# **Operating Policy - Horizons**

1. Purpose
   1. To provide a leadership conference to incoming first year McMaster students;
   2. To introduce incoming first year students to the MSU and its student services and involvement opportunities;
   3. To integrate incoming first year students into the McMaster community.
2. Operating Parameters
   1. Horizons shall be guided by the following three objectives:
      1. Leadership development;
      2. Interaction with other future student leaders and current student leaders;
      3. Information on the leadership opportunities available on campus.
   2. Horizons shall be run as an annual cost-recovery event;
   3. Horizons shall attempt to include and involve as many different kinds of current student leaders on campus as possible in the planning and execution of the event;
   4. Horizons must remain a student-led, student-run initiative.
3. Personnel Structure
   1. The Horizons Coordinator, who shall:
      1. Be responsible for planning, promoting and running Horizons;
      2. Perform duties outlined in the Horizons Coordinator job description;
      3. Be hired by a hiring committee struck by the Executive Board that shall consist of:
         1. The outgoing Horizons Coordinator;
         2. The Vice-President (Administration);
         3. One (1) Executive Board Member.
   2. The Events Coordinator(s), who shall:
      1. Be responsible for planning inclusive social events for the conference including opening and closing ceremonies;
      2. Manage the Special Events Team during the conference;
      3. Perform duties outlined in the Horizons Events Coordinator job description;
      4. Be selected by the Horizons Coordinator through an application and interview process.
   3. The Sessions Coordinator(s), who shall:
      1. Be responsible for researching and planning all leadership development sessions for the conference;
      2. Act as a Leadership Developer (LD) during the conference;
      3. Perform duties outlined in the Horizons Sessions Coordinator job description;
      4. Be selected by the Horizons Coordinator through an application and interview process.
   4. The Outreach Coordinator(s), who shall:
      1. Be responsible for promoting the conference to incoming first year students;
      2. Act as a Leadership Developer (LD) during the conference;
      3. Perform duties outlined in the Horizons Outreach Coordinator(s) job description;
      4. Be selected by the Horizons Coordinator through an application and interview process.
   5. The Sponsorship and Fundraising Coordinator(s), who shall:
      1. Be responsible for soliciting donations (financial and product) to both fund the conference and create a more financially accessible conference for the delegates;
      2. Act a Leadership Developer (LD) during the conference;
      3. Perform duties outlined in the Horizons Sponsorship and Fundraising Coordinator job description;
      4. Be selected by the Horizons Coordinator through an application and interview process.
   6. The Media and Design Coordinator(s), who shall:
      1. Be responsible for designing and creating all media and publications required for the conference;
      2. Manage Media Special Events Team (MSET) during the conference;
      3. Perform duties outlined in the Horizons Media and Design Coordinator job description;
      4. Be selected by the Horizons Coordinator through an application and interview process.
   7. The Volunteer and Logistics Coordinator, who shall:
      1. Be responsible for the recruitment, selection, training and management of the Leadership Developer Logistics (LDL) team;
      2. Perform duties outlined in the Horizons Volunteer and Logistics Coordinator job description;
      3. Be selected by the Horizons Coordinator through an application and interview process.
   8. Conference support staff, who shall be selected by the Horizons Coordinator through an application and interview process, and shall include:
      1. Leadership Developers;
      2. Leadership Developers Logistics;
      3. Special Events Team;
      4. Other support staff as directed by the Horizons Coordinator.