

Recommendations for the Student Activities Office
Presented by the SLC and the SGA
Monday, November 18, 2019

Following the precedent meeting with the VPSA, Dr. Lahlou as well as M. Kamane, we synthesized the recommendations of our report, in order to wisely sort them out. The most optimal strategy for us consisted of choosing two easily applicable recommendations as well as two considered to be more challenging.

A) Easily applicable recommendations

Set deadline: end of Fall 2019

- 1) Digitize all SAO important forms.
- 2) Structure the organization of the SAO's work as well as their own planning by implementing the following:
 - Set clear office hours to the SAO's employees and have them respected. In case they are not, students can file a report regarding the matter. Consequently, this should apply to scheduled meetings as well.
 - Define a clear separation between the Student Activities Office and the Community Involvement Program Office.
 - Establish a SAO calendar for each semester that should specify the deadline set for each deliverable.
 - Have weekly calendars set at the door of the SAO highlighting the engagements and other meetings of the week, to give a better overview to students regarding the availability of the SAO's employees.
 - Audit the recruitment process of SAO part-timers as well as their job descriptions and deliverables.
- 3) Amend the SLC's constitution to better empower it.

B) Challenging recommendations

Set deadline: beginning of Spring 2020

- 1) Have the SAO establish its own Action Plan every semester, to fix objectives that will guide the office during that semester. The establishment of a long-term vision is also recommended
- 2) Restricting the SAO's responsibilities to the accompaniment of clubs in organizing their events and the development of its structure. SAO cannot organize events unilaterally: the process should include a committee comprised of the SAO director, SLC board and SGA representative. The event proposal shall be approved by a majority vote.
- 3) Revive student life with clearer structure and procedures: this implies the review as well as the renewal of the Operating Guide for Student Organizations. This should be done in coordination with every department—including but not limited to G&M, Housing, ITS, Security, etc.—to ensure that regulations and procedures are up to date, with the possibility of amending some clauses.

- 4) Provide all student organizations with visibility over their budget and tracking for their financial requests.

In addition to this, it was also asked from us that we clearly highlight the link between the SLC and the SGA:

