



MEMO

From the office of the...

President

TO: Executive Board

FROM: Jovan Popovic, President

SUBJECT: Operating Policy – Campus Events

DATE: July 3, 2024

Dear Members of Executive Board,

In response to recent discussions, the Board of Directors has recommended an amendment to the role of the Student Life Director (SLD). This update has been prompted by the establishment of the Hub, which will have dedicated staff, relieving the SLD of these responsibilities. Additionally, the revision introduces a more comprehensive role for the SLD, overseeing various facets of MSU student life, including Campus Events. The proposed changes to the operating policy have been designed to reflect this new structure.

Section	Current	Proposed	Explanation
1.5	N/A	To advance an integrated campus experience by implementing the strategic directives of the Student Life Director (SLD)	The proposed SLD role will work directly with the Campus Events Director to facilitate and execute events based on student life directives. As such, members of campus events must report their work to the SLD to ensure smooth collaboration.
2.3.1	N/A	Campus Events shall additionally administer support to Welcome Week Charitable Giving as outlined in Operating Policy – Welcome Week Charitable Giving.	Welcome Week Charitable giving outlines the Campus Events Programming Coordinator as a point of contact to Campus Events.

3.1.4	N/A	Work with the Student Life Director to facilitate event creation and execution.	Reflective of the Section 1.5 addition. In order to execute that bylaw, the Campus Events Director must work in tandem with the SLD's goals to ensure the best campus events experience for our students.
3.11	N/A	The Student Life Director, who shall: (subsequent subdivisions located in following rows).	Outlines responsibilities of the SLD.
3.11.1	N/A	Provide support to the operation of the Campus Events department;	Reflective of the Section 1.5 addition. In order to execute that bylaw, the Campus Events department must work in tandem with the SLD's goals to ensure the best campus events experience for our students.
3.11.2	N/A	Assist in the coordination and integration of campus events to ensure an inclusive campus experience	Serves as specific clarification for 3.11.1
3.11.3	N/A	Perform duties outlined in the Student Life Director job description as it pertains to Campus Events collaboration	
3.11.4	N/A	Assist the Campus Events Director and supporting events staff in the preparation and execution of MSU events	Although the SLD will be working heavily with the Campus Director, it's important to recognize their role in the surrounding campus events executive team. They will be assisting the entire campus events department.
3.11.5	N/A	Be hired by the Board of Directors and the General Manager through an application and interview process.	Reflective of current MSU employment policies for roles of this nature.

If you have any questions or concerns, please feel free to contact myself or my assistant for further clarification.

Kind regards,

Jovan Popovic

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