



REPORT

From the office of the...

First Year Council Coordinator

TO: Members of the Executive Board
FROM: Aryana Zarandi
SUBJECT: First Year Council Report #1
DATE: September 18, 2023

Yearplan Update

Since this is FYC's first report, I would like to introduce myself as this year's coordinator! Hello Executive Board Members, my name is Aryana. I am excited for the council to form shortly and look forward to everything we will accomplish this year!

As of right now, FYC is on track to completing our September plans:

1. FYC had a table at Clubsfest on September 6, 2023. Previous council members (Abdullah Masudi, Manchit Karla & Ashley Hauer) attended and provided first-year students insight into their FYC experience. On the table, students could sign up for the virtual newsletter, view important upcoming dates (which included nominations, voting, and events related to campaigning), and take note of the available positions.
2. FYC hosted a Governance Meet and Greet Event with the help of the Elections Department. Previous council member (Abdullah Masudi) initiated the planning of this event and communication between all involved parties. The event had a great turnout, and many students inquired about the council and campaign process while networking with previous council members (Abdullah Masudi, Manchit Karla, Matthew Retera-Robinson, Natasha Tal) and me.
3. FYC will be attending the Elections 1A03 Event. It will yet to occur at the time of writing this report. We have high hopes that first-years can better understand the election process and have their questions answered!
4. Something that FYC will be prioritizing this year is spreading more brand awareness throughout the McMaster Student Body, especially among the first years. More in the "Outreach and Promotions" section below!

Events, Projects, & Activities

General Service Usage

FYC has yet to begin formally. Thus, there are no current updates regarding usage. We are currently planning for nominations, campaigning, and soon elections.

Projects & Events: Nominations and Elections Period (On-Going)

The nomination period has officially begun and is well underway. We have held numerous events to promote the nominations and elections and spread awareness to the first years (Clubsfest, FYC Governance Meet & Greet, Elections 1A03). With our last event (Elections 1A03: Sept 12/15) almost done, maintaining a solid social media presence remains paramount for FYC. We aim to continue reposting our posts (with nomination date), reminding students to get their forms in before the 18th. I have contacted many MSU services and Faculty WW accounts to share our posts, and I am grateful for their help! Before voting, I plan to make a post to promote how and when that would need to be done.

Projects & Events: Preparing for the Council (On-Going)

Once the council is formed, I hope our members can easily and quickly transition to their respective roles. This involves some work on my end, including:

- Creating templates
 - Meeting Minutes, Event Planners, Project Timeline
- Organizing the Council's Subcommittees
- Providing members with their job descriptions and council expectations
- Reaching out to the MSU and preparing their training
- Determining meeting frequency for the first month
- Continuing correspondence with Campus Partners

Projects & Events: First Year Formal (On-Going)

Since August, MSU Spark and FYC have collaborated to plan and promote the First Year Formal (FYF). We have had many meetings going over the theme, venue, and catering. This week, we plan to meet with AVTEK. In the future, we plan to involve the council with promotion and outreach.

Outreach & Promotions

Summary

To promote the elections this year, I have made a series of posts to inform the public about FYC and our available positions. The Elections Department and FYC have been closely collaborating by co-authoring posts on Instagram (IG) to optimize election outreach and FYC awareness. In addition to this, I have been following first years through the specific ResLife area team IG accounts, which were created this year, and I reached out to the ResLife Manager (Chris Eley) to

have our promotion included in the TV Lobby Display rotation in each residence building. FYC was also included in the MSU Maroons Welcome Week (WW) Event, and I've contacted the faculty WW accounts to post our material.

Promotional Materials

Instagram Post - Slide: Available Positions and Descriptions

MSU First Year Council

POSITIONS AVAILABLE

NOMINATE YOURSELF!

- Chair (1)
- Vice Chair (3)
- Internal
- External
- Events
- Residence Chairs (13)
- Off-Campus
- Representatives (2)
- Faculty Representatives (9)**

NOMINATIONS

SEPT. 5th - 18th

msumcmaster.ca/elections

CHAIR (1)

The primary spokesperson, liaison and advocate for the MSU First Year Council. This person will maintain relationships with other students/university organizations and oversee all FYC meetings. This person is responsible for reporting on the First Year Council to the SGA.

VICE-CHAIR (3)

INTERNAL
Acts as spokesperson for the organization and liaison between the First Year Council and the Residence Advisory Council. This individual will act as a primary point of advocacy related to the living conditions and the academic experience of first year students living in off-campus campus.

EXTERNAL
Acts as spokesperson for the organization and liaison between the First Year Council and the Faculty Senate/first year representatives. This individual will act as a primary point of advocacy related to issues with respect to academic and off-campus student experience perspectives.

EVENTS
Acts as a spokesperson for the organization and is responsible for events organized by the First Year Council, the MSU Maroons, MSU Campus Events and Seminars & the various first year events within the school and improve the student experience at Residence University.

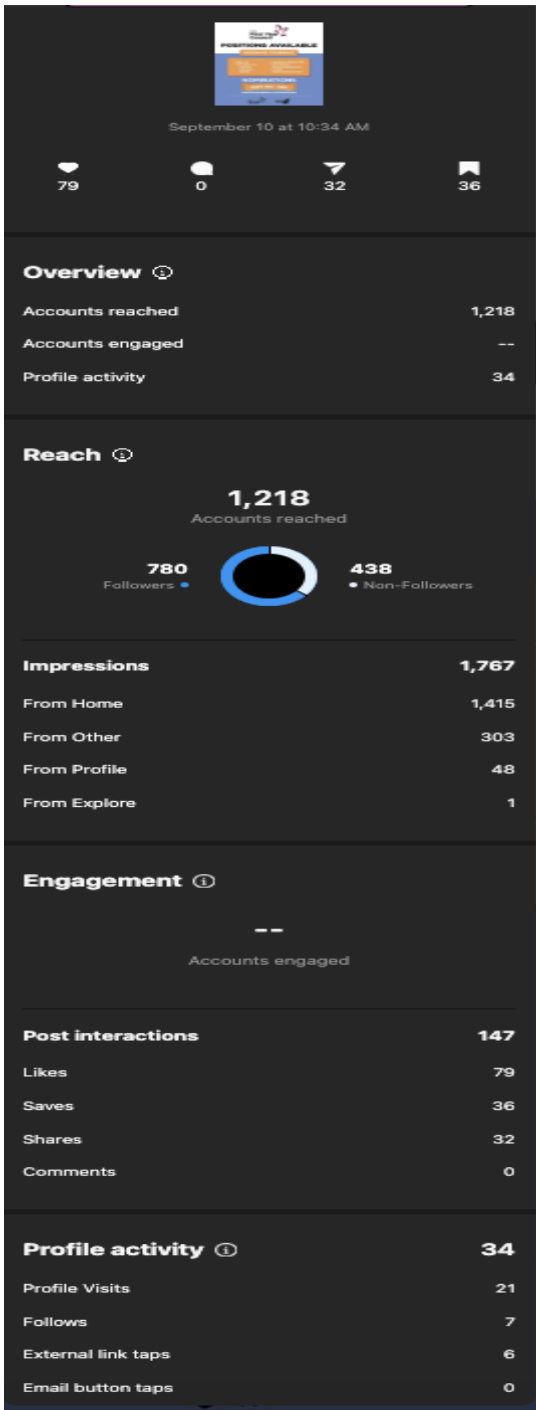
RESIDENCE CHAIRS (13)

Will act as advocates for students in residence at Michigan University. They will be elected among their peers within their residence and will serve on a variety of committees (e.g. orientation committees, safety, residence chairs will be responsible for collecting feedback on the perspective of students in residence and leading events within their particular building.

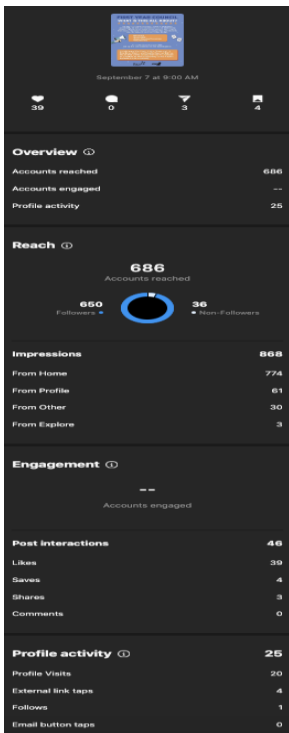
OFF CAMPUS (2) & FACULTY REPRESENTATIVES (9)

OFF CAMPUS REPRESENTATIVES
Act as advocates for students living off-campus at Michigan University. They will be elected among their peers in their faculty society.

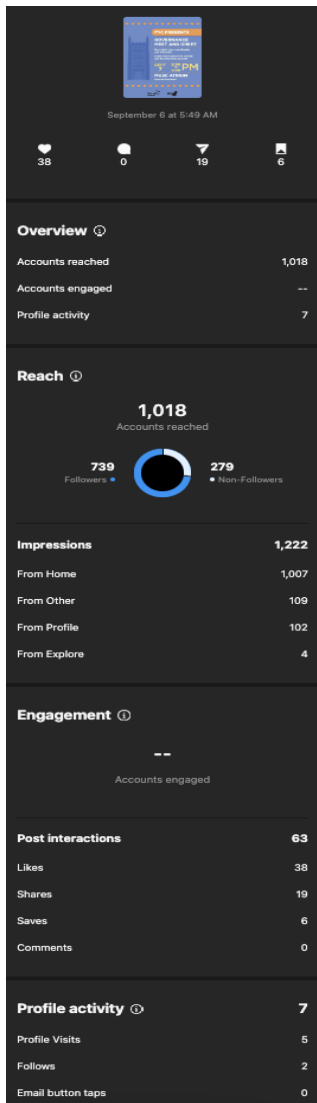
FACULTY REPRESENTATIVES
Act as advocates and enable a better university experience for first year students to become global and social leaders promoting integrative learning between different domains of inquiry. They will be selected among their peers.



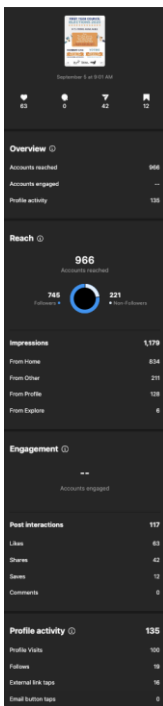
Instagram Post: FYC Purpose



Instagram Post: Governance Meet and Greet Event



Instagram Post and Rave Card: Nomination Period and Position Announcement



TV Display:

FIRST YEAR COUNCIL ELECTIONS 2023

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

POSITIONS AVAILABLE

Chair

Vice-Chair Internal

Vice-Chair External

Vice-Chair Events

Residence Chair Reps

BATES • BRANDON • EDWARDS • HEDDEN • LES PRINCE
 MARY E. KEYES • MATTHEWS • MCKAY • MOULTON
 PETER GEORGE • WALLINGFORD • WHIDDEN • WOODSTOCK
 TWO OFF-CAMPUS/COMMUTING STUDENTS

NOMINATIONS

SEPT. 5th - 18th

msumcmaster.ca/elections

@msu_fyc

VOTING

SEPT. 27th - 28th

msumcmaster.ca/vote

@msu_elections @msu_mcmaster

Elections 1A03 Slide Show:

FIRST YEAR COUNCIL (FYC)

Introduction

RUN BY FIRST YEARS FOR FIRST YEAR

- Advocate on the behalf of the interests and needs of their peers
- Plan and promote events that strengthen the first year community
- Develop your personal leadership skills and learn more about student government

FYC STRUCTURE

FYC POSITIONS:

- CHAIR (minimum 1 meeting/week)**
 - Call all the other subcommittees for the First Year Council
 - Regularly attend meetings of the SGA and the President's Council
 - Monitor attendance for the regular attendance of FYC members at general meetings
 - Maintain regular communication with Residence Life and other departments
 - Chair meetings of the FYC
- VICE-CHAIR INTERNAL (minimum 1 meeting/week)**
 - Assist with the Chair's duties as needed
 - Assist with the Chair's duties as needed
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 - Assist with the Chair's duties as needed

FYC POSITIONS:

- VICE-CHAIR EXTERNAL (minimum 1 meeting/week)**
 - Represent members of the FYC to the broader community
 - Chair meetings of the First Year Representative Society (FYRS)
 - Coordinate special and committee events such as those relating to academic support and student requirements
- VICE-CHAIR EVENTS (minimum 1 meeting/week)**
 - Plan and promote all events of the First Year Council
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 - Plan and promote all events of the First Year Council
- RESIDENCE/ OFF-CAMPUS CHAIRS (minimum 1 meeting/ month)**
- FIRST YEAR REPRESENTATIVE SOCIETY (FYRS) (minimum 1 meeting/ month)**

LAST YEARS AGENDA

- Meet the Rep/Chair Event
- Board Game Night
- Take a Compliment, Leave a Compliment
- First Year Feedback Survey

LAST YEARS AGENDA

- Residence Engagement Committee
- Established in the second half of the year
- Bonding between neighbouring residences
- Join our website, join their, join theirs!
- EVENTS:
 - Home Night (October 26-30, 2022)
 - Home

LAST YEARS AGENDA

Sub-Committees:

- Meet weekly, bi-weekly, or monthly (depending on the sub-committee)
- Meeting and Conference Minutes
- Residence Code of Rights and Responsibilities
- Residence
- Event Planning

Election Process

1. Nomination: September 26th - 28th (open on the 26th)
2. Ballot Paper:
 - Ballot paper will be distributed to all members of the 1A03 (just for students)
 - Ballot paper will be distributed to all members of the 1A03 (just for students)
3. Campaigning: September 29th - 23rd (depending on where you are)
4. Election: September 27th - 28th
5. Results: September 29th
6. Meet the new elected president and vice-presidents (open to all 1A03 members)
7. Welcome to the new year!
8. Welcome to the new year!

Motivation/Tips

1. Have fun with it! I made lots of silly puns during my campaign!
2. Express why you care!
3. Make sure to read all the rules and follow the guidelines!

Contact Information

- Instagram: @MSU_FYC
- X: @MSU_FYC
- Facebook: McMaster First Year Council
- Email: fyc@msumcmaster.ca

Thank you for listening!

Questions?

Social Media Engagement Since the Previous Report

msu_fyc  





121 Posts **1,504** Followers **1,561** Following


MSU First Year Council
Community Organization
The official representative body for McMaster first year students that serves to inform and speak for their needs and concerns 📖

forms.office.com/Pages/ResponsePage.as...

Professional dashboard
658 accounts reached in the last 30 days.

[Edit profile](#) [Share profile](#) [Email](#)

msu_fyc  



126 Posts **1,844** Followers **2,005** Following

MSU First Year Council
Community Organization
The official representative body for McMaster first year students that serves to inform and speak for their needs and concerns 📖

msumcmaster.ca/governance/elections

Professional dashboard
2K accounts reached in the last 30 days.

[Edit profile](#) [Share profile](#) [Email](#)

6501-0319-0100	FYC - AFYC - ADV. & PROMO.	\$1,700.00		
6501-0319-0100	ADV. & P Elections Promotion	\$343.00	9/1/2023	9/1/2023
6501-0319-0100	ADV. & PROMO.			
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6501-0319-0100	ADV. & PROMO.			
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6501-0319-0100	ADV. & PROMO.			
6501-0319-0100	ADV. & PROMO.			
6501-0319-0100	ADV. & P TOTAL SPENT IN LINE	\$343.00		
6501-0319-0100	ADV. & P REMAINING IN LINE	\$1,357.00		

Executives & Volunteers

There is nothing to update you all on here.

Successes

Something that FYC is proud of thus far is our social media engagement! As seen above, these numbers are great. From the beginning of September, our account has gained 340 followers! I hope that, with time, we continue improving our outreach and awareness on campus.

Current Challenges

FYC as an MSU Service is an anomaly, so as I wait for the formation of our council, I am currently at a standstill in some of the planning I hope to achieve. In the meantime, I will focus on what I can accomplish (i.e., planning our training date/itinerary, first meeting, etc.). To my future council members reading this, I am eager to start and get you all up-to-date with everything!

Miscellaneous

Big shout-out to Brenda (Elections Department) and the previous council members and their commitment to making this year's nomination and election period a success. I could not have done any of this without you, and I'm grateful for the insight you provided me throughout my transition into this new role!