



2023-2024 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 2024 |
| 2. | Negotiate permanent DSU spaces (Protocol Agreement) | Winter 2024 |
| 3. | Expansion of Student Representatives | Winter 2024 |
| 4. | Expansion of staff and flagship services | Winter 2025 |
| 5. | Renovation of all DSU spaces | Winter 2026 |

OFFICE OF THE PRESIDENT

Isabelo Beli-En David

1. STRATEGIC PLANNING

- a. Initiate the renegotiation of DSU-Dawson College Protocol (Article 12.2) (Fall 2023)
- b. Create a negotiation committee to renegotiate the protocol and submit a new protocol to the Student Council (Legal Board of Directors) for final approval
- c. Continue the work of the Student Insurance Committee to establish an insurance plan for students (Fall 2023)
- d. Initiate the process toward collecting the fee levy for La CRUE in consultation with the VP External Affairs & VP of Finance (Fall 2023)

2. GOVERNANCE

- a. Organize team building workshops and activities throughout the year for all DSU staff
- b. and governance team member
- c. Re-establish Policy Review Committee (PRC) to review the constitution (Fall 2023) and
- d. the DSU Positions (Winter 2024)
- e. Nominate two Advisors to Student Council via an Open-Call Process (Fall 2023)
- f. Initiate the process toward having our website and social media posts are available in English and French

3. TRANSPARENCY & ACCOUNTABILITY

- a. Ensure Student Council Minutes are published

- b. Work with the VP Internal Affairs & Communication to publicize and promote Student Council meetings
- c. Create a communication policy in collaboration with the VP Internal Affairs & Communication (Winter 2024)
- d. Create an official system of complaints and accountability regarding internal dispute (Winter 2024)
- e. Ensure feedback is collected after every DSU event and initiative and that feedback is incorporated into future events and initiative

4. HUMAN RESOURCES

- a. Consults all employees and contractors on how to improve the workplace (Winter 2024)
- b. Organize HR workshops and training for all members of HR
- c. Ensure Human Resources and payroll training/certification for at least one permanent staff member to assist future executives with management

5. INITIATIVES

- a. Organize an intercollegiate mental health awareness event in collaboration with Jack.Org (Jack.Org Local Summit) (Winter 2024)
- b. Have a Dawson student group to Pinoy on Parliament (A national leadership conference for young Filipino/a/x-Canadians) (Winter 2024)

6. DEPARTMENTAL AFFAIRS

- a. Oversee the successful implementation of each Executive Officer's annual focus in collaboration with the respective Vice-Presidents
 - i. Finance
 - Oversee transactions within the DSU (club payments, office transactions, Services, VP committees funding, project funding, employee payments, Executive payments, etc.)
 - Ensure all documents, statements and resources are valid with Desjardins and Employeur D
 - Ensure all the receipts and financial documents are properly recorded
 - (bookkeeping)
 - ii. Operations & Services
 - Implement gradually the use of Microsoft across the organization
 - Ensure processes and guidelines are adequate and respected
 - Ensure regulations on spaces are enforced and respected by all members or group using them
 - Ensure that the College is respecting their engagement when it comes to DSU Spaces
 - Work with the college towards establishing the future of the planned gaming area
 - iii. Academic Affairs & Advocacy
 - Listen to student feedback regarding their academic's life and share such feedback with the appropriate Deans
 - Work with the VP of Academic & Advocacy regarding projects and college-related committees

- iv. External Affairs
 - Ensure external affairs events and initiatives are successfully run
 - Ensure communication with external organizations is clear and effective
 - Ensure the team is ready to give interviews or comments to the press regarding the work of the DSU
 - Represent the positions of the student body that are passed in a General Assembly (GA)
 - Ensure decisions made at a GA are respected by the governance team
 - v. Student Life
 - Organize events in a timely and effective manner
 - Ensure DSU events are relevant and fun for all students
 - Ensure conflict of interest's rules are followed
 - Ensure required material needed for club events are available
 - Collaborate and Communicate with Campus Life & Leadership (CLL) regarding events and club
 - Ensure DSU Events are organized and hosted with a high level of professionalism
 - vi. Sustainability & Equity
 - Support environmental strikes, protests, or marches
 - Ensure purchases made for the DSU factor sustainability
 - Ensure all decisions making and event planning factors sustainability, environmental, and labour concerns
 - vii. Internal Affairs & Communication
 - Ensure there is clear communication between the College and the DSU
 - Ensure DSU posts and promotions are communicated appropriately
 - Ensure information is communicated effectively with the most updated information
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OFFICE OF THE VICE-PRESIDENT FINANCE

Benjamin-Taylor Sauvé

1. GOVERNANCE

- a. Find new members for the Finance Committee and increase their involvement in the Union's financial affairs when possible (Fall 2023)
- b. Pass the finance regulations that were worked on during the 2022-23 year (Fall 2023)
- c. Ensure that the system used to pay Executives their honorariums does not cause legal trouble for the union or the executives themselves (Fall 2023)
- d. Ensure that clubs are aware of the funds at their disposal and that the reimbursement process is as clear as possible (Fall 2023-Winter 2024)
- e. Help the VP Operations & Services purchase equipment and manage inventory
- f. Have monthly meetings with each executive individually to keep track of all their plans and activities
- g. Publish all necessary financial documents

2. ACCOUNTING & BOOKKEEPING

- a. Hire an accountant and work with them so that they are familiar with the Union and

- can be present in the future to help with finances (Fall 2023)
- b. To the best of my ability, make it so actions taken by the DSU which involves finance can be easily found (Fall 2023-Winter 2024)
 - c. Ensure that the audit with BDO goes smoothly by communicating often and providing what they need (Fall 2023)

3. INITIATIVES & PROJECTS

- d. Work in collaboration with the VP Academics & Advocacy to form, organize and chair the Student Awards Committee (Fall 2023 - Winter 2024)
- e. Ensure Student Awards are received by recipients by the start of the following semester of which awards were based on (Winter 2024)
- f. Support the VP External Affairs in their Hackathon and live show
- g. Support the VP Operations in expanding Dawson Dinin'

OFFICE OF THE VICE-PRESIDENT ACADEMIC AFFAIRS & ADVOCACY

Delice Betukumesu

1. GOVERNANCE & REPRESENTATION

- a. Deploy greater promotion efforts to entice the membership into getting a greater and more diverse number of students involved within committees
- b. Create a committee guidebook with relevant information for potential members and future successors
- c. Chair a minimum of two Student Representative Caucuses
- d. Complete the Forms meant for committee members and destined to efficiently
- e. maintain tabs on all happenings and whereabouts

2. OUTREACH INITIATIVES

- a. Establish a Forms link accessible to the membership for commentaries and suggestions in collaboration with VP Internal Affairs & Communications
- b. Organize a second iteration of Get Ready For Uni, a panel aimed towards BIPOC students (although open to all), preferably Nov/Before Finals season or around March 1 (deadline for university application submissions)
- c. Organize a second iteration of Spirituality Week, a week filled with panels and activities in February, March or before Finals season

3. ADVOCACY

- a. Pursue previous efforts in facilitating complaints process through the completion of the flow chart forms (F2023)
- b. Pursue previous efforts in facilitating the general understanding of ISEP through the completion of the ISEP guidebook (F2023)
- c. Promoting advocacy and awareness through Dawson College students against the prioritization of English-eligible students enforced through Law 14 [with reference to Bill 96], and the lack of diversity which would result thereof

OFFICE OF THE VICE-PRESIDENT OPERATIONS & SERVICES

DERRICK ESSOU

1. BUSINESS OPERATIONS

- a. Utilize Microsoft to implement professional standards of operations in the following fields: communication, documentation infrastructure, planning and execution of projects, internal and external collaborations. (Fall 2023)
- b. Oversee the development procedures and guidelines to standardize the union's processes through which it fulfills its day-to-day activity in the following categories:
 - i. Events (Fall 2023)
 - ii. Use of Spaces (Fall 2023)
 - iii. Purchasing and Supply (Winter 2024)
 - iv. Internal administration and governance (Winter 2024)
- c. Ensure the acquisition of equipment and sharing of knowledge through trainings and workshops to increase the independence of the union in its operations. (Fall 2023)
- d. Ensure that adequate work device and equipment is made available for the officers and staff of the union (Fall 2023)

2. DSU SPACES & OFFICES

- a. Ensuring that spaces and offices are usable with necessary resources, equipment, and furniture (Fall 2023)
- b. Improve the access to spaces and their oversight through the implementation of a booking system (Fall 2023)
- c. Rethink the purpose of the union's spaces for a diversified use (Winter 2024)
- d. Work with the college to establish the future of the planned gaming area (Winter 2024)

3. SERVICES

- a. Expand the visibility of services to the members of the union
- b. Increase the service offer for Dawson Dinin'
- c. Support the development and execution of goals and objectives for each service through regular consultation with their respective management team

OFFICE OF THE VICE-PRESIDENT INTERNAL AFFAIRS & COMMUNICATIONS

KIERA ROBAK

1. GOVERNANCE

- a. Make College policies more accessible to students, including but not limited to vulgarization (F2023-W2024)
- b. Collaborate with other Vice-Presidents to finalize DSU guidebooks for clubs, events and promotion (W2024)
 - i. Ensure the availability of governance documents

2. INTERNAL AFFAIRS

- a. Centralize DSU documents for ease-of-access (i.e. SharePoint) (F2023)

3. COMMUNICATIONS

- a. Reconstruct the DSU website using WIX (F2023-W2024)
 - i. Update the information, reformat for accessibility
 - 1. Pilot a French translation to the website
 - ii. Ensure the website is mobile-friendly
 - b. Diversify the method of outreach to the membership (F2023)
 - i. Experiment with different applications such as Threads
 - ii. Analyze the benefits of the current methods of communication to determine their effectiveness
- 4. INITIATIVES/LONG-TERM PROJECTS**
- a. Re-launch of the semestrial DSU Newsletter (F2023-W2024)
 - i. Document and photograph DSU events
 - b. Reconstruction of the DSU website following the switch to WIX (F2023-W2024):
 - i. Ensure the website is updated regularly with correct information.
 - c. Create DSU branding guidelines (F2023):
 - i. Work towards ensuring the uniformity and recognizability of DSU promotion and advertisement
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OFFICE OF THE VICE-PRESIDENT EXTERNAL AFFAIRS

CANDICE ZHONG

1. GOVERNANCE

- a. Collaborate with other DSU executives, councillors, volunteers and concerned members to carry out General Assemblies to renew the student union's positions when necessary (in accordance with the latest document, before the end of Winter 2024 semester)
- b. Manage volunteers to carry out adequate tasks of the external affairs department in a productive way, while at the same time continuously evaluating the workload attributed
- c. Keep a clear and organized record of expenses of the department and efficiently manage other necessary records

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

- a. Consider the opportunities to expand collective fundraising actions for student-led initiatives and projects helping the local community of the Greater Montreal Area (Fall 2023)
- b. Mobilize to produce responses to Law 14 with other CEGEPS (Fall 2023)

3. ALLIANCE CONSULTATIVE COLLÉGIALE (ACC)

- a. Continue to co-organize an annual informative meeting with executives of other any other cegep unions that are still interested (Winter 2024)

4. LA COALITION DE RÉSISTANCE POUR L'UNITÉ ÉTUDIANTE SYNDICALE (CRUES)

- a. Defend Dawson students' interests as a voting union and actively monitor LA CRUES' plans
- b. Continuously evaluate the decisions of LA CRUES and its alignment with DSU's values

5. EXTERNAL STAKEHOLDERS

- a. Facilitate the outreach and communication between DSU execs and external stakeholders

- b. Seek opportunities to collaborate with local businesses in order to negotiate discounts or advantages for Dawson students(Winter 2024)

OFFICE OF THE VICE-PRESIDENT STUDENT LIFE

LINA ADDA

1. CLUBS & EVENTS

- a. Implement Club meetings with clubs’ executives to help current and upcoming clubs get up to speed with the different budgets, regulations, club spaces, space booking (events procedure and planning) with CLL, etc. (in collaboration with VP Finance and VP Operations & Services)
- b. Organize at least 7 events during the 2023-2024 term
- c. Oversee clubs and club members to ensure their contribution to student life
- d. Continue collaboration with Dawson College’s Department of Student Services as well as school programs (e.g visual art)
- e. Encourage clubs to participate and create events
- f. Make sure the regulation and rules of clubs are maintained in order to interact in a safe environment for all members
- g. Collaborate with Campus Life for certain events
- h. Maintain relations between the Union and independent student groups
- i. Collaborate with other VPs in order to establish events
- j. Ensure the stability and well-being of the finance of student life events and other VPs’ events
- k. Approve, along with the Vice-President Finance, all clubs operational budgets
- l. Approve, along with the Vice-President Finance, all clubs disbursements of funds

Events For Fall Semester

| Name of the event | Date |
|------------------------------|---------------|
| Clubs fair | September 5-6 |
| Corn fest with CL | September 7 |
| Halloween *could be outside* | October 31 |
| Winter ball masquerade | November 24 |
| All Clubs Meeting | December 1 |

Events For Winter Semester

| Name of the event | Date |
|--------------------------|------------------|
| Black history month | February 1 |
| Multicultural week | February 20 - 23 |
| Art week | March 25 |
| Geek con *cosplay event* | April 16 |
| End of the year fest BBQ | May 16-18 |

Note:

1. Some events to be joint events with CL, HIVE and Clubs.
2. Some dates are due to change and are only tentative.
3. Some events might be added.

OFFICE OF THE VICE-PRESIDENT SUSTAINABILITY & EQUITY FIORELLA VARGAS

1. GOVERNANCE

- a. Organize and design campaigns/events for sensitizing the student body to environmental and social issues
- b. Increase awareness about environmental issues by hosting events and encouraging participation in climate strikes

2. SUSTAINABILITY & EQUITY

- a. 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, First-Year Students Office, etc.):
- b. Act as Chair of the Mobilization Committee to organize and oversee mobilization efforts
- c. Collaborate with the VP External Affairs to work alongside The Coalition of Resistance for a United Student Movement (CRUES) to mobilize with other student unions for sustainable and equity issues and make our demands heard while defending the unions' rights

3. EVENTS

- a. Hold student strikes for climate action and paid internships (F2023 and W2024)
- b. Hold climate education and mobilization workshops (one per semester)
- c. Establish a fundraising thrift sale (W2024)

- d. Organize educational activities during Earth Week (W2024)

4. INITIATIVES/LONG-TERM PROJECTS

- a. Expand the Swap, a service for students to sell/buy second-hand books from each other, by taking over the Facebook book exchange group
- b. Ensure Dawson Dinin's long-term safety within the union, and drive the expansion of the service
- c. Work to implement a student-run café to provide students with healthy and affordable food choices, while focusing on sustainable practices

N.B. Notwithstanding any plans outlined above, the month of May is reserved as a training period for incoming 2024-2025 Executive Officers. Current Executive Officers must ensure a smooth transition and actively aid in the training process for the incoming team.