



# MEMO

*From the office of the...*  
**Vice President Education**

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TO: Members of the Assembly  
FROM: Elizabeth Wong  
SUBJECT: Proposed Changes to Operating Policy – Education & Advocacy  
Department  
DATE: July 11, 2022

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To Members of the Assembly,

The purpose of this memo is to propose changes to the Operating Policy – Education & Advocacy. I am proposing these changes to change the title of the position and to make administrative changes to reflect the modifications to the role of Director of Human Resources.

I am proposing a title change to the position of Project and Campaign Coordinator to **Advocacy Outreach & Logistics Coordinator**, to better reflect the duties of the position and to reduce name similarity with other positions within the organization. After consultations with the Marketing and Communications Director, the former Project and Campaign Coordinator, and VP Administration, we concluded that the title could use a change to reflect these changes.

The Project and Campaign Coordinator role was initially created by a past VP Education to assist in running OUSA campaigns on campus. This role has evolved since and has taken on more responsibilities that deal with outreach with stakeholders and logistics coordination.

The position of Project and Campaign Coordinator has an acronym of “PCC” which is the same acronym as a service within the organization. There have been several instances of confusion when the acronym “PCC” has been used within the organization. Though this may seem small, considering how individuals within the organization have confused the position and service, it is likely that students may be confused as well.

I am also proposing that “Operations Coordinator” be changed to Director of Human Resources. This position was changed, and the title was modified as well so these proposed changes would seek to reflect the current job title.

Considering this information, I ask that the SRA approves the proposed changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Wong". The signature is fluid and cursive, with a large, sweeping loop at the end of the last name.

**Elizabeth Wong**

*Vice-President (Education)*