



MEMO

From the office of the...
SWHAT Coordinator

TO: Members of the Executive Board
FROM: Vithuyan Sugumar
SUBJECT: Removal of the SWHAT Special Projects Coordinator Position
DATE: June 22 2022

Dear Executive Board,

I am writing today to request a change to the Student Walk Home Attendant Team's (SWHAT) Operating Policy. The requested change, if approved, will remove Section 3.6 (Personnel Structure; Special Projects Coordinator) from the operating policy. This would remove the Special Projects Coordinator as a required executive position for the service.

This is a position that has not been filled by SWHAT in several years, and yet, SWHAT has been able to function and provide its services to members of the McMaster Community. Furthermore, upon connecting with the VP Administration, Mitchell German, it was realized that when looking into previous job descriptions for this role, there was none available for this position. Thus, not only has the service been able to function without this role, but there is also no knowledge of what the purpose of this position is, and what anyone hired into this role would have to do.

Finally, SWHAT is limited in its budget and scope. As a result, SWHAT would not have the time, space, or financial means to carry out any additional projects beyond what I have outlined in SWHAT's 2022-2023 year plan. Having to fill this position at this point would constrain what SWHAT is able to do and could potentially impact the quality of the services it is meant to provide.

I am hoping that this proposed change is approved. In the meantime, I am more than willing to answer any questions about this request.

Best,
Vithuyan Sugumar
SWHAT Coordinator
McMaster Students Union
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