



MEMO

From the office of the...

BOARD OF DIRECTORS

TO: SRA
FROM: President & CEO
SUBJECT: Leave of Absence
DATE: January 10, 2022

If any of the following sections do not apply to you, please type N/A in the respective section.

Leave of Absence (LOA) Formal Request Form

Name: Denver Della-Vedova
Job Title: President & CEO
Supervisor: Student Body/SRA

Who will take over your responsibilities when you are on your LOA and what is their contact information?

Christina Devarapalli - Vice President Administration
Email: VAdmin@msu.mcmaster.ca
Office Phone: (905) 525-9140 x23250

Siobhan Teel - Vice President Education
Email: VPed@msu.mcmaster.ca
Office Phone (905) 525-9140 x 24017

What are the major events/projects that you have planned for that are happening during your LOA?

Please make note of who will be responsible for these events and projects, the details of the events and projects, and any other relevant information

Siobhan Teel

UCRU voting member

This involves attending UCRU sub-committee and board meetings as well as representing the MSU in votes at these meetings. This includes Advocacy Committee, Governance Committee and Bilingualism Committee.

- Governance Committee will be focusing on the start of the implementation of a fee for UCRU as well as finishing up our operating policy reviews
- Bilingualism Committee is focusing upon translation for our finalized operating policies as well as better ways to reach French students via interaction with other U15 francophone schools
- Advocacy committee is focused on UCRU's lobby week development and implementation

SVPR Task Force

- I will be forwarding my invite to Siobhan for this meeting as a representative of the Board. As well on this committee we have the Maccess Coordinator and HR Admin in attendance

Media requests pertaining to advocacy

Christina Deverapalli

Board/executive board meetings

Chairing meetings for both board and executive board meetings

Return to work operating group

Attend return to work operating group meeting and represent the MSU and our interests - prep meetings are set up for this. These meetings predominantly act as one advisory table with folks from around the university to discuss the return to campus and impacts on services and offerings

CFMU BOD

Chair this meeting and delegate any tasks between this and the following meeting - these meetings typically act as an update between the board and folks at CFMU

SRA

Attend as per her role, but chair if we enter MSU INC or CFMU INC as per duty of the President

McMaster Age-Friendly University Committee Meeting

Attend meeting and represent the MSU and our interests. This is a preliminary meeting for this group.

Email Maintenance

Hiring Committees

A few hiring committees may be struck in the next few weeks. In the event of this Christina may have to take my place in these in the event they overlap with the LOA.

Media requests pertaining to the organization

Please highlight any areas of your service or programming which will no longer be able to function in your absence and the impact that may have on users/patrons/customers, etc. *In addition, outline why you believe taking a leave of absence at this time wouldn't be a detriment to service/committee operations.*

The main areas which may see additional strain due to my leave of absence are workload on the VP administration, the advisory portions of my role and media requests. Obviously in my absence I would not be able to contribute in conversations at SRA, EB, or BOD. As well the chairing role responsibilities would by Default fall upon the VP Administration. I do not believe this would significantly dampen the organizations function in the short term as I am capable of moving most commitments to be in advance or post this period aside from those highlighted above. I will be not attending a few meetings with the AVP Faculty with the university, although our AVP University Affairs will be in attendance of these. Additionally some of my check ins with folks will obviously not be able to occur but I will be prioritizing touching base with these folks before or after the LOA if it was supposed to fall during this period.