



# Memo

From the office of the...  
**Vice-President  
(Administration)**

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To: Executive Board  
From: Christina Devarapalli, Vice-President (Administration)  
Subject: Macademics Student Recognition Awards Coordinator Job Description  
Date: March 25, 2022

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Dear Executive Board,

I am bringing forward the Macademics Student Recognition Awards Coordinator job description to be approved today. This role was outlined in the Macademics Operating Policy last year, but the job description was never created.

The job description outlines everything that was previously expected of the Speaker role and has been expanded upon.

We ask that the Board approve this job description so that Macademics may be able to hire a full team for the upcoming year.

Thank you,

**Christina Devarapalli**  
Vice-President Administration  
McMaster Students Union  
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