



2022-2023 ANNUAL EXECUTIVE OFFICER PLANS

The annual Executive Officer plans are based on the long-term DSU goals outlined below.

LONG-TERM DAWSON STUDENT UNION GOALS

	GOAL	TIMEFRAME/ESTIMATED COMPLETION
1.	Branding and communications strategy	Winter 2023
2.	Negotiate permanent DSU spaces	Winter 2023
3.	Renovation of all DSU spaces	Winter 2024
4.	Expansion of Student Representatives	Winter 2024
5.	Expansion of staff and flagship services	Winter 2025

**OFFICE OF THE PRESIDENT
GURPREET "GIGI" KAUR**

I. STRATEGIC PLANNING & GOVERNANCE

1. Continue the implementation phase of the five-year strategic plan in accordance with the DSU’s long-term goals (the College and DSU protocol)
2. Ensuring Student Insurance is executed this academic year with the agreement of the College
3. Building and creating student representation in program committees, senate, and any governance committees
4. Making sure the DSU team and office are operating efficiently and effectively
5. Making sure the needs of students are heard and well taken care of

II. DEPARTMENTAL AFFAIRS

Oversee the successful implementation of each Executive Officer’s annual focus in collaboration with the respective Vice-Presidents.

1. Finance
 - a. Overseeing all the transactions within the DSU (club payments, office transactions, Dawson Dinin’, VP committees funding, project funding, employee payments, Executive payments, etc.)

- b. Ensuring every documentation, statements and resources is well and in accord with Desjardins and Employeur D
 - c. Making sure all the receipts and financial documentation are well kept (bookkeeping)
- 2. Operations & Services
 - a. Ensuring club spaces are working effectively and constantly communicating with the VP Operations & Services in regards with project, floor plans, club management, etc.
 - b. Working with the College to use the space provided in an adequate manner that benefits the DSU
- 3. Academic Affairs & Advocacy
 - a. Listening to students' needs in regards with their academic career and bring it up to the allocated Deans in charge
 - b. Working with the VP Academics & Advocacy when it comes to informative projects and college-related committees
- 4. Internal Affairs & Communications
 - a. Making sure that clear communication is executed between the College and the DSU
 - b. Making sure any DSU publications or promotions are communicated in a proper manner where there is no provoked controversies
 - c. Making sure that information is transmitted effectively and accurately (the goal is to have less misinformation and disinformation)
- 5. External Affairs
 - a. Assuring that events are run effectively within the College to external relations
 - b. Making sure any form of external communication is done in a timely manner and adequately where students feel represented
 - c. To be ready at any time or moment given in regards with interviews or publications about the DSU
- 6. Student Life
 - a. Making sure student events are done in a timely and effective manner
 - b. Assuring that events are done for students and not personal interest (conflict of interest)
 - c. Making sure all the clubs have what they need
 - d. Constant communication with Campus Life & Leadership (CLL) in regards with events and clubs
 - e. Making sure the preparation and execution of DSU events are adequate and effective
- 7. Sustainability & Equity
 - a. Supporting pro-environmental strikes, protests, or marches to occur in the interest of students

- b. Ensuring items bought for events, the office, clubs, executives, etc., are as sustainable as possible
- c. Making sure decisions or events conducted are as sustainable as possible for the students, the College and especially the environment

III. HUMAN RESOURCES

1. Hire staff member for DSU Hive
2. Hire contractor for Dawson Dinin'
3. Ensure Human Resources and payroll training/certification for at least one permanent staff member to assist future executives with management

IV. INITIATIVES/LONG-TERM PROJECTS

1. Period Poverty
 2. Student Insurance
 3. Major Cultural Day (dance performances from different ethnic groups)
 4. Bill 96
 5. Partnership on The Vine
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OFFICE OF THE VICE-PRESIDENT FINANCE

SABRINA VUONG

I. GOVERNANCE

1. Commence and finalize the selection/training process for a Financial Coordinator (Winter 2023)
2. Initiate the recruitment process for members of the Finance Committee and train them accordingly to oversee Special Project Funding Request and CEOC budget requests (Fall 2022)
3. Oversee the Finance Policy's application ratified during the Winter 2022 and revise accordingly
4. Work in collaboration with the Vice-President Academics & Advocacy to form, organize and chair the Student Awards Committee (Fall 2022 - Winter 2023)
5. Ensure Student Awards are received by recipients by the start of the following semester of which awards were based on
6. Evaluate payroll software, documentation systems and bank performance to initiate a transfer process if needed, in collaboration with the President
7. Create financial workshops and opportunities for students who are interested in finance (Winter 2023)
8. Standardize and facilitate financial transactions between the DSU and clubs

II. ANNUAL AUDIT

1. Oversee the 2022 audit performed by Fuller Landau
2. Be the point of contact for the new VP Finance for the 2023 audit

III. HUMAN RESOURCES

4. Hire staff member for DSU Hive
5. Hire contractor for Dawson Dinin'

6. Ensure Human Resources and payroll training/certification for at least one permanent staff member to assist future executives with management

IV. INITIATIVES/LONG-TERM PROJECTS

1. Ensure all financial systems in place are transparent, sustainable and efficient
 2. Create a handbook to ease the transfer process to the next VP Finance
 3. Have all clubs fill out the reimbursement form properly by the end of the year
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OFFICE OF THE VICE-PRESIDENT OPERATIONS & SERVICES

HANANE AOUCHICHE

I. OPERATIONS

1. Gaming Area 2C.03
Follow up on the project of "renovating" an area in the 2C03 after last year's agreement DSUxDAWSON ESPORTS. Setting up desks, computers, work on electrical plan with the school and an efficient schedule for the spaces use (next semester, Winter 2023)
2. The Hive Room
Make a new floor plan for the Hive service, maximizing the space and focus on making it more comfortable for students, bring in new furniture (end of November 2022)

II. SERVICES

Oversee the general operations of DSU student-run services and engage in consultation with the management teams of each service to ensure successful delivery to the membership (students).

1. Oversee the well-being of Dawson Dinin'
 - Work on a recipe book that would be usable for the next years, along with comments on the recipes
2. Restart DSU Hive Centre

I. INITIATIVES/LONG-TERM PROJECTS

1. Pilot Project: The Swap! A small convenience sustainable shop located at Dawson offering services such as swap books in collaboration with VP sustainability and equity and Dawson Library
 2. Launch DSU Vine Podcast (CIXS Productions), oversee its functioning, in collaboration with the plant service and VP of internal affairs and communications
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OFFICE OF THE VICE-PRESIDENT ACADEMIC AFFAIRS & ADVOCACY

SOPHIA EL BAKIR

I. GOVERNANCE

1. Work on increasing number of Student Representatives on bodies of Dawson College

2. Putting in place a senate sub-committee to evaluate the presence of student voices in the governance of the school

II. ACADEMIC AFFAIRS

1. Popularize the school's main policies for the use of the membership
2. Create an easy-to-use platform for students to lodge their social and academic grievance efficiently

III. ADVOCACY

1. Create consent workshops in collaboration with the First-Year Office
2. Create sensitivity workshops (about religious freedom, racism, sexism, historical sensitivity, homophobia, xenophobia, etc.) in collaboration with the Hive coordinator
3. Increase BIPOC representation

I. INITIATIVES/LONG-TERM PROJECTS

1. Raise awareness about social justice issues that affect students (ex. fast fashion, racial discrepancies in the school system, etc.)

OFFICE OF THE VICE-PRESIDENT INTERNAL AFFAIRS & COMMUNICATIONS

GABRIELA ARAGON

I. GOVERNANCE

1. Make information from Student Government, ISEP, and Student's rights more accessible and with simpler wording
2. Create clear guidelines for clubs' promotions, events, and information as a whole under DSU

II. INTERNAL AFFAIRS

1. Increase student representation in College committees and the Senate
2. Make information available and easily understandable.

III. COMMUNICATIONS

1. Make communication between the union and the student easier, friendly, and faster
2. Relaunch DSU website with a firm hired by the 2020-2021 DSU team; the website should abide by DSU branding, be functional and mobile friendly
3. Implement the DSU newspaper made last year and create the one for this academic year which will include news, updates, summary of the months behind the scene activities and events.
4. Create a social media and website checklist with deadlines; on Trello (or other DSU-approved platform) - list all the information and deadlines for social media posts and updates of the website

IV. INITIATIVES/LONG-TERM PROJECTS

1. Launch the DSU Vine podcast as a long-term project
2. Regularly update DSU website to ensure information is current and valid

3. Launch DSU newsletter
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OFFICE OF THE VICE-PRESIDENT EXTERNAL AFFAIRS

KIANA LALAVI

I. GOVERNANCE

1. Start-up Policy and Regulations Committee to review and update DSU Positions (35+)
Timeline: Advertise and interview/recruit committee members (December-January)
First meeting: February

II. COALITION OF ANGLOPHONE STUDENT ASSOCIATIONS OF QUEBEC (CASAQ)

1. Amend the CASAQ constitution with other VP Externals (Implement a transitional training period, an organizational fee/donation, and modernization of the communication style and outreach)
Timeline: Winter Semester
2. Develop response to Bill 96 with Dawson Faculty and coordinate with CASAQ and other CEGEPs and universities for support
Timeline: Winter Semester

III. EXTERNAL STAKEHOLDERS

1. Expand DSU's external network:
 - a. Meet with ASSÉ and La FECQ to assess the possibility of joining a bigger organization
 - b. Meet with executives of other CEGEPs (public and private, francophone and anglophone) to expand network and explore further collaboration/support opportunities
Timeline: Winter Semester
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OFFICE OF THE VICE-PRESIDENT STUDENT LIFE

KEVIN LABOSSIÈRE

IV. GOVERNANCE

1. Implement regular Club meetings to help current and upcoming clubs get up to speed with the different budgets, regulations, club spaces, etc. (in Collaboration with VP Finance and VP Services & Operations)
2. Migrate the volunteer network to Microsoft Teams (or another DSU-approved platform)
3. Manage and plan events with the help of the Campus and Event Operations Committee
4. Organize at least 6 events during the year
5. Review the Student Life section of DSU website with the VP Internal Affairs & Communications to ensure that information is correct and accessible to current and upcoming clubs

V. STUDENT LIFE

1. Oversee Student Groups to ensure their contribution to student life and enforce regulations pertaining to Student Groups
2. Commit to the wellbeing of students and ensuring positive environments on campus for student life to thrive by
3. Continue collaboration with Dawson College's Department of Student Services. Organize at least 1 project with each of the following College departments:
 - a. Athletics (Club activities and potentially sports games)
 - b. Campus Life & Leadership (ongoing)
 - c. Health Services (Winter 2023)

EVENTS: FALL 2022**

Welcome Week	August 16-17
Frosh Week	Week of August 29th
Corn Roast (joint CLL)	September 9th
Halloween Haunted House (joint Clubs Chill, Sci-Fi, ACE, and CLL)	October 31st
Multicultural Days	November 30, December 1st

EVENTS: WINTER 2023**

Winter Club Fair (joint Clubs)	Late January
Black History Month (joint with Legacy and DSU Hive)	All of February
Pink Shirt Day (joint CLL)	February 22nd
Artists in Bloom (joint Club ACE)	Early March
Athletics Event TBC (joint Athletics Dept.)	March
Earth Week (joint Sustainability Dept)	Week of April 24th
Stress-Less Days (joint CLL)	Mid-May
End-of-Year Event	Late May or early June

Note:

- i. All events are subject to change pending COVID-19 measures, if/when applicable.*
 - ii. Some events to be joint events with CLL and Clubs.*
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OFFICE OF THE VICE-PRESIDENT SUSTAINABILITY & EQUITY

BENJAMIN SAVARD

I. GOVERNANCE

1. Establish Dawson Student Union's first ever formal Standing Committee for sustainability, ethics and climate action; act as Chair and promote committee efforts
2. Organize and design campaigns/events for sensitizing the student body to environmental and social issues
3. Work towards improving striking rights for the union, both within Dawson and Québec as a whole
4. Work towards obtaining better means of communication with the student body for the purpose of future climate strikes

II. SUSTAINABILITY & EQUITY

Foster ongoing collaboration and consultation with Dawson College's Department of Sustainability and other various services mandated with social mandates (i.e. Living Campus, Peace Centre, International Development Office, etc.):

1. Use the Union to push the Dawson College Foundation to release a public statement of all their investments, and a public statement saying they will divest any unethical investments
2. Work to create a more mobilized Dawson, through various events and workshops
3. Work with VP Academics & Advocacy for various equity initiatives, such as implementing DSU committees of marginalized groups to better the Union and the school

III. EVENTS

1. To regularly hold student strikes for climate action twice a year, and to be in a position to expand said strikes even more
2. To regularly hold climate education and mobilization workshops and events
3. To ensure Dawson Dinin's long-term safety in the union, and for the service to run with a coordinator and not the executive team

IV. INITIATIVES/LONG-TERM PROJECTS

1. To create the Swap, a service for students to sell/buy secondhand books from each other (Winter 2023)

N.B. Notwithstanding any plans outlined above, the month of May is reserved as a training period for incoming 2023-2024 Executive Officers. Current Executive Officers must ensure a smooth transition and actively aid in the training process for the incoming team.