



REPORT

From the office of the...

Vice-President (Administration)

TO: Members of the Executive Board
FROM: **Adam F. El-Kadi, Vice-President (Administration)**
SUBJECT: EFRT Operating Policy Change
DATE: **June 6, 2024**

Dear Members of the Executive Board,

I trust this memo finds you well, and I hope your summer has kicked off smoothly. I am writing to introduce changes to the EFRT operating policy as follows:

1. The addition of the Inventory Coordinator
2. Correction of the Internal Coordinator's responsibility to better reflect the duties of the position
3. The addition of the Summer Supervisor

I will expand on the first and third points as they require the most explanation; the second I imagine is intuitive.

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)
vpadmin@msu.mcmaster.ca