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| MSU logo.jpg. | MEMO*From the office of the…*Associate Vice-PresidentInternal Governance |
| TO: | SRA Members and Committee Chairs |
| FROM: | Michelle Brown, Associate Vice-President  (Internal Governance) |
| SUBJECT: | Operating Policy – WGEN, PCC, SHEC, Maccess, Spark, Diversity Services |
| DATE: | March 21st, 2021 – SRA 20Q |

**Dear Members of the Assembly,**

Services Operating Policies are often out of date, they’ve been updated to best fit the practices of the MSU. All formatting has been updated but specific changes have been added to each policy. Hiring boards have been removed for all the policies because they will be added to the Job Descriptions for each position.

For all Peer supporDefinition clarified and clauses sorted into accurate sections, Added Assist

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| Policy | Proposed Changes | Explanation |
| All Peer-Support Service Policies | Definition clarified and clauses sorted into accurate sections, changed PTM title to Director, Added Assistant Directors, Took out hiring boards, took out confidentiality (put it in services OP) | Updated exec team to reflect current practices |
| Maccess | Replaced Social and Events and Planning Exec with Community Outreach Coordinator, Added Peer-support volunteers and safer space volunteers | Updated exec team to reflect current practices |
| PCC | Explained acronyms | Clarity |
| Spark | Changed Volunteer Coordinator to Outreach and Engagement Coordinator, updated Spark promotions to Promotions and Publications Coordinator | Consistency with new practices |
| SHEC | Sorted clauses to appropriate sections, change volunteer coordinator to training and Development | Consistency with new practices |
| WGEN | Updated Committee titles, replaced Volunteer coordinator with training and development Coordinator | Consistency with new practices |

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,

Michelle Brown

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