

ASUS

Arts & Science



Undergraduate Society

HUMAN RESOURCES OFFICE
STRATEGIC PLAN
2023-2024

Table of Contents

Mandate

Opening Statement

Goals

Committee Team Description and Goals

Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis

Timeline

General Manager Collaboration

Closing Thoughts

Mandate

Opening Statement

Due to my past experiences in equity-related positions, I am hoping to bring equity to the forefront of the HR portfolio. I hope to cultivate a solid team of people with a similar vision as me, and to continue developing what my predecessors have laid out for me. I aim to make myself an available resource for Council and all students.

Human Resources Goals

Discover More Creative Ways to Engage the Student Body

In a sea of Instagram posts advertising volunteer positions, what makes ASUS stand out? I hope to engage students in a fun, creative ways so they can get a taste of what ASUS has to offer. Additionally, I want students in our sister societies to know they are also welcome to be a part of ASUS!

- **Measures/Action Item 1:** Continually work with CESA, PHESKA, and COMPSA to advertise to eligible students outside of ArtSci. Ensure everyone who hires knows who eligible to apply.
- **Measures/Action Item 2:** Work with the Deputy of Talent Acquisitions to think outside of the box when it comes to advertising.

Improve/Continue Organization of Files (Director of Workplace Development)

I have noticed that I receive a lot of files in my inbox, and I believe there is a better way to manage them.

- **Measures/Action Item 1:** Work closely with Director of Workplace Development to create a system that streamlines employment contracts and NDAs.

Continue Equity-Related Policies

Kristin and I discussed SAI – the Students Accessibility Initiative. This was a project that she aspired to do last year, but did not have the time for. This was a topic that she was passionate about, and I am hoping to establish it in some capacity!

- **Measures/Action Item 1:** Meet with the Equity Commissioner to discuss the possibility of SAI becoming an actionable item. Create an achievable set of goals for the students who eventually get hired to partake.

Improving Internal Relations and Policy

As was discussed with my predecessor, there are gaps within the HRP, and some policies that do not make structural sense. For example, the job of the HRO is to hold ASUS Council accountable, however there are no direct ways to hold Exec accountable. This includes a policy surrounding meetings; in the interest of accessibility, there should be a set time and subject for the meeting. This is so the Council has time to adequately prepare.

- **Measures/action Item 1:** Meet with the General Manager and Exec to discuss which parts of the HRP need improving

Create and Implement a Professionalism Policy

As a past ASUS volunteer, one of the worst parts was feeling like my time was not respected. I believe everyone, whether they are Council or a volunteer, deserves to feel like they are important, and that time is being set aside for them. This policy

would be for Council to follow, but it would include a 24-hour heads-up for meetings, letting people know if you are not going to show up to meetings or if you're going to be late, setting concrete deadlines and meeting dates. This is so people, especially volunteers who are not getting paid, are able to schedule things properly and have adequate time to prepare themselves. It is also a matter of accessibility, especially for people who are neurodivergent: having set deadlines and meeting times allows people to build their schedules around a few set times.

Though I understand we are all students, I believe we owe it to ourselves and others to try and uphold standards on professionalism.

- **Measures/Action Item 1:** Discuss expectations with Council to ensure I am hearing everyone's concerns
- **Measures/Action Item 2:** Potentially develop professionalism training with my Training and Analytics Director

SWOT Analysis

STRENGTHS

Confidentiality and Independence

As HRO, I act as a non-partial party that people can confide in. It is important for me to remain unaffiliated with anyone, so that all sides of a party can feel comfortable speaking to me about an issue. This is a strength, as it allows me to gain insight into all sides of a conflict.

Small Team

Though having a small team can be seen as a weakness, I believe it is indeed a strength. This ensures I can consistently check-in with everyone and offer support when needed. It also means everyone is more likely to get to know each other, which will increase the level of support and closeness felt by all. I plan on having semi-regular team meets, as well as a few socials in the upcoming semesters.

WEAKNESSES

Holding Executive Accountable

While it is the job of the HRO to hold all members of Council, there is nothing within Policy that enables the HRO to hold the executive accountable. This can be a weakness if there are repeating issues that need to be addressed with the Executive, but no consequences.

Organization of Files

Currently, all important files on employees are being sent to the HRO inbox. Though I have started putting them into the Teams files, I believe there should be a more streamlined way of organization to avoid human error.

OPPORTUNITIES

Director of Workplace Development

The Director of Workplace Development is a relatively new position with a vague portfolio. The intention behind this position is to alleviate unnecessary stress on the HRO; this means it makes a great opportunity to mold the position into the best possible portfolio it can be. The Director of Workplace Development that has been hired has already shown great initiative, and I look forward to continually working with him over the year!

THREATS

Post COVID-19

I believe that the impacts of COVID-19 are still being felt, both by Council and by students. Students may not know where to go for extracurricular opportunities, or may not want to join as they have gone so long without them. While ASUS is getting back on its feet, I believe the Council can still feel the impacts of the pandemic in terms of institutional memory.

Committee Team Descriptions and Goals

Timeline

September

Event/Task: Attend the Sidewalk Sale

Objectives and Goals: Meet the student body and advertise ASUS.

Strategies:

Measures:

Event/Task: Organize Speakers for Volunteer Training

Objectives and Goals: Organize successful training for volunteers.

Strategies: Start well in advance to ensure everything falls into place properly.

Measures: Meet regularly with my Training and Analytics Director to create a strict schedule on when tasks will get done.

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

October

Event/Task: Employee Training

Objectives and Goals: Host a successful volunteer training.

Strategies:

Measures: Work closely with my team to make sure we can make accommodations (live Zoom meeting, recordings, etc)

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

November

Event/Task: Professional Development Workshop

Objectives and Goals: Organize and host a Professional Development Workshop for ASUS volunteers and employees.

Strategies: Meet regularly with my Director of Workforce Development (DWD) to establish a timeline and organize speakers.

Measures: Work with my Director of Workforce Development to create a list of tasks to do (including deadlines!)

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

December

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

January

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

February

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

March

Event/Task: Gala for ASUS Volunteers

Objectives and Goals: Host a successful Gala for ASUS volunteers

Strategies: Start early, have an organized spreadsheet with tasks and deadlines

Measures: Work with my Volunteer Appreciation Director to organize tasks and plan ahead

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

April

Event/Task: Volunteer of the Month

Objectives and Goals: Ensure our volunteers are being appreciated!

Strategies: Include various gifts so volunteers will be more willing to pick up, work ahead of time so they are ready for pick-up as soon as the volunteer receives their congratulatory email

Measures: Work with the Director of Volunteer Appreciation to send out emails and organize volunteer submissions in a timely manner

General Manager Collaboration

Closing Thoughts