



MEMO

From the office of the...

VP Finance

TO: Executive Board

FROM: Declan Sweeney- VP Finance

SUBJECT: Operating Policy – Clubs Operations

DATE: July 31st 2024

Dear Members of Executive Board,

The following changes are proposed to clarify and update the *Clubs Operations* Operating Policy to provide better support for the role & to better reflect the organizational structure we are building.

Section	Current	Proposed	Explanation
6.2.4.2	The Human Resources Generalist & Clubs Support	The Student Life Director	As the Student Life Director will be the direct supervisor of the Clubs Department, it makes more sense for them to be on the hiring committee.
7.2.1	Such solutions shall be made in consultation with the Human Resources Generalist & Clubs Support.	Such solutions shall be made in consultation with the Student Life Director.	The Student Life Director will be the supporting supervisor for the Clubs Administrator, this is prescribing the direct consultation they should do for any extraordinary circumstances.

If you have any questions or concerns, please contact me via email before the meeting.

Kind regards,

Declan Sweeney
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