

Leave of Absence (LOA) Formal Request Form

Name: Zimo Wang

Job Title: SRA Social Sciences Caucus Leader

Supervisor: SRA & Victoria Scott

Who will take over your responsibilities when you are on your LOA and what is their contact information?

Simon Batusic, batusics@mcmaster.ca

What are the major events/projects that you have planned for that are happening during your LOA?

Please make note of who will be responsible for these events and projects, the details of the events and projects, and any other relevant information

During my Leave of Absence (LOA), several major events and projects are scheduled to take place. Among these is the creation and dissemination of the SRA Social Sciences office hour poster. The design phase is already in motion, and upon completion, it will be sent to MSU Underground for signage production. This initiative has received the necessary financial approval from the Vice President of Finances before the winter break, ensuring that all is set for a smooth execution. Once the sign is ready, we will launch the SRA Social Sciences office hours, to be held weekly or biweekly at the Student Centre. The purpose of these sessions is to foster a direct and open line of communication with students, addressing their academic and social concerns while also informing them about the resources available through the SRA.

In terms of social media engagement, we're taking a personalized approach. The plan is to refresh our online presence with new graphics that resonate with our student body, aiming to increase student interaction. To better understand and serve our constituents, we will create a Google Form soliciting feedback on what students expect from the SRA, as well as any questions or concerns they might have. This will not only provide us with valuable insights but also help in tailoring our efforts to meet the students' needs more effectively.

Finally, collaboration with the McMaster Social Sciences Society (MSSS) will be crucial for amplifying our reach. We will request their assistance in reposting and advertising our initiatives to ensure maximum visibility and engagement within the student community.

Please highlight any areas of your service or programming which will no longer be able to function in your absence and the impact that may have on users/patrons/customers, etc. In addition, outline why you believe taking a leave of absence at this time wouldn't be a detriment to service/committee operations.

In response to the inquiry about service continuity during my leave of absence, I wish to assure you that all operations will remain fully functional. Prior arrangements have been meticulously made to ensure a seamless transition and uninterrupted services. I have finalized and obtained approval for the Purchase Order from the Vice President of Finance. Additionally, Andrea from the Accounting office has duly recorded all necessary details. This proactive measure guarantees that during my leave, my caucus colleagues have the requisite authority and knowledge to proceed with designing and submitting work to MSU Underground for printing, thus maintaining the operational flow.

Furthermore, our caucus has established a solid rapport with the McMaster Social Sciences Society (MSSS) during the Fall term, marked by our presence and engagement at the MSSS Fall General Assembly. This initiative allowed us to introduce ourselves to the Social Sciences student body and the MSSS Executives, laying the groundwork for smooth and effective future collaborations. Such pre-established relationships will no doubt aid in promoting our events and facilitating potential joint ventures during my absence.

As the leader of the Social Sciences Caucus, my confidence in the caucus's ability to operate efficiently without my direct involvement remains steadfast. I have delegated my responsibilities to one of my caucus member, Simon Batusic, who has graciously accepted to oversee the caucus's activities in my stead. Simon's willingness and capability to step into this role further affirm that the quality of service and the progress of committee operations will not only continue but thrive during my leave.

In conclusion, the forethought and preparations put into place, coupled with the commitment of my capable team, serve to ensure that my leave of absence will not result in any detriment to our service or committee operations.