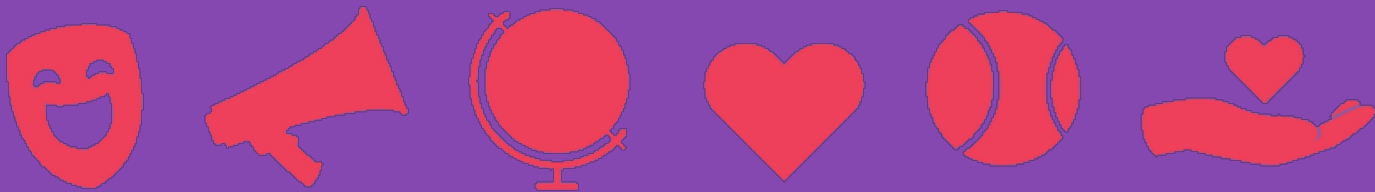


REPORT OF THE VICE-PRESIDENT (CLUBS AND SERVICES)

Fall 2015 General Assembly



Kimber Bialik

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 4th 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 [cs@ssmu.mcgill.ca.](mailto:cs@ssmu.mcgill.ca)