|  |  |
| --- | --- |
| . MSU-logo-2001 | MEMO*From the office of the…*WGEN Director |
| TO: | Members of the Executive Board |
| FROM: | Neha Shah |
| SUBJECT: | Proposed Changes to Events Committee Volunteer Job Description |
| DATE: | June 24, 2021 |

Dear Executive Board,

The changes to WGEN's Events Committees have been proposed given that Events volunteers often do not have as large a role as they would like in campaign weeks. There is limited work for them to do on events, so these changes will allow them to be involved in more aspects of the service and work with different executive members. Working on advocacy campaigns will also give them an opportunity to incorporate their own goals and ideas into campaign weeks and further develop their content creation skills. These changes will not cause them to exceed the hours listed on their job description and are only intended to allow them to take on a more diverse range of responsibilities."

Best,

**Neha Shah***, she/her*

*WGEN Director 2021-2022*

**MSU Women and Gender Equity Network**

McMaster Students Union

