



Director Plan 2020-2021

Dawson Student Union

Deputy Chairperson

Alexandrah Cardona

Presented to the Executive Committee on November 5th 2020

Plans for the Fall Semester 2020

September/October

- Standardizing the secretarial organization of the executive committee (regular meeting samples etc)
- Work alongside the “Transition” committee in order to ensure a complete and orderly transition of the DSU for the 2020-2021 executive committee
- Chair the “CEO” committee as part of a mandate to nominate the Chief Electoral Officer of the union alongside the Director of Student Life and Director of Internal Affairs & Advocacy

November/December

- Ensure the technical and legal training of the Chief Electoral Officer following the nomination process, as well as ongoing logistical support for the Elections Commission in the first election of their mandate
- Begin internal review of the union’s governance in collaboration with the Chairperson and legal counsel
- Begin informal negotiations with the college regarding the protocol agreement in collaboration with the Chairperson, Treasurer, Director of Internal Affairs & Advocacy and legal counsel
- Begin the process of publishing the union’s documents on the official website (minutes of the executive meetings and GAs etc)
- Begin the process of digitizing the union’s archives in collaboration with the Chairperson and an external firm that specializes in document digitization
- Begin the process of organizing and optimizing the filing process and the use of the Google Workplace in collaboration with an outside firm.
- Work with the HR Committee to review and assess staffing requirements to better offer services to the student body.

Plans for Winter 2021 Semester

January/February

- Ensure the nomination and election of student councillors to formally establish the Student Council as a functional body of the union
- Offer ongoing support and training for the Student Council's first mandate, and work alongside the Chairperson to organize the council's meetings or other logistical aspects relating to its functions
- Renegotiate the collective agreement for the union's staff members as part of the HR committee

March/April

- Assist the executive committee in organizing the Spring 2021 General Assembly
- Support the Treasurer and Finance committee in conducting or presenting the annual audit or financial statements

May

- Work alongside the Transition committee to plan the union's summer operations and develop a training timeline
- Train the incoming Deputy Chairperson and assist the newly elected executive committee for 2021-2022 as part of the Transition committee
- Assist the executive committee in preparing and organizing the Fall 2021 "Welcome Week" or frosh activities for incoming students

Long-Term Year Plans 2020-2021

- Perform the secretarial duties of the executive committee and council

- a. Executive committee: weekly
- b. Council: TBD
- Ensure that all executives that partake in meetings with the school and committees submit reports and summaries available to students on social media and the website.
- Work with the Treasurer and Chairperson as part of the “Finance” and “HR” committees
- Ongoing negotiations with the college and signing of the protocol agreement (expansion of DSU spaces on the main campus and addition of student-run spaces on the new pavilion or forum campus)
- Ongoing internal governance review
- Assist the Chairperson in any duties requiring additional assistance.
- Senate (monthly)
- Code of conduct policy committee (weekly during October; tentatively finalized during the fall semester)
- Institutional Student Evaluation Policy committee (TBA)
- Institutional Program Evaluation Policy committee (TBA)
- Quality of Education Policy committee (TBA)

Director Plan Approval

This Director plan was approved at a regular meeting of the Dawson Student Union’s Executive Committee that took place on November 5th 2020. The Director certifies that they will attempt, to the best of their ability, to complete tasks presented in this plan for the duration of their current mandate as a member of the Executive Committee of the Dawson Student Union. This plan can be amended by the director, but any amendment must be approved by the Executive Committee.

Alexandrah Cardona- Deputy Chairperson

Date

Kevin Contant-Holowatyj - Chairperson

Date

