

# REPORT OF THE VICE-PRESIDENT (CLUBS AND SERVICES)

Fall 2015 General Assembly















### Job Description

The Vice-President (Clubs and Services) shall exercise the following powers and perform the following duties:

- to manage relations between the Society and its and services,
- To meet with the Officers of the Society's clubs and services to discuss their budget submissions;
- To provide activities, events, support services to enhance the well-being of the Society's clubs and services;
- To maintain relations between the Society and independent student groups;
- To manage the use of the William Shatner University Centre in cooperation with the building manager;
- To coordinate the physical development of the William Shatner University Centre

## Clubs and Services Portfolio Breakdown

#### The Clubs and Services portfolio includes:

- Student Groups:
  - Conflict resolution and crisis management
  - Legal and insurance oversight
  - Resource provision
  - Staff management or executive support
  - Logistical support and collaborating in relations with the McGill administration related to the Services
  - Collaboration on fee levy campaigns
  - Representation
  - Executive training
- Building Management:
  - Renovation Projects
  - Long-term building visioning
  - Building Maintenance
  - Tenants and leases

#### Committee Membership

- □ Executive Committee
- Club Committee
- Services Review Committee
- Building Committee
- Ad-Hoc Space Committee
- Ad-Hoc Club Consultative Committee
- Operations Management Committee
- Funding Committee
- Student Engagement Committee
- Steering Committee
- Senate Committee on Physical Development
- Senate Subcommittee on Gardens and Grounds
- Capital Access Working Group

#### Club Projects

- Expansion of Activities Night
- Increase the visibility of the portfolio through social media channels, including the new
   SSMU Clubs and Services Facebook page.
- Creation of the Club Consultative Committee
- Club Resource Development
  - Working to establish a partnership with the SPVM for the facilitation of police checks for volunteering groups
  - Development of new promotional opportunities for student groups including the "SSMU Student Group of the Week"
  - Working on the development of a revised club handbook

#### Services Projects

- □ Re-introduction of Service Reviews
  - A survey is currently open soliciting feedback from students on their experiences with SSMU Services
- □ Revision to Services HR policy
- Development of new strategies for the promotion of SSMU Services a
   Services Promotional Video project is currently ongoing.
- Constitutional review for Services
- Support for Services in the coordination of fee levy campaigns

#### **Building Projects**

- Creation of new bookable boardroom spaces on the 4<sup>th</sup> floor
- Soliciting student feedback on and suggestions for the Building Committee's use of the Space Fee allocation.
- Development of a new long-term building vision:
  - Creation of the Ad-Hoc Space Committee
  - Energy Audit
  - Accessibility Audit
  - Safety Audit
  - Consultation Campaign

#### Task Delegation

- □ Vice-President (Internal)
  - Preparation of SSMU's weekly listserv
  - Chairing the Student Engagement Committee
- Building Director
  - Supervision of 6 permanent staff and 2 student staff
  - Tenant relations
  - Overseeing porter scheduling and building maintenance
  - Taking a more active role in communication with McGill about building projects

### Provide your Feedback!

- If you have feedback on the Clubs and Services portfolio, provide your input through my anonymous Clubs and Services Portfolio Feedback Form!
- If you have suggestions for new projects or would like to get more involved in the portfolio, feel free to contact me directly at <a href="mailto:cs@ssmu.mcgill.ca">cs@ssmu.mcgill.ca</a>.