



# Operating Policy – Education & Advocacy Department

## 1. Purpose

- 1.1. To assist in furthering the advocacy and policy efforts within the MSU and to assist in the development and implementation strategies for the MSU. The department shall be consulted on the creation and implementation of academic and external advocacy and lobbying strategies.

## 2. Operating Parameters

- 2.1. The Education & Advocacy Department shall:

- 2.1.1. Assist in the creation, implementation and advancement of advocacy efforts of the MSU;
- 2.1.2. Assist in gathering student feedback regarding their university experience at McMaster University;
- 2.1.3. Assist in addressing the academic concerns of students by formulating solutions and policies, and presenting them to the appropriate university, and/or local, provincial and federal stakeholders;

## 3. Personnel

- 3.1. The Education & Advocacy Department shall consist of but not be limited to:

- 3.1.1. The Vice-President (Education), who shall:

- 3.1.1.1. Perform duties as outlined in **Bylaw 4 – Officers**;
- 3.1.1.2. Perform duties as outlined in the Vice-President (Education) Job Description.

- 3.1.2. The President, who shall:

- 3.1.2.1. Perform duties as outlined in **Bylaw 4 – Officers**;
- 3.1.2.2. Perform duties as outlined in the President Job Description.

- 3.1.3. The Associate Vice-President (University Affairs), who shall:

Approved 15C

Revised EB 15-06, 15Q, 16Q, EB 17-05, 17Q, 18O, EB 19-03, EB 20-04, 22E, 23P

- 3.1.3.1. Advocate for measures that will advance the academic and non-academic interests of the MSU membership;
  - 3.1.3.2. Advise and assist the Vice-President (Education) and/or other MSU officials (including the President) on matters related to the MSU's interactions with McMaster University administration;
  - 3.1.3.3. Gather student opinion on the quality of academic life at McMaster University;
  - 3.1.3.4. Identify and formulate possible solutions to academic and student life problems within the McMaster University community;
  - 3.1.3.5. Chair meetings of the SRA University Affairs Standing Committee;
  - 3.1.3.6. Perform other duties as outlined in **Bylaw 3/B – Standing Committees of the SRA** and the Associate Vice-President (University Affairs) Job Description.
- 3.1.4. The Associate Vice-President (Municipal Affairs), who shall:
- 3.1.4.1. Participate and create municipal lobbying efforts that further the interests of the MSU and its members;
  - 3.1.4.2. Advise and assist the Vice-President (Education) and/or other MSU officials (including the President) on matters related to the MSU's municipal interactions;
  - 3.1.4.3. Promote all municipal elections as outlined in **Operating Policy – Municipal, Provincial and Federal Elections** in conjunction with the Vice-President (Education) and Advocacy Outreach & Logistics Coordinator t;
  - 3.1.4.4. Chair meetings of the SRA Municipal Affairs Standing Committee;
  - 3.1.4.5. Perform other duties as outlined in **Bylaw 3/B – Standing Committees of the SRA** and the Associate Vice-President (Municipal Affairs) Job Description.
- 3.1.5. The Associate Vice-President (Provincial & Federal Affairs), who shall:
- 3.1.5.1. Assist the Vice-President (Education) in participating in and creating provincial and federal lobbying efforts that further the interests of the MSU and its members;
  - 3.1.5.2. Advise and assist the Vice-President (Education) and/or other MSU officials (including the President) on related matters
  - 3.1.5.3. Promote the work of Ontario Undergraduate Student Alliance (OUSA) and other organizations to the McMaster community;
  - 3.1.5.4. Coordinate OUSA campus activities in conjunction with the Advocacy Outreach & Logistics Coordinator;
  - 3.1.5.5. Promote all provincial and federal elections as outlined in **Operating Policy – Municipal, Provincial and Federal Elections** in conjunction with the Vice-President (Education) and Advocacy Outreach & Logistics Coordinator;
  - 3.1.5.6. Chair meetings of the SRA Provincial & Federal Affairs Standing Committee;
  - 3.1.5.7. Perform other duties as outlined in **Bylaw 3/B – Standing Committees of the SRA** and the Associate Vice-President (Provincial & Federal Affairs) Job Description.

3.1.6. The Advocacy Outreach & Logistics Coordinator, who shall:

3.1.6.1. Be hired by a hiring committee which shall consist of:

3.1.6.1.1. The outgoing Advocacy Outreach & Logistics Coordinator;

3.1.6.1.2. The Vice-President (Education);

3.1.6.1.3. One (1) member from the Administrative Team, which includes the Executive Assistant, Director of Human Resources, and Administrative Services Coordinator.

3.1.6.2. Assist the Vice-President (Education), the Associate Vice-President (University Affairs), the Associate Vice-President (Municipal Affairs), and the Associate Vice-President (Provincial & Federal Affairs) in the creation and implementation of campaigns;

3.1.6.3. Coordinate and supervise the activities of the MSU's Advocacy Ambassadors, as necessary;

3.1.6.4. Assist the Vice-President (Education) with logistics and event-planning, including but not limited to:

3.1.6.4.1. The MSU Policy Conference;

3.1.6.4.2. Campaigns;

3.1.6.4.3. Forums and Focus Groups;

3.1.6.5. In collaboration with the Director of Marketing & Communications, promote all MSU advocacy efforts through appropriate communication channels;

3.1.6.6. Assist the Associate Vice-President (Provincial & Federal Affairs) with coordinating OUSA campus activities;

3.1.6.7. Perform other duties as outlined in the Advocacy Outreach & Logistics Coordinator job description.

3.1.7. The Advocacy & Policy Research Assistants (3), who shall:

3.1.7.1. Be hired by a hiring committee which shall consist of:

3.1.7.1.1. One (1) outgoing Advocacy & Policy Research Assistant;

3.1.7.1.2. The Vice-President (Education);

3.1.7.1.3. One (1) member of the MSU Administrative Team, which includes the Executive Assistant, Director of Human Resources, and Administrative Services Coordinator.

3.1.7.2. Assist the Vice-President (Education), the Associate Vice-President (University Affairs), the Associate Vice-President (Municipal Affairs), and the Associate Vice-President (Provincial & Federal Affairs) in primary and secondary research efforts as required;

3.1.7.3. Coordinate and provide research support for General Policy;

3.1.7.4. Prepare reports and briefs as assigned by the Vice-President (Education);

3.1.7.5. Perform other duties as outlined in the Advocacy & Policy Research Assistant job description.

3.1.8. The Community Education Coordinator, who shall:

3.1.8.1. Be hired by a hiring committee which shall consist of:

3.1.8.1.1. The Vice-President (Education);

3.1.8.1.2. One (1) member of the MSU Administrative Team, which includes the Executive Assistant, Director of Human Resources, and Administrative Services Coordinator;

3.1.8.1.3. The outgoing Community Education Coordinator.

3.1.8.2. Facilitate events related to off-campus community education (by-law education tenant rights, house hunting, etc.);

3.1.8.3. Develop and conduct surveys and focus groups for data collection as required;

3.1.8.4. Support projects and initiatives related to student life and community engagement at the direction of the Vice-President (Education);

3.1.8.5. Work with the McMaster and Hamilton communities to generate ideas for off-campus community educational events and campaigns.

## 4. Advocacy Ambassadors

4.1. The Advocacy Ambassadors shall:

4.1.1. Be hired as needed and managed by the Project and Campaign Coordinator;

4.1.2. Assist the Education & Advocacy Department in promoting and implementing all campaigns and events related to post-secondary education and the undergraduate experience.

## 5. Policy Process

5.1. The General Policies of the McMaster Students Union represent the official stances of the MSU on post-secondary education issues at university and governmental levels. All university and external advocacy of the MSU shall be, when possible, guided by the principles and recommendations outlined in the General Policies of the MSU or other formally approved stances of the MSU.

5.2.

The Education & Advocacy Department shall ensure that a minimum of two (2) and maximum of six (6) General Policies are presented to the SRA for approval each academic year.

5.2.1. In the first semester, any policies written shall be presented no later than the SRA meeting penultimate to the winter break;

5.2.2. In the second semester, any policies written shall be presented no later than the SRA meeting penultimate to the assembly's term concluding.

- 5.3. Policy topics shall be selected according to the following procedure:
  - 5.3.1. Policy topics shall be shortlisted by the Education & Advocacy Department and reported to the SRA according to the following principles:
    - 5.3.1.1. Existing General Policies that are approaching expiry should be considered for renewal;
    - 5.3.1.2. Politically salient topics which the MSU does not have approved stances on should be formalized;
    - 5.3.1.3. Significant student interest on topics which the MSU does not have approved stances on should be considered for approval;
  - 5.3.2. For the policies approved before the winter break, the SRA shall receive notice of the policy topics no later than July 31.
  - 5.3.3. For the policies approved before the conclusion of the assembly's term, the SRA shall receive notice of the policy topics no later than October 31.
- 5.4. Policies shall be prepared via committee with the following roles:
  - 5.4.1. One (1) Advocacy & Policy Research Assistant, who shall:
    - 5.4.1.1. Conduct any primary and secondary research as requested by the committee;
    - 5.4.1.2. Provide administrative support to the committee;
    - 5.4.1.3. Act as the chair of the committee.
  - 5.4.2. At least one (1) representative from each of the following standing committees, who shall act as authors and participate in the writing of the policy:
    - 5.4.2.1. The SRA University Affairs Standing Committee;
    - 5.4.2.2. The SRA Municipal Affairs Standing Committee;
    - 5.4.2.3. The SRA Provincial & Federal Affairs Standing Committee.
- 5.5. Prior to the presentation of policies for approval to the SRA, the Education & Advocacy Department shall host the MSU Policy Conference to gather feedback and solicit general student opinion on policy drafts.
  - 5.5.1. The logistics, promotion, and coordination of said event shall be conducted by the Advocacy Outreach & Logistics Coordinator.
    - 5.5.1.1. The Advocacy Outreach & Logistics Coordinator shall provide promotion specifically for SRA members to encourage participation in the conference.
  - 5.5.2. Prior to the MSU Policy Conference, the SRA should consult with their faculty societies and relevant interest groups.