



REPORT

From the office of the...

MSU SWHAT Coordinator

TO: Members of the Executive Board
FROM: Kavya Patel
SUBJECT: MSU SWHAT Report #1
DATE: Wednesday October 20th, 2021

Yearplan Update

SWHAT is finally in the process of opening after being nonoperational for over a year and there are many things that need to be done to become fully operational!

Since I was hired at the beginning of September, I am trying my best to catch-up with necessary trainings and activities while still balancing coursework and grad school applications. As result, I am a little behind on submitting a yearplan and budget plan, but my goal is to have it done by the end of the week of Oct 18th. My yearplan will mainly be similar to what I created for the year of 2020-2021 before SWHAT was paused. Also, as we will be in person, I am working on updating the protocols for walks as I need to consider the safety of the volunteers as well as clients due to the pandemic.

My next step is to start the hiring process for executive members following up with volunteers (walkers and dispatchers). Currently, the positions of Dispatcher, Public Relations, and Volunteer Logistics Executives are posted on the MSU Available Positions webpage. They are closing on October 24th, 2021, but my plan is to extend it for an extra week to allow for more time to promote them. The Volunteer Affairs Executive position still needs to be posted on the webpage; we are in the process of looking for its job description.

Events, Projects, & Activities

Projects & Events: Executive Team Hiring (On-Going)

The executive team positions were posted before Reading Week and are closing on October 24th, 2021. Currently, only three out of four positions have been posted as we are looking for the job description for the Volunteer Affairs Executive position. I am planning on extending the deadline to October 31st, 2021. Interviews will take place during the week of November 1st, 2021, and I plan on assembling a hiring committee for the interviews including individuals within MSU. I hope to have the executive team hiring done by November 12th, 2021.

Projects & Events: Volunteer (Walkers & Dispatchers) Hiring (Upcoming)

The walker and dispatchers' positions will be posted on the MSU Available Positions webpage on October 21st, 2021 and will be open till November 11th, 2021. During this time, I will be actively promoting the positions on SWHAT's social media channels as well as collaborating with other services to share our posts. The executive team will be handling the interview process for volunteer hiring with goal of having it tentatively completed by December 3rd, 2021.

Projects & Events: SWHAT Opening (Upcoming)

As soon as all executives and volunteers are hired and trained, I plan on opening SWHAT. Currently, I am working on updating walk protocol and training for executives and volunteers.

Outreach & Promotions

Summary

All social media accounts have been activated and logged into. MSU currently promoted the three executive positions posted and as a result, there are more followers on Instagram and likes on Facebook.

Promotional Materials

Promotional materials for executive and volunteer hiring are currently in process of being created by MSU Underground.

Social Media Engagement since the Previous Report

Since SWHAT is opening up after over a year, there is no information on social media engagement. There will be more information to share once I start promoting executive and volunteer hiring on our social media channels. \

Finances

Budget Summary

As of now, I have not spent money on any items. However, I plan on spending money on graphics created by MSU Underground for promoting executive and volunteer hiring.

Successes

Three out of four executive positions have already been posted on MSU Available Positions webpage! Just need to add one more in.

Current Challenges

My biggest challenge is ensuring a smooth hiring process. I would like to complete the hiring as soon as possible so that we can open the service for the

McMaster community. Moreover, figuring out how the service will run while considering the pandemic is another challenge.