



# REPORT

*From the office of the...*  
**Vice-President (Administration)**

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TO: Members of the Executive Board  
FROM: **Adam F. El-Kadi, Vice-President (Administration)**  
SUBJECT: EFRT Job Description Changes  
DATE: **June 4<sup>th</sup>, 2024**

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Dear Members of the Executive Board,

This memo is to approve the job description changes to the EFRT positions as concurrent with the operating policy changes, we are approving. The changes, to summarize are as follows:

### **Addition of the Inventory Coordinator**

In an effort to reduce executive burnout on EFRT, better address the equipment needs, and with EFRT's team size growing the addition of this position is expected to assist in managing the executive team's workload. This position was created by splitting the role of the Response Coordinator into the Scheduling and Inventory coordinators.

### **Addition of the Summer Executive**

Though this position was hired previously, it was not reflected in our operating policies, and the Summer Executives have typically been hired as an additional school year executive member. The addition of the title to the operating policy and the creation of the job description has been made so individuals can be hired under the Summer Executive title and more accurately reflect the practices of EFRT.

Warm regards,

Adam F. El-Kadi  
Vice-President (Administration) & Chief Administrative Officer  
McMaster Students Union (MSU)  
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