



Year Plan

Women + Gender Equity Network (WGEN)

**Director, Assistant Director
Rijaa Khan, Thifani Rajhkumar**

2023–2024



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Introduction

Rijaa Khan (Director):

Hello, my name is Rijaa Khan, and my pronouns are she/her. I am the 2023-2024 Director of WGEN. I am headed into my 5th year of Honours Applied Psychology and English & Cultural Studies. I am writing this year plan with my Assistant Director, Thifani, who will introduce herself below. I'm very excited to get to know you.

I learned about WGEN in my first year, when I accessed WGEN services in order to become more connected to my community. I participated in various WGEN events across the year and soon applied to be part of the executive team. The peer-support services and emphasis on gender-based carework that we offer is what I really loved about WGEN, and something I am sincerely passionate about to this day.

I initially joined the executive team as a Promotions Coordinator, where I focused on increasing WGEN's social media presence, promoting annual WGEN campaign events, sharing informational resources, and strengthening our general outreach to students within McMaster and the broader community. I eventually branched out and took on the role of Resources Coordinator in the following year, where I assisted the previous Director with obtaining and managing the materials/resources needed to support the goals of WGEN and create an inclusive and educational safe(r) space. This included obtaining gender affirming gear such as binders, packers, bras, etc. I am especially proud of the work we put into expanding and assorting our library catalogue, which we hoped to better reflect WGEN's values and mandate. It's something I look forward to expanding this year as well.

With my extensive time in both participating and facilitating WGEN events, I became the Community & Events Coordinator the year after that. I hope to incorporate everything I learned with my experience in that role now as Director, as I have a lot of plans for the service this year. I am specifically excited about the three campaigns we will run, and hopefully creating more community care groups. This will of course happen with the help of my executive team, who I will be carefully selecting by the end of June, and my wonderful Assistant Director. I believe WGEN is an extremely important service for McMaster students, as the peer-support and gender-based carework we provide is unique to our service. I also believe the resources we offer are critical to the health and well-being of the students who seek out our services, year after year. Ultimately, the prospect of the work we can accomplish this year is wonderful to ponder about, and I immensely look forward to building a relationship with the executive board. I am filled with gratitude by being granted the opportunity to help in running WGEN this year.

Thifani Rajhkumar (Assistant Director):

Hello, my name is Thifani Rajhkumar, and my pronouns are she/her. I am the WGEN Assistant Director for the 2023-2024 school year. I am going into my fourth year

of the Honours Bachelor of Social Work program with a minor in Sociology and I am also pursuing my Human Resources Management Diploma. I feel very honoured to work with all of you!

I worked with WGEN in my first and second year as a Safe(r) Space volunteer because of my passion for peer-support and because WGEN aligned with my core values. I later joined WGEN as the Assistant Director in my third year and I am returning in my fourth year as the Assistant Director. Throughout my time with WGEN, I have grown so much as an individual and made many meaningful connections. Going into my fourth year, I can confidently say that my time with WGEN has been a highlight of my undergraduate experience.

This year, I am looking forward to working on creating community care groups and increasing the accessibility of our service. I am also looking forward to learning and working with such an experienced and knowledgeable Director. As an Assistant Director I understand that I have the privilege of having decision making ears available to me and hope to use this consciously by giving the power and space for executives, volunteers and service users to lead the work that we do. I am very grateful to be given an opportunity to help run such a wonderful service at McMaster.

Vision for WGEN

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| <p>Overarching Vision (i.e., What is the <i>ultimate</i> goal you have for your Service?)</p> | <p>Peer Support Sustaining our ongoing service of peer support is the ultimate goal for WGEN. The service operations are centered around the peer support services we offer, and they are arguably the biggest pillar for WGEN. It was a big reason why WGEN was created and continues to operate to this day – peer support is a service many across campus not only need but rely on, which is why the goal of continuing <i>effective</i> peer support is our biggest goal.</p> <p>We have a number of peer support options:</p> <ul style="list-style-type: none"> • Peer support service in the WGEN space can be requested by any service user(s). • Folks can also request peer support in the space beforehand by requesting it via email to set up a time to come in. • Peer support is typically done by trained safe(r) space volunteers, or often the Director/Assistant Director. • Peer support is mostly done 1-on-1, but requesting peer support by multiple trained safe(r) space volunteers, Director and Assistant Director is possible. <p>What is peer support? Peer support is a person-centred approach that works towards promoting coping skills, self-management, sharing of lived experiences, and encourages the overall well-being of individuals. As a student-led peer support service for students it is especially beneficial because it mitigates some of the harm that comes with the barriers and power dynamics present in other types of support.</p> <p>Safe(r) Space WGEN’s safe(r) space will run year-round. The safe(r) space is offered both in-person in the WGEN space in MUSC, and oftentimes on Discord online. Moreover, we hope to increase space use this year. We will hopefully be running a survey to identify what barriers there may have been to folks who wanted to access our space, receive suggestions to improve inclusivity and openness, in order to encourage use by the communities we serve. Of course, we measure our success by being able to help even one person, but an increase in service users is always positive.</p> |
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Resources Provision

WGEN provides a number of physical resources in our space. We provide gender-affirming resources, including binders, packers, and breast forms; bras; condoms; and more. This year we hope to collaborate on gender-affirming resource distribution with the PCC, as WGEN and PCC do have partially overlapping mandates, and tend to reach a slightly different audience. Distributing resources together would allow us to get them to a larger scope of McMaster students. We would also like to increase use of our physical resources in general, as we have found in past years that they have been underutilized. We will do so by advertising them at our events and increasing promotions, as well as providing multiple ways for folks to request resources.

Repeating and Ongoing Projects/Events

Community Care Groups

What is peer support in community care groups?

Peer support in community care groups is closed spaces for folks to share experiences and build meaningful connection with those who share similar identities to them. What and how many community care groups will run this year are dependent on volunteer and executive identities and capacities.

Survivors

Survivors is a bi-weekly community group open to all survivors of sexual and gender-based violence. It is peer-support based, but facilitated by executives who identify as survivors. The only difference between facilitators and participants is that facilitators bring prompts/questions/topic ideas and have knowledge on other support for survivors that we can help them connect with if requested. This year, we hope to begin running Survivors by the end of September.

Black & Gendered

Black & Gendered is a support group run in collaboration with the McMaster Womanists. It is open to Black McMaster students and is focused on discussing the intersection of being Black and experiencing gender-based discrimination and violence. In recent years, the focus of this group has been on healing. We hope to continue Black & Gendered more consistently this year, as it was not

able to run last year. We will hopefully be able to do so after hiring a new exec team for the McMaster Womanists.

Disability in Colour

Disability in Colour is a support group co-facilitated by Maccess and WGEN. It began three years ago, and is geared towards creating space for disabled racialized folks. This year, we hope to run the group again, in collaboration with both Maccess and Diversity Services, as this group was also not able to run last year. We hope that the collaboration between three services will help us increase use of this group, as well as specific promotions that can ease any intimidation that service users may experience.

Other Community Care Groups

In the past, WGEN has had other community groups such as a group for non-binary folks, racialized non-cis folks, and Asian diaspora and migrants. We have previously defined these groups as “closed spaces for folks to drop by, share experiences, and build connections with others who hold similar identities.” We hope to resume these groups again this year, pending Executive availability, and increase their use, as they have not been able to run since the pandemic. We will do so through more specific promotions, explaining what folks can expect when they come to a more specific community care group, in order to ease any intimidation or formal perceptions that service users may experience.

Annual Campaigns **Transforming Mac**

Transforming Mac is a campaign week normally run during November, often to coincide with Trans Day of Remembrance on Nov. 20. It is a week specifically to support trans* students at McMaster, consisting of some open but mostly closed events (i.e. closed to trans* folks) to encourage community, resistance, and joy.

Bodies are Dope

Bodies are Dope is a week-long campaign week usually run in February. During this campaign, we run events for trans folks, racialized folks, and those who identify as fat. The goal of Bodies are Dope is to reclaim beauty, discuss oppressive beauty standards and structures, representation, and more. Given that Bodies are Dope is run during Black History Month*, we also run a number of closed

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| | <p>events for Black folks. Specific events and activities will be decided on closer to the campaign</p> <p>Making Waves Making Waves is WGEN’s last campaign week, typically run during the month of March. It is described as a week of “intersectional feminist programming”, so we have the flexibility to run a wide variety of events related to this prompt. A specific focus this year will be running events for survivors, and hopefully other community care groups as well. Specific events and activities will be decided on closer to the campaign.</p> |
| <p>Benefits</p> | <p>Peer support WGEN is one of the few services available that offers support to survivors of all gender-based violence, so it is important for us to keep this going into next year (and the following years after that). It is also one of the few student-led services that offers peer support to transgender folk, non-binary folk, women, and all gender non-conforming folk, so the peer support we offer to these communities is extremely vital.</p> <p>Community Care Groups Community care groups are important because they aim to uplift communities rather than solely uplift individuals. It is rooted in the idea that communities can benefit each other, society, and individuals. Community care groups can also foster support, friendship and connection.</p> <p>Annual Campaigns The annual campaigns help promote the service WGEN offers to the broader McMaster community. They are also a critical part of WGEN’s outreach for service user(s). They are also an important part of our service operations.</p> |
| <p>Year 1 Goals (2023/24)</p> | <p><i>Continuous Peer Support in the WGEN Space + 4 Community Care Groups</i></p> <p><u>How we will measure success:</u> WGEN will measure its success through service usage. We hope to increase our service usage; this means more people accessing the WGEN space (whether the physical space or our online space through discord/facebook/instagram) to seek peer support means success for us.</p> |

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| Year 2 Goals (2024/25) | <i>Continuous Peer Support in the WGEN Space + 6 Community Care Groups</i> |
| Year 3 Goals (2025/26) | <i>Continuous Peer Support in the WGEN Space + 8 Community Care Groups</i> |
| Partners | SHEC, PCC, SVPRO, QTCC |
| How can VP Admin support you? | For community care groups that are run with other services, such as Disability in Colour, or Resource Provisions, support from VP Admin can mean assisting in communication between services if needed. Other support could look like providing advice when we are deciding on specific events for campaign weeks and communicating with possible event speakers outside of McMaster. We would be grateful for whatever support VP Admin can provide. |

Project/Events Timeline

Spring/Summer Term

*Missing: WEEKLY EXECUTIVE MEETINGS, which will be decided after the 2023-2024 executive team is hired.

**Missing: CLUBS FAIR, SERVICES FAIR, which will be included once the final dates for these fairs are finalized.

| May | |
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| Service Goal/Project/Event (#1): | Hiring 2023-2024 Executive Team |
| Why and how? | Contact Underground for Hiring promo Contact Renee (HR) to open applications for WGEN Executive hiring Write hiring post descriptions + accessibility descriptions Post hiring promo on WGEN Instagram + Facebook |
| Potential difficulties? How can you overcome them? | Time delays between contacting HR and underground Solutions: contact both parties as early as possible |
| Who? | Director and Assistant Director will lead hiring |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#2): | Hiring Work (Promotion, Engagement, etc) |
| Why and how? | Simply opening our hiring applications will not be enough; promoting it across WGEN platforms will be necessary to get better outreach for the entire McMaster community. <ul style="list-style-type: none"> • <u>Promotions:</u> <ul style="list-style-type: none"> ○ Boosting WGEN's hiring post (Instagram) ○ Promoting WGEN as a service • Host two Q&A sessions (Instagram) on WGEN hiring, so we can answer any questions people may have about the service, our potential goals, etc. |

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| <p>Potential difficulties? How can you overcome them?</p> | <p>Potential difficulties: Not enough outreach / engagement with our hiring post is a potential problem we might run into. Our two main promotions for hiring will happen on Instagram and Facebook, so engagement depends on the outreach WGEN has on both those platforms.</p> <p>Solutions: To ensure high engagement, I will ask other services / McMaster affiliated Instagram pages to repost our hiring post on their story a minimum of three (3) times. The first request will be when the hiring post is launched; the second request will be made when we are halfway towards the deadline; and the last request will be made three days prior to the deadline as a final reminder.</p> <p>Services we can ask to repost WGEN's hiring promotions:</p> <ul style="list-style-type: none"> • @/msu_mcmaster (McMaster Student Union) • @/msu_pride (Pride Community Center) • @/qtcc_mac (Queer and Trans Colour Club) • @/msu_shec (Student Health Education Center) • @/msu_maroons (Maroons) • @/msu_fyc (First Year Council) • @/efrt_msu (Emergency First Response Team) • @/msu_spark (Spark) • @/msu_maccess (Maccess) • @/msu_swhat (Student Walk Home Attendant Team) • @/msu_fcc (Food Collective Centre) • @/mcmasterokanagan (McMaster Okanagan) • @/msuclubs (MSU Clubs) • @/mcmasteroce (McMaster Office of Engagement) |
| <p>Who?</p> | <p>Director will lead in the hiring work</p> |
| <p>Priority Level (highlight one)</p> | <p>High Priority Moderate Priority Low Priority</p> |
| <p>Service Goal/Project/Event (#3):</p> | <p>Year plan</p> |

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| Why and how? | Due June 11th <ul style="list-style-type: none"> • Use previous service year-plans for reference and goals. • Highlight areas of growth and outline how we aim to sustain/ reinvent current programming. • Outline goals for executives and volunteers for the year. • Collaborate on a Word doc during weekly meetings. |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Time-management and outlining new ideas. • Estimating executive and volunteer capacity. • Lack of input from executives. • Visit previous year-plans and take into considerations feedback that was discussed with previous executives and volunteers. • Weekly meetings. |
| Who? | Director and Assistant director will outline the year plan together and submit it to VP Admin |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |

| June | |
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| Service Goal/Project/Event (#1): | <p>Service Report #1</p> <ul style="list-style-type: none"> • Submit service report to MSU <ul style="list-style-type: none"> • Year-plan |
| Why and how? | <ul style="list-style-type: none"> • Submit service report on June 11th by 11:59 PM to both Vits and Victoria (CC'd, asc@msu.mcmaster.ca) • Director and Assistant Director will meet to work on year-plan. • Use previous service year-plans for reference and goals. • Highlight areas of growth and outline how we aim to sustain/ reinvent current programming. • Submit as Word doc • Summarize report on the day of |

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| | <ul style="list-style-type: none"> • Report due three days prior (12pm) |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Time-management and outlining new ideas. • Estimating executive and volunteer capacity. • Lack of input from executives. • Visit previous year-plans and take into considerations feedback that was discussed with previous executives and volunteers. • Deciding on time for weekly meetings. |
| Who? | Director and Assistant Director will report |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#2): | <p>Hiring: Review all Executive Applications (resumes and cover letters)</p> <ul style="list-style-type: none"> • Application deadline for executive positions (hiring closes): June 13th • Deadline for looking through applications: June 17th • WGEN hiring has already been promoted up until this point, now we review all applications and send out all interview offers • Send out interview offers to selected candidates |
| Why and how? | <ul style="list-style-type: none"> • Cross referencing hiring guidelines used in previous years • Looking at red flags in applications • Both Director and Assistant Director will go over resumes, cover letters, and answers to application questions, rank answers, and make notes for feedback. |
| Potential difficulties? How can you overcome them? | <p>Possible delay in reviewing executive applications</p> <ul style="list-style-type: none"> • Time management will be necessary on our end • Application review should take 2-3 days max (the tentative deadline is June 17th) • Director and AD will split all applications to review separately and come together to decide on the candidates we want to send out interview offers to |

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| Who? | Director and Assistant Director will lead hiring | | |
| Priority Level (highlight one) | High Priority | Moderate Priority | Low Priority |
| Service Goal/Project/Event (#3): | <p>Open round #1 for volunteer hiring</p> <ul style="list-style-type: none"> • Volunteer hiring will be promoted until applications close on August 5th. • Instagram, email, and Facebook will be monitored for questions regarding hiring. | | |
| Why and how? | <ul style="list-style-type: none"> • Answering questions about the service and the role. | | |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • First year engagement may be low. • Targeting specific programs may be difficult. • Networking with various Instagram accounts that are present with McMaster. • Reach out to other services. | | |
| Who? | Director and Assistant Director will lead hiring | | |
| Priority Level (highlight one) | High Priority | Moderate Priority | Low Priority |

| July | |
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| Service Goal/Project/Event (#1): | Hire all executive positions + transition them into their role |
| Why and how? | All interviews should be done at this point Send out offers for executive positions via email |
| Potential difficulties? How can you overcome them? | In-person meeting may be difficult to schedule, so all hiring will likely happen over Zoom All post-hiring training will also likely happen over Zoom |
| Who? | Director and Assistant Director will lead hiring |

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| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#1): | Executive Board Summer Report #1 Due July 10th, NOON |
| Why and how? | <p>As WGEN's part time manager/Director, I have a responsibility of reporting to the Executive Board. This is of course mandatory.</p> <p>In this report, we will showcase the work that we have done thus far for WGEN (e.g, planning for the year, hiring executives) and talk about our challenges/successes in order to receive feedback from the EB team.</p> <p>Since WGEN is not active in the summer, we will submit a one-page report.</p> <p>Schedule: WGEN's service report is due July 10th, 2023.</p> <p>We will submit our reports to both Vithuyan (vpadmin@msu.mcmaster.ca) and Victoria (asc@msu.mcmaster.ca).</p> |
| Potential difficulties? How can you overcome them? | Potential difficulties could be that we might not have much to report on since WGEN is not active during the summer, but we will still discuss our year plan and the experience in hiring the executive board in-depth which will hopefully make the meeting with EB fruitful. |
| Who? | VP Admin, Administrative Services Coordinator, WGEN Director, WGEN Assistant Director |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#3): | <p>1st informal exec training/meeting (ZOOM)</p> <ul style="list-style-type: none"> • What is WGEN? • Introductions • Outlining role descriptions • Getting to know one another |

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| | <ul style="list-style-type: none"> • WGEN mandate, areas of growth for service, admin info (reporting hierarchies, conflict resolution, access to the space, anti-oppressive framework) |
| Why and how? | <ul style="list-style-type: none"> • Training will most likely happen over zoom • Slideshow and discussions |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Engaging executives during training may be difficult. • Online training may be difficult to navigate. • Add in engaging activities/ breakout rooms. |
| Who? | <p>WGEN executives, Director, Assistant Director</p> <ul style="list-style-type: none"> • Director and Assistant Director will oversee training with Executives |
| Priority Level (highlight one) | <p>High Priority Moderate Priority Low Priority</p> |
| Service Goal/Project/Event (#4): | <p>2nd informal exec training/meeting (ZOOM)</p> <ul style="list-style-type: none"> • Avenue training (Training for all MSU part-time volunteers) • Details on the service WGEN offers (peer support, community care groups, campaigns) |
| Why and how? | <ul style="list-style-type: none"> • ASSIGN HOMEWORK to all executives <ul style="list-style-type: none"> • <u>General tasks to do for homework:</u> <ul style="list-style-type: none"> ▪ Start planning for community care groups ▪ Start planning on events (assign homework to the execs) • <u>Detailed executive homework (July-August):</u> <ul style="list-style-type: none"> • All executives: “WGEN Vision board” send in your vision for how you want to see WGEN operate this year <ul style="list-style-type: none"> ▪ Brainstorm event ideas ▪ Brainstorm potential speakers we want to invite to campaigns/events ▪ Brainstorm potential collaborations w/ other services ▪ Brainstorm community care groups we want to run ▪ July 28th deadline |

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| | <ul style="list-style-type: none"> • The Community Events & Planning Executive(s): sort through all ideas from executives for events, decide on best ones, and write descriptions for each event (August 25th deadline) • Logistics coordinator: plan to make a year calendar w/ Director + AD (August 25th deadline) • Promotions coordinator: meeting w/ Michael Wooder? Brainstorm ideas for contests and getting our Instagram interactions/engagement to increase. (August 25th deadline) • Research coordinator: research and focus on content development for educational events and campaigns (August 25th deadline) • Resources coordinator: catalog all library books inside WGEN library + work with AD and director to itemize everything in the WGEN space + work on WGEN archive + brainstorm clubs to work with this year (August 25th deadline) • The Social & Political Advocacy Coordinator: brainstorm events that can lead to change (e.g. “building a culture of consent” with other services such as SHEC, PCC, etc) (August 25th deadline) • The Training & Development Coordinator(s): first round of volunteer hiring (August 25th deadline) • The Volunteer Coordinator(s): first round of volunteer hiring (August 25th deadline) |
| <p>Potential difficulties? How can you overcome them?</p> | <ul style="list-style-type: none"> • Scheduling with all executives may be difficult. • Time-management may be a challenge. • Online meetings may not be engaging. • Relationship building/collaborating online may present a challenge. • Provide guidance on how one may collaborate and manage time. |
| <p>Who?</p> | <p>WGEN executives, Director, Assistant Director</p> <ul style="list-style-type: none"> • Director and Assistant Director will oversee training with Executives |
| <p>Priority Level (highlight one)</p> | <p>High Priority Moderate Priority Low Priority</p> |

| Service Goal/Project/Event (#5): | Clean-up WGEN Space | | |
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| Why and how? | <ul style="list-style-type: none"> • Organize back space and redesign front space. • Throw away/donate old/unused items and materials. <ul style="list-style-type: none"> • Organize resources for inventory. | | |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • May need to find appropriate budget for new materials/items. | | |
| Who? | Director and Assistant Director will work on cleaning out space. Resources Coordinator will work on inventory of service resources. | | |
| Priority Level (highlight one) | High Priority | Moderate Priority | Low Priority |

| August | |
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| Service Goal/Project/Event (#1): | <p>Close round 1 volunteer hiring/ 3rd informal meeting with executives</p> <ul style="list-style-type: none"> • WGEN volunteer hiring for round 1 has already been promoted up until this point, now we review all applications and send out all interview offers • Round 1 volunteer hiring closes on August 5, 2023 • Send out interview offers to selected candidates • Meeting with executives may be in-person |
| Why and how? | <ul style="list-style-type: none"> • Cross referencing hiring guidelines used in previous years • Looking at red flags in applications • Director, Assistant Director, T&D and Volunteer Coordinators will go over resumes, cover letters, and answers to application questions, rank answers, and make notes for feedback. |

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| | <ul style="list-style-type: none"> • Executives will be asked to fill out google poll for weekly meetings. |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Time-management and scheduling may be difficult. • Planning, organizing and distributing work. |
| Who? | Director and Assistant Director will lead hiring |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#2): | <p style="text-align: center;">Service report #2</p> <ul style="list-style-type: none"> • Second service report due August 26th |
| Why and how? | <ul style="list-style-type: none"> • Submit service report on August 26th by 11:59PM to both Vits and Victoria (CC'd, asc@msu.mcmaster.ca) • Director and Assistant Director will meet to work on report. • Use previous service reports for reference and goals. • Highlight goals, achievement, and areas of growth. • Submit as Word doc • Summarize report on the day of • Report due three days prior (12pm) |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Time management to work on report. • Scheduling and distributing work. |
| Who? | Director and Assistant Director will report |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#3): | <p style="text-align: center;">Welcome Week</p> <ul style="list-style-type: none"> • Meet the services fair • Tabeing at events • Increasing Instagram presence |

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| | <ul style="list-style-type: none"> • Increase first year engagement |
| Why and how? | <ul style="list-style-type: none"> • Service stickers, resources, information about programming, hiring promotion, potential giveaway. |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Executive availability |
| Who? | Director, Assistant Director, and Executives will engage in Welcome Week promotion |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#4): | HIRING ALL VOLUNTEERS (ROUND 1) |
| Why and how? | <p>Hiring and training of volunteers is necessary for the WGEN space to remain open and operate at full capacity. It is also necessary to have volunteers to facilitate WGEN events.</p> <p>Application for volunteers closes on August 13th. Deadline for sending acceptance emails: August 16th. Training for volunteers: Training Quiz is due on August 25th.</p> <ul style="list-style-type: none"> • All volunteers must complete the training quiz. Hiring is conditional and contingent on the completion of this quiz. <p>Director and Assistant Director will review quiz answers by August 27th, and let all volunteers know whether they have successfully completed training or require some further training. All safe(r) space and events volunteers for round 1 should be hired by August 31st, maximum delay can be up until September 5th and no further; this is because the WGEN Space cannot open without safe(r) space volunteers hired and trained.</p> |
| Potential difficulties? How can you overcome them? | A scenario where some volunteers answer the quiz questions incorrectly/inadequately is possible. In this scenario, their training will still be marked as incomplete. |

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| | <ul style="list-style-type: none"> In the scenario where Director or AD have concerns with volunteers' quiz answers (e.g., answers are inadequate, too vague, or incorrect altogether) we will address any concerns we have with answers given through email, by asking volunteers to clarify what they meant in XYZ quiz answers. In drastic scenarios, we will let volunteers know that we must meet them again to complete re-training. |
| Who? | Director, Assistant Director, and Executive team (Volunteer Coordinator) |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |

Fall Term

| September | |
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| Service Goal/Project/Event (#1): | Budget Plan Check-in #1 |
| Why and how? | <p>Discussion WGEN'S budget plan for the 2023-2024 school year. Aiming to have meeting on September 1st.</p> <p>WGEN budget is allocated to:</p> <ol style="list-style-type: none"> 1. WGEN campaigns <ol style="list-style-type: none"> a. Food b. Booking specific spaces c. Hiring guest speakers d. Gift cards for contest winners 2. Service-user resources <ol style="list-style-type: none"> a. Gender-affirming gear b. Safe(r) space tools c. Books/informational resources d. Posters for the space e. Other resources needed for collective care, which we collab with SHEC for 3. WGEN Executive + Volunteer Appreciation <ol style="list-style-type: none"> a. 4 socials planned for the year |

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| | <ul style="list-style-type: none"> i. Bonfire night ii. X3 Movie nights <p>During the meeting we will be highlighting the main WGEN campaigns throughout the year (Transforming Mac, Bodies are Dope, and Making Waves) with a focus on the upcoming campaign, which is Transforming Mac.</p> <p>We want to ensure we have allocated our budget correctly for the campaign and across the year in general. Other budgeting factors we need to consider include funding for community care groups, WGEN study sessions, WGEN volunteer appreciation (socials and gift cards), collaborations such as collective care with SHEC, and other resources for WGEN service users.</p> |
| <p>Potential difficulties? How can you overcome them?</p> | <p>Our first potential difficulty could be finding a time when everyone (Director of Finance, VP Finance, WGEN Director and WGEN AD) can meet. This can easily be sorted through using when2meet and taking meeting minutes if not everyone can be present.</p> <p>A second potential difficulty could be not meeting with Director of Finance and VP finance early enough during the year. This is why we have planned the meeting as early as possible (ideally, September 1st or no later than mid-September). Since this is our first budget plan meeting, it has high priority. Booking the first meeting as early as possible will ensure we are on the right track with our budget plan and can help us move forward as we allocate WGEN's budget for the 2023-24 academic year.</p> |
| <p>Who?</p> | <p>Director of Finance (MSU), VP Finance (MSU), Director (Rijaa) and Assistant Director (Thifani)</p> |
| <p>Priority Level (highlight one)</p> | <p>High Priority Moderate Priority Low Priority</p> |
| <p>Service Goal/Project/Event (#2):</p> | <p>WGEN Space Opens</p> |

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| Why and how? | <p>We aim to open the WGEN space by September 11th.</p> <ul style="list-style-type: none"> The WGEN space is a top priority for our service as that is where we host all safe(r) space peer mentorship. The space opening also ensures WGEN is fully operating according to our operating policy. |
| Potential difficulties? How can you overcome them? | <p>Some delays could be not all safe(r) space volunteers are fully trained. This would mean they cannot yet volunteer and offer peer mentorship or cover shifts in the WGEN space. To overcome these difficulties, we are aiming to have all safe(r) space volunteers trained by August 31st, with a maximum delay up until September 5th.</p> |
| Who? | <p>Director, Assistant Director, Volunteer Coordinator, Safe(r) Space Volunteers</p> |
| Priority Level (highlight one) | <p>High Priority Moderate Priority Low Priority</p> |
| Service Goal/Project/Event (#3): | <p>HIRING ALL VOLUNTEERS (ROUND 2)</p> |
| Why and how? | <p>Hiring and training of volunteers is necessary for the WGEN space to remain open and operate at full capacity. It is also necessary to have volunteers to facilitate WGEN events.</p> <p>Why a second round of volunteer applications?</p> <ul style="list-style-type: none"> This allows first year students to apply to WGEN positions, as the opportunity may not have been exposed to them previously over the summer. It also ensures that WGEN has a big enough volunteer team to function at full capacity. Lastly, it also allows WGEN to hire more events volunteers, which will be more of a priority in round 2 since WGEN campaign events will begin to run in the fall semester. <p>Application for volunteers (round 2) opens September 15th. Application for volunteers (round 2) closes October 1st. Deadline for sending acceptance emails: October 6th. Training for volunteers: Training Quiz is due on October 20th.</p> |

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| | <ul style="list-style-type: none"> All volunteers must complete the training quiz. Hiring is conditional and contingent on the completion of this quiz. <p>Director and Assistant Director will review quiz answers by October 27th, and let all volunteers know whether they have successfully completed training or require some further training. All safe(r) space and events volunteers for round 2 should be hired by November 1st.</p> |
| <p>Potential difficulties? How can you overcome them?</p> | <p>A scenario where some volunteers answer the quiz questions incorrectly/inadequately is possible. In this scenario, their training will still be marked as incomplete.</p> <ul style="list-style-type: none"> In the scenario where Director or AD have concerns with volunteers' quiz answers (e.g., answers are inadequate, too vague, or incorrect altogether) we will address any concerns we have with answers given through email, by asking volunteers to clarify what they meant in XYZ quiz answers. In drastic scenarios, we will let volunteers know that we must meet them again to complete re-training <p>Delay in quizzes is possible since the fall semester would have commenced at this point.</p> <ul style="list-style-type: none"> Providing accommodations (e.g., extensions or the option of an oral exam) for volunteers will hopefully allow the quizzes to be completed smoothly. |
| <p>Who?</p> | <p>Director, Assistant Director, Volunteer Coordinator</p> |
| <p>Priority Level (highlight one)</p> | <p>High Priority Moderate Priority Low Priority</p> |

| October | |
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| <p>Service Goal/Project/Event (#1):</p> | <p>Round 2 application deadline for volunteer positions and WGEN sticker challenge closes</p> <ul style="list-style-type: none"> WGEN volunteer hiring for round 2 has already been promoted up until this point, now we review all applications and send out all interview offers Round 1 volunteer hiring closes on October 1, 2023 |

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| | <ul style="list-style-type: none"> • Send out interview offers to selected candidates |
| Why and how? | <ul style="list-style-type: none"> - Cross referencing hiring guidelines used in previous years - Looking at red flags in applications - Director, Assistant Director, T&D and Volunteer Coordinators will go over resumes, cover letters, and answers to application questions, rank answers, and make notes for feedback. - Executives will be asked to fill out google poll for weekly meetings. |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Time-management and scheduling may be difficult. • Planning, organizing and distributing work. |
| Who? | Director, Assistant Director, T&D and Volunteer Coordinator will go over resumes and lead interviews together |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#2): | Study session #1 for McMaster students and WGEN |
| Why and how? | <ul style="list-style-type: none"> • Study space will be booked • Offer snacks and drinks to those who attend • Peer-support will be available for those that need it • Having a safe space to study is important especially during exam season |

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| <p>Potential difficulties? How can you overcome them?</p> | <ul style="list-style-type: none"> • Attendance may be challenging considering this is a busier time of the school year • Encouraging executives and volunteers to use the space will open the space up for others to join |
| <p>Who?</p> | <ul style="list-style-type: none"> • The Director and Assistant Director will attend the study session long with executives and peer support volunteers • Open to McMaster students for those that are interested in the service/study session |
| <p>Priority Level (highlight one)</p> | <p>High Priority Moderate Priority Low Priority</p> |
| <p>Service Goal/Project/Event (#3):</p> | <p>Spooky social for executives and volunteers</p> |
| <p>Why and how?</p> | <ul style="list-style-type: none"> • Bonfire event to encourage team building • Snack and drinks will be provided • Games and Halloween themed activities • Potential collab with PCC and QTCC |
| <p>Potential difficulties? How can you overcome them?</p> | <ul style="list-style-type: none"> • Collab is dependent on PCC and QTCC availability • Meeting before Fall Term to connect and get an idea of interest and capacity |
| <p>Who?</p> | <p>Directors, Assistant Directors of WGEN, PCC, AND QTCC will lead the social. The social will be open to executives and volunteers from the services.</p> |

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| November | |
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| Service Goal/Project/Event (#1): | <i>(Trans)forming Mac Campaign #1</i> November 20th-24th |
| Why and how? | <p>(Trans)forming Mac is a campaign week normally run during November, often to coincide with Trans Day of Remembrance on Nov. 20. It is a week specifically to support trans* students at McMaster, consisting of some open but mostly closed events (i.e. closed to trans* folks) to encourage community, resistance, and joy. Specific events and activities will be decided on closer to the campaign.</p> <p>Important notes:</p> <ul style="list-style-type: none"> • This is the first big campaign week of the year for WGEN. It is a week of programming geared towards creating community for trans, non-binary, and gender-diverse folks. • It is important that this campaign happens in November during the week that Transgender Day of Remembrance occurs. <p>Tasks:</p> <ul style="list-style-type: none"> • <u>Events team:</u> <ul style="list-style-type: none"> ○ Aim for a total of ~5-7 events (including the vigil) but work within you and the exec team's capacity. ○ Director and AD will decide on two main events + event descriptions over the summer ○ The events team (Community Events and Planning Coordinators) and Events volunteers will independently plan at least three events. • <u>Promotions team:</u> <ul style="list-style-type: none"> ○ Finalize the itinerary (this needs to be sent to the Underground for promotional asset creation, and to EOHSS for approval) at least one month in advance. |

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| | <ul style="list-style-type: none"> ▪ The itinerary should have: the name, description, and dates of the campaign week, as well as the names, descriptions, locations, dates, and times of each event. ▪ For the promo itinerary, include the logos you would like beside each event, as well as the general tagline and any other text (i.e.: if you're doing other programming like a giveaway) you would like included on the posters. ○ Create a promotional plan ahead of time with your promo team (e.g.: when you want to make post, if you want to boost posts monetarily, organizations you'll ask to repost, etc.) ○ DUE DATE: September 20th ○ The promotional materials for multi-event campaign weeks take around two weeks to be completed, and you ideally would like to have two weeks to promote the events. ○ Potentially meet with Michael Wooder if necessary. • <u>Event facilitation (volunteers, etc):</u> <ul style="list-style-type: none"> ○ Have execs sign up to facilitate on an excel spreadsheet. • <u>Social Media activity:</u> <ul style="list-style-type: none"> ○ There is valuable programming outside of just events as well (e.g.: interactive stories, highlighting trans artists on stories, giveaways) ○ Note: If you do a giveaway that's only open to trans folks, make sure the entry procedure isn't potentially outing. |
| <p>Potential difficulties? How can you overcome them?</p> | <p>Budgeting difficulties:</p> <ul style="list-style-type: none"> • Hiring guest speakers means we must allocate a larger portion of the budget for the speaker. • Incentives such as giftcards must be taken into account. • Food for events should be allocated early on. <p>Promotions difficulties:</p> |

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| | <ul style="list-style-type: none"> • Having a far reach to the McMaster community, especially for expensive events with guest speakers, is necessary. • Speaking to Michael Wooder and getting our promotions circulating early enough may help. |
| Who? | Director, Assistant Director, Promotions Coordinators, Events Coordinators, Events Volunteers |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |

| December | |
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| Service Goal/Project/Event (#1): | Study session #2 for McMaster students + WGEN |
| Why and how? | <ul style="list-style-type: none"> • December 1, 2023 • Study space will be booked • Offer snacks and drinks to those who attend • Peer-support will be available for those that need it • Having a safe space to study is important especially during exam season |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Attendance may be challenging considering this is a busier time of the school year • Encouraging executives and volunteers to use the space will open the space up for others to join |
| Who? | <ul style="list-style-type: none"> • The Director and Assistant Director will attend the study session long with executives and peer support volunteers |

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| | <ul style="list-style-type: none"> Open to McMaster students for those that are interested in the service/study session |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#2): | Christmas social with executives and volunteers |
| Why and how? | <ul style="list-style-type: none"> December 3, 2023 Provide an opportunity for executives and volunteers to engage in bonding and team building Build awareness of other services WGEN works with Movie night with snacks |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> Attendance may be low due to it being a busier time in the year Movie night is chosen to improve attendance |
| Who? | Director and Assistant Director will organize the event with SHEC, PCC, Maccess, and QTCC Directors and Assistant Directors |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |

Winter Term

| January | |
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| Service Goal/Project/Event (#1): | Budget plan check in #2 |

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| <p>Why and how?</p> | <p>Discussion WGEN'S budget plan for the 2023-2024 school year. Aiming to have meeting on January 12th.</p> <p>WGEN budget is allocated to:</p> <ol style="list-style-type: none"> 4. WGEN campaigns <ol style="list-style-type: none"> a. Food b. Booking specific spaces c. Hiring guest speakers d. Gift cards for contest winners 5. Service-user resources <ol style="list-style-type: none"> a. Gender-affirming gear b. Safe(r) space tools c. Books/informational resources d. Posters for the space e. Other resources needed for collective care, which we collab with SHEC for 6. WGEN Executive + Volunteer Appreciation <ol style="list-style-type: none"> a. 4 socials planned for the year <ol style="list-style-type: none"> i. Bonfire night ii. X3 Movie nights <p>During the meeting we will be highlighting the main WGEN campaigns throughout the year (Transforming Mac, Bodies are Dope, and Making Waves) with a focus on the upcoming campaign, which is Bodies Are Dope.</p> <p>We want to ensure we have allocated our budget correctly for the campaign and across the year in general. Other budgeting factors we need to consider include funding for community care groups, WGEN study sessions, WGEN volunteer appreciation (socials and gift cards), collaborations such as collective care with SHEC, and other resources for WGEN service users.</p> |
| <p>Potential difficulties? How can you overcome them?</p> | <p>Our first potential difficulty could be finding a time when everyone (Director of Finance, VP Finance, WGEN Director and WGEN AD) can meet. This can easily be sorted through using when2meet and taking meeting minutes if not everyone can be present.</p> <p>A second potential difficulty could be not meeting with Director of Finance and VP finance early enough</p> |

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| | <p>during the year. This is why we have planned the meeting as early as possible (ideally, January 12th or no later than mid-January). Since this is our first budget plan meeting, it has high priority. Booking the first meeting as early as possible will ensure we are on the right track with our budget plan and can help us move forward as we allocate WGEN's budget for the 2023-24 academic year.</p> |
| Who? | <p>Director of Finance (MSU), VP Finance (MSU), Director (Rijaa) and Assistant Director (Thifani)</p> |
| Priority Level (highlight one) | <p>High Priority Moderate Priority Low Priority</p> |
| Service Goal/Project/Event (#2): | <p>Well-being/ Safety Week</p> |
| Why and how? | <ul style="list-style-type: none"> • January 15th – 19th • Event around building a culture of consent • Engage volunteers and executives • Collaborate with SWHAT, EFRT, SHEC, FCC • Event will be hosted one day of the week |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Attendance at WGEN event and events hosted by other services may be difficult • Promoting events throughout the week • Encouraging volunteers and executives • Incentives for attendance could also be a possibility |
| Who? | <p>WGEN, SWHAT, EFRT, SHEC, and FCC</p> |

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| February | |
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| Service Goal/Project/Event (#1): | WGEN Service Report #4 |
| Why and how? | <ul style="list-style-type: none"> • Submit service report on February 1st by 11:59PM to both Vits and Victoria (CC'd, asc@msu.mcmaster.ca) • Director and Assistant Director will meet to work on report. • Use previous service reports for reference and goals. • Highlight goals, achievement, and areas of growth. • Submit as Word doc • Summarize report on the day of • Report due three days prior (12pm) |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Time-management and outlining new ideas. • Estimating executive and volunteer capacity. • Lack of input from executives. • Visit previous year-plans and take into considerations feedback that was discussed with previous executives and volunteers. • Deciding on time for weekly meetings. |
| Who? | Director and Assistant Director |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#2): | <i>Bodies Are Dope Campaign #2</i> February 12th-16th |
| Why and how? | Bodies are Dope is a week-long campaign week usually run in February. During this campaign, we run events for trans folks, racialized folks, and those who identify as fat. The goal of Bodies are Dope is to reclaim beauty, discuss oppressive beauty standards and structures, representation, and more. |

Important notes:

- Given that Bodies are Dope is run during Black History Month*, we also run a number of closed events for Black folks. Specific events and activities will be decided on closer to the campaign

Tasks:

- Events team:
 - Aim for a total of **-5-7 events** -- but work within you and the exec team's capacity.
 - Director and AD will decide on two main events + event descriptions over the summer
 - The events team (Community Events and Planning Coordinators) and Events volunteers will independently plan at least three events.
- Promotions team:
 - Finalize the itinerary (this needs to be sent to the Underground for promotional asset creation, and to EOHSS for approval) at least one month in advance.
 - The itinerary should have: the name, description, and dates of the campaign week, as well as the names, descriptions, locations, dates, and times of each event.
 - For the promo itinerary, include the logos you would like beside each event, as well as the general tagline and any other text (i.e.: if you're doing other programming like a giveaway) you would like included on the posters.
 - Create a promotional plan ahead of time with your promo team (e.g.: when you want to make post, if you want to boost posts monetarily, organizations you'll ask to repost, etc.)
 - DUE DATE: **January 20th**
 - The promotional materials for multi-event campaign weeks take around two weeks to be completed, and you ideally would like to have two weeks to promote the events.

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| | <ul style="list-style-type: none"> ○ Potentially meet with Michael Wooder if necessary. ● <u>Event facilitation (volunteers, etc):</u> <ul style="list-style-type: none"> ○ Have execs sign up to facilitate on an excel spreadsheet. ● <u>Social Media activity:</u> <ul style="list-style-type: none"> ○ There is valuable programming outside of just events as well (e.g.: interactive stories, highlighting trans artists on stories, giveaways) ○ Note: If you do a giveaway that's only open to trans folks, make sure the entry procedure isn't potentially outing. |
| <p>Potential difficulties? How can you overcome them?</p> | <p>Budgeting difficulties:</p> <ul style="list-style-type: none"> ● Hiring guest speakers means we must allocate a larger portion of the budget for the speaker. ● Incentives such as giftcards must be considered. ● Food for events should be allocated early on. <p>Promotions difficulties:</p> <ul style="list-style-type: none"> ● Having a far reach to the McMaster community, especially for expensive events with guest speakers, is necessary. ● Speaking to Michael Wooder and getting our promotions circulating early enough may help. |
| <p>Who?</p> | <p>Director, Assistant Director, Promotions Coordinators, Events Coordinators, Events Volunteers</p> |
| <p>Priority Level (highlight one)</p> | <p>High Priority Moderate Priority Low Priority</p> |
| <p>Service Goal/Project/Event (#3):</p> | <p style="text-align: center;">Study Session #3 with McMaster students + WGEN February 28th</p> |
| <p>Why and how?</p> | <p>The study space will be booked one week prior to the session, on February 21st. We will offer small snacks and drinks to those who attend. Peer-support will also be available for those that need it.</p> |

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| | This is important because having a safe space to study is important, especially during exam season. |
| Potential difficulties? How can you overcome them? | Attendance may be challenging considering this is a busier time of the school year. Encouraging executives and volunteers to use the space will open the space up for others to join. |
| Who? | The Director and Assistant Director will attend the study session long with executives and peer support volunteers. Open to McMaster students for those that are interested in the service/study session. |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |

| March | |
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| Service Goal/Project/Event (#1): | Spring Equinox Social with Execs and Volunteers |
| Why and how? | <ul style="list-style-type: none"> • March 1st, 2023 • Movie session with SHEC, PCC, and Maccess • Opportunity for execs and volunteers to connect, build relationships and get to know execs and volunteers from other services • Room will be booked to play a movie • Poll could go up on Instagram for movie picks • Snacks will be provided |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Attendance may be low due to it being a busier time in the year • Movie night is chosen to improve attendance |
| Who? | Director and Assistant Director will organize the event with SHEC, PCC, Maccess, Directors and Assistant Directors |

| Priority Level (highlight one) | High Priority | Moderate Priority | Low Priority |
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| Service Goal/Project/Event (#2): | Budget plan check in #3 | | |
| Why and how? | <p>Discussion WGEN'S budget plan for the 2023-2024 school year. Aiming to have meeting on Marth 8th.</p> <p>WGEN budget is allocated to:</p> <ol style="list-style-type: none"> 7. WGEN campaigns <ol style="list-style-type: none"> a. Food b. Booking specific spaces c. Hiring guest speakers d. Gift cards for contest winners 8. Service-user resources <ol style="list-style-type: none"> a. Gender-affirming gear b. Safe(r) space tools c. Books/informational resources d. Posters for the space e. Other resources needed for collective care, which we collab with SHEC for 9. WGEN Executive + Volunteer Appreciation <ol style="list-style-type: none"> a. 4 socials planned for the year <ol style="list-style-type: none"> i. Bonfire night ii. X3 Movie nights <p>During the meeting we will be highlighting the main WGEN campaigns throughout the year (Transforming Mac, Bodies are Dope, and Making Waves) with a focus on the upcoming campaign, which is Making Waves.</p> <p>We want to ensure we have allocated our budget correctly for the campaign and across the year in general. Other budgeting factors we need to consider include funding for community care groups, WGEN study sessions, WGEN volunteer appreciation (socials and gift cards), collaborations such as collective care with SHEC, and other resources for WGEN service users.</p> | | |

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| <p>Potential difficulties? How can you overcome them?</p> | <p>Our first potential difficulty could be finding a time when everyone (Director of Finance, VP Finance, WGEN Director and WGEN AD) can meet. This can easily be sorted through using when2meet and taking meeting minutes if not everyone can be present.</p> <p>A second potential difficulty could be not meeting with Director of Finance and VP finance early enough during the year. This is why we have planned the meeting as early as possible (ideally, March 8th or no later than mid-March). Since this is our first budget plan meeting, it has high priority. Booking the first meeting as early as possible will ensure we are on the right track with our budget plan and can help us move forward as we allocate WGEN's budget for the 2023-24 academic year.</p> |
| <p>Who?</p> | <p>Director of Finance (MSU), VP Finance (MSU), Director (Rijaa) and Assistant Director (Thifani)</p> |
| <p>Priority Level (highlight one)</p> | <p>High Priority Moderate Priority Low Priority</p> |
| <p>Service Goal/Project/Event (#3):</p> | <p>Making Waves</p> |
| <p>Why and how?</p> | <p>Making Waves is a campaign week normally run during March. This year we plan to run this campaign from March 18th – 22nd. It is a catch all campaign catered towards trans folks, BIPOC folks, non-binary folks, gender diverse folks, women, and all survivors of gender based and sexual violence. Specific events and activities will be decided on closer to the campaign.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • <u>Events team:</u> <ul style="list-style-type: none"> ○ Aim for a total of ~5-7 events but work within you and the exec team's capacity. ○ Director and AD will decide on two main events + event descriptions over the summer |

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| | <ul style="list-style-type: none"> ○ The events team (Community Events and Planning Coordinators) and Events volunteers will independently plan at least three events. ● <u>Promotions team:</u> <ul style="list-style-type: none"> ○ Finalize the itinerary (this needs to be sent to the Underground for promotional asset creation, and to EOHSS for approval) at least one month in advance. <ul style="list-style-type: none"> ▪ The itinerary should have: the name, description, and dates of the campaign week, as well as the names, descriptions, locations, dates, and times of each event. ▪ For the promo itinerary, include the logos you would like beside each event, as well as the general tagline and any other text (i.e.: if you're doing other programming like a giveaway) you would like included on the posters. ○ Create a promotional plan of time with your promo team (e.g.: when you want to make post, if you want to boost posts monetarily, organizations you'll ask to repost, etc.) ○ DUE DATE: February 23rd ○ The promotional materials for multi-event campaign weeks take around two weeks to be completed, and you ideally would like to have two weeks to promote the events. ○ Potentially meet with Michael Wooder if necessary. ● <u>Event facilitation (volunteers, etc):</u> <ul style="list-style-type: none"> ○ Have execs sign up to facilitate on an excel spreadsheet. ● <u>Social Media activity:</u> <ul style="list-style-type: none"> ○ There is valuable programming outside of just events as well (e.g.: interactive stories, highlighting trans artists on stories, giveaways) |
| <p>Potential difficulties? How can you overcome them?</p> | <p>Budgeting difficulties:</p> <ul style="list-style-type: none"> ● Hiring guest speakers means we must allocate a larger portion of the budget for the speaker. ● Incentives such as giftcards must be considered. |

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| | <ul style="list-style-type: none"> • Food for events should be allocated early on <p>Promotions difficulties:</p> <ul style="list-style-type: none"> • Having a far reach to the McMaster community, especially for expensive events with guest speakers, is necessary. • Speaking to Michael Wooder and getting our promotions circulating early enough may help. |
| Who? | Director, Assistant Director, Promotions Coordinators, Events Coordinators, Events Volunteers |
| Priority Level (highlight one) | <p>High Priority Moderate Priority Low Priority</p> |
| Service Goal/Project/Event (#4): | WGEN Service Report #5 |
| Why and How? | <ul style="list-style-type: none"> • Submit service report on March 25th by 11:59PM to both Vits and Victoria (CC'd, asc@mcmaster.ca) • Director and Assistant Director will meet to work on report. • Use previous service reports for reference and goals. • Highlight goals, achievement, and areas of growth. • Submit as Word doc • Summarize report on the day of • Report due three days prior (12pm) |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Time-management and outlining new ideas. • Estimating executive and volunteer capacity. • Lack of input from executives. • Visit previous year-plans and take into considerations feedback that was discussed with previous executives and volunteers. • Deciding on time for weekly meetings. |

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| Who? | Director and Assistant Director |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#5): | Final WGEN Social |
| Why and How? | <ul style="list-style-type: none"> • March 29th, 2023 • Movie night, games, and/or art activity • Draw for Canada's Wonderland Winner |
| Potential difficulties? How can you overcome them? | <ul style="list-style-type: none"> • Attendance may be low due to it being a busier time in the year • Movie night is chosen to improve attendance • Winner is only valid if they show up to the social |
| Who? | Director and Assistant Director |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |

| April | |
|---|--|
| Service Goal/Project/Event (#1): | <p style="text-align: center;">Final Study Session with McMaster students + WGEN</p> <p style="text-align: center;">April 12th</p> |
| Why and how? | The study space will be booked one week prior to the session, on March 31st . We will offer small snacks and drinks to those who attend. Peer-support will also be available for those that need it. |

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| | This is important because having a safe space to study is important, especially during exam season. |
| Potential difficulties? How can you overcome them? | Attendance may be challenging considering this is a busier time of the school year. Encouraging executives and volunteers to use the space will open the space up for others to join. |
| Who? | The Director and Assistant Director will attend the study session long with executives and peer support volunteers. Open to McMaster students for those that are interested in the service/study session |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |
| Service Goal/Project/Event (#2): | Transition Reports due for Executives Due April 30th . |
| Why and how? | The transition reports are reports that are done by executives at the end of their term in order to assist the incoming executives for the next academic year. This will not only help the WGEN executives for the 2024-2025 school year, but the Director and AD as well. The executives will be asked to fill out and submit their transition reports by April 30th . |
| Potential difficulties? How can you overcome them? | Some executives might have difficulty filling out their transition reports by the due date. Accommodations will be provided likewise for anyone that needs it. The incoming Director will also be filled in if some executives need extra time to complete their transition report. |
| Who? | WGEN Executive team (2023-24), WGEN Director, and 2024-2025 Incoming Director |
| Priority Level (highlight one) | High Priority Moderate Priority Low Priority |

| Service Goal/Project/Event (#3): | Canada's Wonderland Trip Trip will be on May 3rd | | |
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| Why and how? | <p>During the year, 1 lucky WGEN executive and 1 lucky volunteer will get the opportunity to win free Canada's Wonderland tickets on our final end of the year trip.</p> <p>1 volunteer (safer space or events) FREE ticket</p> <ul style="list-style-type: none"> • Every WGEN event attended and facilitated (including campaign events and other outlying events, such as study sessions) = 1 entry into Wonderland draw <p>1 executive FREE ticket</p> <ul style="list-style-type: none"> • Every 3 executive meetings attended = 1 entry into Wonderland draw <p>For everyone else, the wonderland trip will be out of pocket. It is not a mandatory trip, but an optional farewell-last-chance-bonding-fun trip for those who can attend.</p> | | |
| Potential difficulties? How can you overcome them? | <p>Since the trip is out of pocket for every executive/volunteer (apart from 1 lucky exec and 1 lucky volunteer), not everyone may be able to afford to come, so the turn-out may be low. It is also a trip we are planning to do in May, since that is when Wonderland opens, so some may not be able to attend due to other summer commitments. Since this is not a mandatory trip, and instead a simple farewell trip, high attendance is not a priority. There will also be other farewell events for the WGEN execs and volunteers to say goodbye, such as the final WGEN social or final WGEN study session.</p> <p>Other potential difficulties include getting to Canada's Wonderland. Everyone who will come on the trip will be responsible for arranging their own rides there and back.</p> | | |
| Who? | WGEN Executive Team, WGEN Volunteers, WGEN Director, WGEN AD | | |
| Priority Level (highlight one) | High Priority | Moderate Priority | Low Priority |



Increasing (Service) Presence

Service Webpage

No changes will be made on the MSU webpage based in operational changes to the service.

Social Media

Networking on our Instagram page with other MSU services and accounts made for first-years will be used to increase the service's presence in a virtual space. Discord may be used later in the year to manage communication within the executive team and potentially for peer support.

Merchandise & Apparel

Shirts/sweaters will be purchased for volunteers and execs at the ends of the school year to show our appreciation.

Physical Promotions

Stickers related to survivors, gender affirmation, trans rights, and WGEN will be distributed during Clubs Fair, Services Fair, Welcome Week, in the space and at WGEN events. Binder Program pamphlets need to be reprinted and will be distributed during Clubs Fair, Services Fair, Welcome Week, in the space and at WGEN events. Other posters related to programming and campaigns such as Transforming Mac, Bodies Are Dope, Making Waves, Survivors, and community care groups will be printed to display at events and in the space.

Team Management

Executive Management

Weekly meetings, socials, study groups, and check-ins with individual members of the team will be run to support our executive team. Weekly meeting will be organized to go over plans, and updates, socials and study groups will be organized to provide an opportunity for team building and relationship building, and check-ins in the form of one-on-one meetings or emails/messages will be organized with individual members on the team if needed.

Volunteer Management

Socials, appreciation gifts, study groups, and check-ins with individual members of the team will be run to support our volunteer team. Socials and study groups will be organized to provide an opportunity for team building and relationship building, and check-ins in the form of one-on-one meetings or emails/messages will be organized with individual members on the team if needed.

Master Timeline

| Month | Tasks |
|-----------|---|
| May | <ul style="list-style-type: none"> • Hiring <ul style="list-style-type: none"> ○ Working on plan for hiring 2023-2024 WGEN Executive Team ○ Open applications for Executive hiring on May 12th ○ Focusing on promotions and tracking engagement for the hiring post on our Instagram • Working on WGEN 2023–2024-year plan |
| June | <ul style="list-style-type: none"> • Year plan due June 11th by 11:59 PM • Hiring: Review all executive applications <ul style="list-style-type: none"> ○ Application deadline for executive positions (hiring closes): June 13th ○ Deadline for looking through applications: June 17th • Open round #1 for volunteer hiring on June 14th <ul style="list-style-type: none"> ○ Volunteer hiring will be promoted until applications close on August 5th. |
| July | <ul style="list-style-type: none"> • Hire all executive positions + transition them into their role • Executive Board Summer Report #1 (due July 10th, NOON) • 1st informal WGEN Exec training/meeting (ZOOM) • 2nd informal WGEN Exec training/meeting (ZOOM) • WGEN Space Clean-up |
| August | <ul style="list-style-type: none"> • Round 1 volunteer hiring closes on August 5, 2023 • 3rd informal WGEN Exec training/meeting (ZOOM) • Round 1 volunteer hiring closes August 5, 2023 • Service Report #2 • Welcome Week |
| September | <ul style="list-style-type: none"> • Budget Plan Check-in #1 September 1, 2023 • WGEN Space Opens September 11, 2023 |

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| | <ul style="list-style-type: none"> Hiring all volunteers Round 2 September 15, 2023 |
| October | <ul style="list-style-type: none"> Round 2 application deadline for volunteer positions and WGEN sticker challenge closes October 1, 2023 Study session #1 for McMaster students and WGEN October October 18, 2023 Spooky social for executives and volunteers October 20, 2023 |
| November | <ul style="list-style-type: none"> (Trans)forming Mac, Campaign #1, from November 20th-24th <ul style="list-style-type: none"> Trans Day of Remembrance, November 20th |
| December | <ul style="list-style-type: none"> Study session #2 for McMaster students + WGEN December 1, 2023 Christmas social with executives and volunteers December 3, 2023 |
| January | <ul style="list-style-type: none"> Budget plan check in #2 January 12th Well-being/ Safety Week of January 15th – 19th |
| February | <ul style="list-style-type: none"> WGEN Service Report #4, due February 1st Bodies Are Dope, Campaign #2, from February 12th-16th Study Session #3 on February 28th |
| March | <ul style="list-style-type: none"> Spring Equinox Social with Execs and Volunteers March 1st Budget plan check #3 March 8th Making Waves March 18th – March 22nd WGEN Service Report #5 March 25th Final WGEN Social March 29th |
| April | <ul style="list-style-type: none"> Final Study Session with McMaster students + WGEN April 12th Transition Reports due for Executives April 30th Canada's Wonderland Trip May 3rd |

Miscellaneous

