

# YEAR PLAN

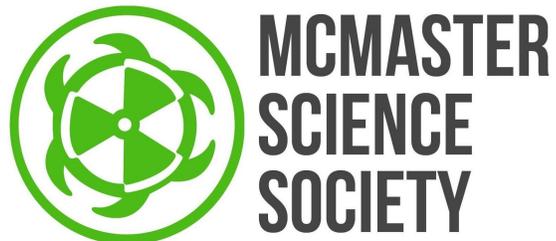
*Policy and Bylaws Officer*

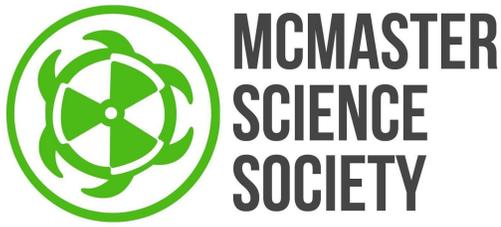
*Naomi Suzuki*

McMaster Science Society

2020-2021

(submitted *June 21 2020*)





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## 2020-2021 Year Plan

Hey MacSci,

It's Naomi here, your Policy and Bylaws officer. I'm going to tell you a bit about the role, the previous work done in policy and my goals for this year. I'm very excited to continue the work that Sara Evans did last year, as well as collaborate with the rest of the MSS executives in the hopes that policy is more effective, accessible and transparent.

The role of Policy and Bylaws officer is a relatively new one for the MSS. It is my job to diligently look over pre-existing policies and write new ones. One of the main goals of last year was to ratify the program societies as an extension of the MSS. I will continue this work by meeting with program societies to ensure that their constitutions serve the needs of their society.

As COVID-19 has shifted many of our operations online, it has illuminated an online component that we have to take account for. I will be looking over policies with this in mind while revising and adding sections pertaining to online conduct. Another area of interest for this year is refining policy for the year representatives to ensure they have a more concrete job description. In addition, I plan to make policy more accessible to McMaster Science Students. In order to complete this, I will work with the MSS webmaster to ensure that the posted policies are reviewed and up to date. I hope to also include a short summary so that the documents are more clear.

I am always open to feedback and concerns, please do not hesitate to send me an email.

Naomi Suzuki

Policy and Bylaws officer

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**OBJECTIVES:**

Establish a Strong Year Representative Policy	
Description/ Current State	As of now, the year representative responsibilities are short and broad; creating confusion and a lack of vision for what their role is. Though there are duties associated with each year representative, increased policy can focus on the impacts that they can make.
Goal	<ul style="list-style-type: none"> <li>- Thoroughly discuss with the year representatives and read year plans to get a strong understanding of their goal for their roles.</li> <li>- Finish the year with a cohesive policy that can be used for incoming representatives.</li> </ul>
Barriers to Success	<ul style="list-style-type: none"> <li>- Defining exactly the limitations to their role.</li> </ul>
How?	I plan to meet frequently with the year representatives to understand their position and projects. This is to support my writing of a strong policy for the roles of year representatives. This policy will support their roles and ambitions.
Long Term Implications	<ul style="list-style-type: none"> <li>- Stronger MSS Executive Policy.</li> <li>- More representation of students outside the MSS executive.</li> <li>- Effective execution of the duties associated with year representatives.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>- Daniel Aminaei, Angelina Lam, Ellen Cheng, Year Representatives</li> <li>- Sahil Karnani, MSS VP Internal</li> </ul>

**GOALS TO STRIVE FOR**

5 things that you wish to have prepared for the beginning of September:

1. Organise MSS policies in a masterlist that is accessible to all MSS members.
2. Create an updated workflow surrounding policy review to maximize efficiency.
3. Create a Google form for students to anonymously submit queries, ideas, and complaints about MSS documentation and how they're being followed. Ensure there is a link on the MSS website.
4. Determine amendments to be made to the constitution in preparation for the Fall General Assembly.

5. Review the program society policies and determine where some improvements can be made.

5 things to be completed during the fall term (1<sup>st</sup>):

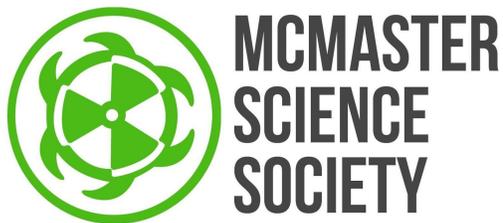
1. Start drafting the policy for the year representatives.
2. Review all policies then draft amendments to account for online conduct.
3. Contact year representatives and understand their goals in terms of policy.
4. Present constitutional amendments at the Fall General Assembly.
5. Write clear documentation on the creation and amendments of MSS documents.

5 things to be completed during the winter term (2<sup>nd</sup>):

1. Finish the year representative policies taking into consideration all that they've learned through the year.
2. Meet with MSS executive members to discuss the policy relating to their role.
3. Present constitutional amendments at the winter General Assembly.
4. Assist program societies with year-end constitutional amendments.
5. A policy "sparknotes".

**TIMELINE**

Month	Objective/Project/Event/Goals
June	- Finish Hiring Policy. - Finish Student Grant Policy.
July	- Discuss program society constitutions with MSS VP Internal and MSS President to be up to date with last years' efforts. - Organise current policies in a masterlist. - Recognise and flag outdated policies.
August	- Review the MSS Constitution and determine potential amendments to be made. - Start on drafts to amend the outdated policies. - Create Google form for student feedback on MSS documentation (to be open all year).
September	- Draft constitutional amendments. - Conduct a meeting with year representatives.



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	<ul style="list-style-type: none"><li>- Gain feedback from program societies and see what work needs to be done.</li></ul>
October	<ul style="list-style-type: none"><li>- Present amendments at the fall General Assembly.</li><li>- Present year representative goals.</li></ul>
November	<ul style="list-style-type: none"><li>- Create documentation for the history of MSS policies</li><li>- Start drafting the year representative policy.</li></ul>
December	<ul style="list-style-type: none"><li>- Finish amendments on all old policies.</li><li>- Finish year representative policy draft.</li></ul>
January	<ul style="list-style-type: none"><li>- Write MSS policy "Sparknotes"</li><li>- Meet with MSS executive members to discuss their role policies.</li></ul>
February	<ul style="list-style-type: none"><li>- Present further amendments at the winter General Assembly</li><li>- Finish year representative policy.</li></ul>
March	<ul style="list-style-type: none"><li>- Gain feedback from program societies</li><li>- Work with year representatives to how they can be further helped</li></ul>
April	<ul style="list-style-type: none"><li>- Discuss constitutional amendments with program societies</li></ul>