



# MOTION REGARDING the adoption of the Protocol on Staff Reporting Structure and Operational Authority 2026-03-19

Submitted for: 2026-03-19

**Submitted to:** SSMU Board of Directors  
**Document no.:** BOD-PUB-MOT-2026-03-19-001  
(to be assigned by Steering)

**Moved by:** Dymetri Taylor  
*President*  
**Current Status:**  FOR APPROVAL  
 APPROVED  
 POSTPONED  
 COMMITTED  
 NOT APPROVED

**Seconded by:** Jean-Sébastien Léger  
*VP Finance*

**Issue** Following the recent reorganization of the General Manager role, this Protocol aims to define and outline the reporting and operational structure of the SSMU Departmental staff to provide clarity and direction on the division of labour between the Officers and the General Manager.

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**Background and Rationale** In order to properly function, much like any political organization, the SSMU requires a body of employees who work to run the operations of the Society. At SSMU, this is achieved through the Departments, each headed by a Director or equivalent senior staff member:

- a. Human Resources — Human Resources Director
- b. Accounting — Comptroller
- c. Student Life Operations — Student Life Operations Director
- d. Building — Building Director

**Bureau du président du conseil de l'AEUM**  
**SSMU Office of the Speaker**

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*  
*Located on Haudenosaunee and Anishinaabe, traditional territories.*

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- e. Communications — Communications Director
- f. Legal & Governance — Internal Counsel & Corporate Secretary

In addition, the following Departments report directly to the General Manager:

- g. Systems Administration
- h. Food & Hospitality

The staff working within these Departments are responsible for the administrative and operational functioning of the Society. In this capacity, they perform roles comparable to professional civil servants within a public administration, ensuring continuity, institutional knowledge, and operational stability.

The General Manager, much like a Chief of Staff, is the leader of this administrative wing of the Society.

The purpose of this protocol is to articulate the leadership, reporting structure, and division of responsibilities between the General Manager and the Officers. This is particularly important as in the past there has been significant confusion and disagreement in this regard, leading to staff not knowing who their boss is and conflicts when staff are faced with competing instructions or priorities.

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**Alignment with Mission**

This Protocol will support good governance and operational efficiency of the Society.

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**Consultations Completed**

Internal Counsel & Corporate Secretary  
General Manager  
HR Director  
President  
VP Finance  
Policy and Advocacy Coordinator

I have read and completed the requirements outlined in the Consultation Policy.

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*(A minimum of two consultations, with at least one Executive Officer and the Policy and Advocacy Coordinator)*

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<b>Risk Factors and Resource Implications</b>	Not passing this Protocol would mean the past confusion and inefficiencies could continue, leading to unnecessary conflict between staff and Officers.
<b>Impact of Decision and Next Steps</b>	Once passed by the Board of Directors, the Protocol will be implemented effective immediately. Staff will be informed of the updated structure via staff meeting.
<b>Motion or Resolution for Approval</b>	Be it resolved that the Protocol on Staff Reporting Structure and Operational Authority, as outlined in Appendix A, be adopted as a Protocol of the Students' Society of McGill University.
<b>Results of the Vote</b>	<input type="checkbox"/> In favour (9) <input type="checkbox"/> Opposed (0) <input type="checkbox"/> Abstain (0)

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# Appendix A : Protocol on Staff Reporting Structure and Operational Authority

 Copy of DRAFT - SSMU staff reporting structure Protocol

APPROVED