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| . | MemoFrom the office of the…Vice-President (Administration) |
| To: | Members of the Executive Board  |
| From: | Graeme Noble, Vice-President (Administration) |
| Subject: | Amend Job Description – Associate Vice-President (Services) & Associate Vice-President (Internal Governance) |
| Date: | March 25, 2021 |

### Introduction

Dear Members of the Executive Board (EB),

The Associate Vice-President (AVP) roles have existed for going on 5 years as of this hiring cycle as a replacement for the Commissioners of the SRA. As time has progressed, the old Job Descriptions have aged and no longer represent the duties of the roles. While these changes are minor, the integrity of the MSU’s staff rests heavily on the accuracy of its Job Descriptions and the scope of duties which its staff assume. As such, I’ve brought these changes forward to breath a bit of relevance into the roles. The AVPs in question, the AVP (Services) and AVP (Internal Governance), as well as the Human Resources Generalist & Clubs Support have also approved of these changes. The proposed changes are as follows:

### Proposal

#### General

Terminology was corrected for consistency so that AVPs use parentheses instead of colons to match the VP roles. As well, any references to standing committees of the SRA were clarified as proper nouns.

#### AVP (Services)

The only change to this role comes from the difference in scope. It’s definitely a minor change but will have a larger impact on the perception of the role for incoming applicants.

#### AVP (Internal Governance)

Along with moving the role over to the new template, minor changes were made to the scope to better reflect the position’s responsibilities. There were also shifts in the percentage of responsibilities. Generally, the only significant changes were made to the specificity of actions and the addition of training for committee members.

Please let me know if you have any questions or concerns.

Kind regards,

**Graeme Noble**

Vice-President (Administration) & Chief Administrative Officer

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