuals suggested: community volunteer fairs, roommate network systems, housing workshops, and a landlord rating system. These functions are already done by other groups at McMaster, but it is apparent that there is a lack of awareness about them. Outlined below are other stakeholders that interact with the off-campus community at McMaster, and how their mandates compare to that of SCSN's.

Partners

Off-Campus Resource Centre

The off-campus resource centre is run by McMaster University in partnership with the Society of Off-Campus Students. They provide an off-campus housemate finder, landlord resources (such as information nights and landlord how-to's), and basic legal resources for students. This department has also joined with McMaster Residence Life to facilitate a new format for the Off-Campus welcome week. This partnership has also created a strong Mac/One program, providing another route for off-campus first years to connect to the McMaster Community.

Society of Off Campus Students

This McMaster group aims to help create community between off-campus students, though it does come with a sign-up fee. When looking at Western University, University of Waterloo, and University of Guelph, their off-campus community groups most resembled SOCS. These groups aim to provide off-campus students with a sense of community both on and off campus, with the separating factor between the two being the buy-in factor. With the student choice initiative, having two opt-in services focused on connecting the off-campus community proves to be redundant.

Other MSU Services: FYC and Maroons

The MSU Maroons have been joining with SCSN to facilitate events such as Skate Night and the SCSN Pumpkin Hike - both seeing continually high turnout. FYC has joined with SCSN to facilitate the off-campus housing information centre for first year students. The initiatives facilitated by these services also render SCSN in an event planning and community building aspect of SCSN redundant.

Student Success Centre

The Student Success Centre runs employment and volunteer fairs that focus on bringing in employers from the greater McMaster and Hamilton area. The SSC also runs extensive programming on volunteering and how to get involved in the local community.

Recommendations

1. The MSU should no longer operate SCSN as a service

SCSN is a service that has continually tried to find its scope and niche. Though great strides have been made to revamp the service, the inability to engage with the McMaster population has created a bloat that negatively impacts the ability of SCSN to efficiently educate students on off-campus living. There is a clear need and want for more education on tenant rights and by-law campaigns; this is the heart of SCSN. High executive and volunteer turnover and redundancies with other University programs have dampened the ability of SCSN to educate on the values at its core.

Looking at the services, the community building aspect of the portfolio is being taken care of by other MSU services taking on a community engagement lens, SOCS, and the Mac/One program. As well, with community engagement becoming a Welcome Week strategic theme we will see the idea of engaging the greater Hamilton community become ingrained in McMaster culture. The MSU Maroons and FYC have been aiding SCSN with their events portfolio and are more than equipped to fully take on the “discover your city” event planning and engagement aspect. Still having this part of the SCSN portfolio is redundant. Removing this aspect of SCSN would leave the services to focus on off-campus community education. The question we have to ask is “does the warrant a service?”.

Services are created to fill the gaps, the needs the university is unable to meet. Yes, there is still a need to educate and support the off-campus McMaster community, but that need is inefficiently met by a service. This is why the committee suggests that the MSU no longer operate the Student Community Support Network.

Outlined below is the operating policy of SCSN, and how the relevant gaps will be filled with the dissolution of SCSN and the creation of the Community Education Coordinator (see recommendation two for clarification on this role).

2. The MSU should create a Community Education Coordinator to be housed under the MSU Education Department

It is suggested the MSU employ an Off-Campus Community Education Coordinator. This position would be similar to the Community Engagement Coordinator, a position that was dissolved two years ago with

the creation of AVP Municipal Affairs. At the time of its dissolution, it was found that this Community Engagement Coordinator and SCSN played a reddened role as the AVP Municipal Affairs took over the municipal advocacy piece of the community engagement portfolio. We hope to revamp this role. In conversations the Vice-President (Education) of the MSU, they agree that folding the education initiatives that unique to SCSN into the AVP Municipal Affairs and the Advocacy Coordinator roles may result in the inanities being forgone or lost in the shuffle. By creating a position responsible for educating student on matters relating to off-campus housing, we can ensure that these mandates are still met within the communities transfer from the admission department to the education department.

The committee believes that education initiatives and campaigns do not require a full service to ensure they are properly researched and implemented. By removing the community building needs that are being met by other university facets, SCSN is left as an education body. The committee believes that this can be done far more efficiently by one individual who operates within the Education team. Similar to the Advocacy Coordinator role, this role would be housed under the education team. Giving the them access to the Advocacy Promotions and Logistics Coordinator, as well as the AVP Municipal Affairs will allow them to work in-tandem with position that have similar roles, creating a more holistic and seamless off-campus advocacy and education initiatives. More information on this role can be found under suggestions two.

The revamped role would incorporate important aspects of the SCSN Social and Political Advocacy Coordinator roles, who's main objective was to research and create campaigns that focused on education students on issues surrounding off-campus living. This would include by-law awareness campaign, community clean ups, and tenant rights campaigns. These are initiatives that are unique to SCSN and are at the heart of the services. The committee has been unable to find another stockholder that caters to these essential needs. By having one individual who operating under the Education department take on these campaigns not only can we ensure that these communities are still catered to in an efficient and effective way, we can better support this individual by allowing them easier access individuals who operate in similar scopes (such as the VP Education, the AVP Municipal Affairs, the Advocacy Promotions Coordinator, and the Advocacy Logistics Coordinator).

Overall, it is clear the SCSN mandates is still relevant today; the off-campus community still requires support in the form of education about by-law, rights, and functioning within the surrounding McMaster community. By giving a voice to these needs through the Off-Campus Community Education Coordinator we can ensure that the interests of the off-campus community

are still held in high importance in a more efficient and effective manner than SCSN was able to do.

Attached to this report is a draft job description for the Off-Off-Campus Community Education Coordinator for context to the mandate and impact of this role.

2.a) A portion of the SCSN budget should go be allocated to the education department to support the expanded scope of the Education Department.

3. The “Discover your City” Events Function of SCSN should be moved to the MSU Maroons

This will be expanded upon in the Maroons Review. The MSU Maroons will be mandated to carry out four “discover your city” events a year, two per semester. The objective will be to connect students to the greater Hamilton community. The Maroons already play a large role in these events, making the transfer of reasonability seamless.

Appendix

A. Operating Policy – how the operating policy mandates will still be filled in other places within the MSU and/or University

Operating Policy for SCSN

2.1 SCSN will cater to all students in the greater McMaster community, which includes the immediate surrounding areas, such as Ainslie-Wood and Westdale, as well as those areas from where students commute;

The new Off-Campus Education Coordinator will be mandated to serve the immediate surrounding areas through education related to aiding students as they function with and integrating into surrounding communities. Holistically, all of our services aim to service the greater off campus community whether it be through food drive, Discover your City sessions, or other community engagement centred initiatives. The MSU Education team, specifically the Associate Vice President (Municipal Affairs), also strives to provide support to off campus students through municipal advocacy. At the university level, the Off-Campus Resource Centre, the Society of Off-Campus Students and the Student Success Centre are also well equipped to provide niche support to off-off-campus students. The committee does not believe rescinding will SCSN cause off-campus students in the surrounding McMaster community to be left without support.

2.2 SCSN shall be a completely student-run service dedicated to improving the image of McMaster students in the community, providing support for off-campus students, and education on municipal bylaws and community engagement initiatives;

We will be dividing this mandate into two. The proposed Off-Campus Community Education Coordinator will work to educate and provide support to off campus students through education campaigns and providing a student voice at a community level. The MSU Maroons will be mandated to create and execute four ‘discover your city’ events (two a semester) in aims to engage students in community initiatives and events. Through these practices, the MSU will continue to improve the image of McMaster students in the Hamilton Community.

2.3 SCSN shall facilitate training sessions for the Community Connectors before the end of September;

Though attempts have been made to redefine the Community Connector role to make it more engaging, SCSN has not been able to attract and retain volunteers in this role for several years. Their main function was to act as a support function that these volunteers provided to the SCSN executive team will be mimicked by engaging the education department with the MSU Maroons when needed. This has proven to be an effective strategy thus far for the Education Team.

2.4 SCSN shall work with various University departments and relevant stakeholders to ensure a high quality of student life within the community;

2.5 SCSN shall represent McMaster students on relevant University, municipal, or community committees, in coordination with the MSU President, the Vice-President (Education), and the Associate Vice President Municipal Affairs;

Collaboration and communication with relevant stakeholders will move to the Off-Campus Community Education Coordinator, as they will work in tandem with the AVP Municipal Affairs and the Vice-President Education to ensure that the voices of Off-Campus Community is heard on the Ansilewood and Westdale Community Association, the Neighbourhood Advisory Council and other relevant bodies. The Off-Campus Community Education Coordinator will also be matted to remain in contact with the Ward One councillor, relevant city official, the OCRC, SOCS, the SSC and other relevant bodies.

2.6 SCSN shall work collaboratively with McMaster's Off-Campus Resource Centre to facilitate and disseminate services to off-campus students;

Similar to 2.2, this function will be taken over by the Off-Campus Community Education Coordinator, with the MSU Maroons aiding in the facilitation of relevant information as well.

2.7 SCSN shall work collaboratively with the Society of Off-Campus Students and the Commuter in Residence Experience (CoRE) program to coordinate events and programming to engage off campus students;

The Commuter On-Campus Residence Experience program is functioning under the name Mac/One. SCSN has not been a liaison with this community, as the Off-Campus Community Advisors and MSU First Year Council provided the support necessary to engage of campus students first year students. MSU FYC and Mac/One have both seen fantastic engagement, making SCSNs role with redundant. If collaboration between McMaster Residence Life, SOCS, and the off-campus first year experience the Off-Campus Community Education Coordinator act as a liaison.

2.8 SCSN shall assist in the creation and maintenance of a landlord rating system

The landlord rating system was created and is maintained by the MSU Education Department, specifically by the AVP Municipal Affairs, AVP University Affairs, and the VP Education.

B. Proposed job description outlining the recommended position of the Off-Campus Community Education Coordinator



JOB DESCRIPTION

Hourly Staff

Position Title: Off-Campus Community Education Coordinator

Term of Office: May 1 - April 30

Supervisor: Vice-President (Education)

Remuneration: Under Review

Hours of Work: Under Review

General Scope of Duties

The Off-Campus Community Education Coordinator is responsible to assist in the coordination and development of initiatives between the Hamilton community, McMaster University, and the MSU. They will also perform research on issues surrounding the Hamilton Community, McMaster University and the MSU. Research gathered will be used in policy papers, reports, advocacy works and to support projects related to community engagement. The Off-Campus Community Education Coordinator will also represent the MSU's community

engagement interests within McMaster University and the City of Hamilton at the direction of the Vice-President (Education).

Major Duties and Responsibilities		
Category	Percent	Specifics
Research Function	30%	<ul style="list-style-type: none"> ▪ Keep current on community-based issues between the MSU, McMaster University and the Hamilton community ▪ Develop and conduct surveys and focus groups for data collection as required ▪ Prepare briefing notes and reports as directed by the Vice-President (Education) ▪ Assist the Vice-President (Education) in collecting primary and secondary research for any relevant projects related to the advocacy work at the Hamilton community level ▪ Summarize and analyze research results and findings in a user-friendly way ▪ Circulate information to all relevant parties

Communications Function	30%	<ul style="list-style-type: none"> ▪ Attend and advocate for student needs at community meetings and municipal meetings (including but not limited to Off -Campus Experience, PACCR, and the Community Accountability Program committees AWWCA meetings, City Hall) ▪ Maintain relations with community figures and groups (e.g. Ward 1 Councillor, AWWCA, OCRC, and SOCS) ▪ Research and stay updated on current events related to municipal advocacy ▪ Collaborate with other relevant campus groups ▪ Maintain strong communication with the Vice-President (Education), Associate Vice President (Municipal Affairs), and other members of the Education & Advocacy Department ▪ Support projects and initiatives related to student life and community engagement at the direction of the Vice-President (Education)
Education and Events Function	30%	<ul style="list-style-type: none"> ▪ Assist other members of the MSU with community engagement initiatives ▪ Act as the primary point of contact for Off-Campus Community education campaigns ▪ Work with the McMaster and Hamilton community to generate ideas for Off-Campus Community Educational events and campaigns ▪ Handle space bookings and other logistical items associated with campaigns ▪ Fill out the appropriate event risk management forms ▪ Work with other campus groups and stakeholders to facilitate collaborative initiatives
Other	10%	<ul style="list-style-type: none"> ▪ Other duties as directed by the Vice-President (Education) ▪ Attend community events as an MSU representative as required

Knowledge, Skills and Abilities

- Excellent writing skills, including proofreading and editing
- Capacity for research, consultation, and analysis of data
- Knowledge of issues within the Hamilton community
- Knowledge of groups working towards improving the relationship between McMaster and the Hamilton community
- Interpersonal skills required in order to set up focus groups and survey people as required
- Strong verbal communication skills

Effort & Responsibility

- Ability to work independently
- Ability to carry out research projects from start to finish
- Working within deadlines on a regular basis

Working Conditions

- Hours of work are extremely variable
- Time demands may exceed stated hours of work
- Access to shared work space in the MSU Committee Room

Training and Experience

- Previous research experience an asset
- Previous work with and within the Hamilton community an asset
- Understanding of the working and role of the MSU an asset
- Understanding of how to engage students with the surrounding community

Equipment

- Use of personal computer preferred
- Shared office computer available