

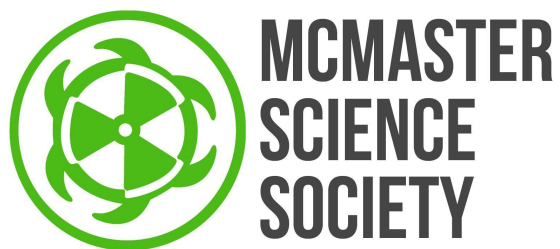
# YEAR PLAN

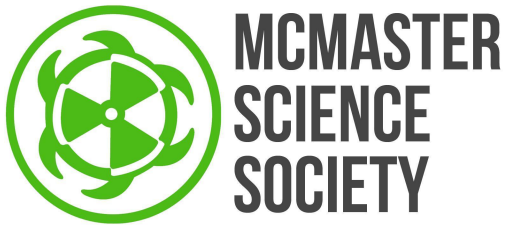
*VP Internal*

*Giuliano Serafino*

McMaster Science Society

2022-2023





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## 2022-2023 Year Plan

Dear MacSci,

Hey, Marauders! Nice to meet you all; my name is Giuliano Serafino and I am super excited to dive in and play my part in making this the best year for MacSci yet!. It's shocking sometimes to think that we are now fully back in person despite the last two years being "online university", but nonetheless, I have hope that this year our full return to campus will be one to remember! I'm very excited to carry forth the amazing work of Jonathon Lai, our previous VP Internal, and work alongside our new MSS President, Luca Bernardini!

In this role, I will strive to maintain the day-to-day operations of the MSS and continue to work towards promoting accessibility, transparency, diversity, and inclusion. The purpose of these year plans written by myself and the rest of the executives on the MSS is one of many examples of steps we will take to ensure that MacSci knows our current and future goals. Throughout this year, myself and other executives within the MSS aim to complete a total makeover to what was considered the "old MSS" and transform it into a society that is fun and inclusive yet still providing the many benefits we have given to science students in the past.

As I reflect, my life has definitely been a whirlwind both on and off campus since I became a marauder back in 2020. I've made so many great memories, met a ton of amazing people, including many of the MSS execs I work with today, and have been immersed in countless unforgettable experiences which allowed me to express myself as a student of McMaster University. With this, I aim to provide you all with a year that I hope is fulfilling, exciting, challenging, and rewarding for you as well. As we make way into this new era for the MSS and science students, I hope that my job in running the background operations gives you the feeling of comfort and optimism for this rebranding of our society. I'm excited to connect with the entire MacSci community and learn from each one of you. By maintaining positive relations with program societies, renovating the science lounge, improving policies, and much more, I will give it my very best effort to serve you, the student body. I wish you all to have the best year yet at McMaster University and hope to meet some of you on campus soon!

Regards,

Giuliano Serafino

VP Internal

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VP Internal  
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**TIMELINE**

Month	Objective/Project/Event/Goals
June	<p>Events/Projects:</p> <ol style="list-style-type: none"> <li>1. Internal team hiring</li> <li>2. Begin outlining internal team projects</li> <li>3. Start working on the internal restructure alongside the MSS president</li> </ol> <p>Things to complete:</p> <ol style="list-style-type: none"> <li>1. Get the internal team hired</li> <li>2. Reach out to contacts I will need for the next school year</li> </ol>
July	<p>Events/Projects:</p> <ol style="list-style-type: none"> <li>1. MSS executive training</li> <li>2. Initiation of summer internal projects</li> <li>3. Kickstart internal Team meetings</li> <li>4. Monitor Core-Executive meetings</li> </ol> <p>Things to complete:</p> <ol style="list-style-type: none"> <li>1. Finish outline for the science lounge</li> <li>2. Confirm that the team has done the required training</li> </ol>
August	<p>Events/Projects:</p> <ol style="list-style-type: none"> <li>1. Year plans</li> <li>2. Science lounge planning</li> <li>3. Program society ratification</li> <li>4. Renew SimplyVoting contract</li> </ol> <p>Things to complete:</p> <ol style="list-style-type: none"> <li>1. Finish up year plans before the start of September</li> </ol>

	<ol style="list-style-type: none"> <li>2. Finish outlining what needs to be painted and furnished in the science lounge</li> <li>3. Ratify all program societies recognized by the MSS</li> <li>4. Solidify a strong relationship with the MSU, specifically, their Chief Returning Offices (CRO) to ensure that voting throughout the year will be a smooth process</li> </ol>
September-December	<p>Events/Projects:</p> <ol style="list-style-type: none"> <li>1. Science Lounge renovation completion</li> <li>2. Help run cross-society meetings</li> <li>3. Update policy as time goes so that it stay up-to-date</li> <li>4. MSS first-year rep, VP Finance, and VP External elections</li> <li>5. ISci Presidential Election</li> <li>6. Term 1 General Assembly</li> <li>7. Help complete the yearly calendar</li> <li>8. Fall term progress reports</li> </ol> <p>Things to complete:</p> <ol style="list-style-type: none"> <li>1. Finish the science lounge so that it's ready for use in the winter semester</li> <li>2. Successfully run all elections</li> <li>3. Office hours policy</li> <li>4. Program society amendment policy</li> <li>5. Referendum policy</li> <li>6. Work with the SCCE to plan for referendum</li> </ol>
January - February	<p>Events/Projects:</p> <ol style="list-style-type: none"> <li>1. Term 2 General Assembly</li> <li>2. Monitor program society elections</li> <li>3. SCCE referendum</li> <li>4. Monitor presidential and core-executive elections</li> <li>5. Promotion of the science lounge</li> </ol>

	<ol style="list-style-type: none"> <li>6. Continue to update policies so that they are up-to-date.</li> <li>7. Continue monitoring Core-Executive, Executive, and Internal team meetings</li> <li>8. Continue monitoring cross-society meetings</li> </ol> <p>Things to complete:</p> <ol style="list-style-type: none"> <li>1. Any policy changes or constitution amendments (if needed)</li> <li>2. Successfully run GA</li> <li>3. Final science lounge touch-ups (if needed)</li> <li>4. Handing in Fall Term progress reports</li> </ol>
<p>March - April</p>	<p>Events/Projects:</p> <ol style="list-style-type: none"> <li>1. Continue development with EIO, CRO, Sustainability Officer and IOO role</li> <li>2. Continue to work with the Policy &amp; Bylaws Officer on policy amendments</li> <li>3. Announce, distribute, and collect transition reports</li> <li>4. Begin the transition of the new MSS team (President, VPs and year reps)</li> <li>5. Confirm that all new incoming executives are able to properly transfer (passing of the torch)</li> </ol> <p>Things to complete:</p> <ol style="list-style-type: none"> <li>1. Any policy changes or constitution amendments (if needed)</li> <li>2. Transition reports</li> </ol>

OBJECTIVES:

Program Society (PS) Ratifications	
Description/ Current State	<ul style="list-style-type: none"> <li>- The MSS ratifies PS to serve and represent their individual student populations.</li> <li>- This is the same process used in years past and will continue to be used for the future.</li> <li>- PS ratification packages will be sent out soon, containing a cover letter, updated constitution, and financial information. Once all ratification packages are submitted, they will be subjected to a vetting process to ensure standardization of all constitutions.</li> <li>- PS will also need to submit their financial applications to outline their proposed budget and allocated expenses for the year</li> <li>- By the end of August/early September, we will vote upon the ratification of each PS at an MSS core exec meeting</li> </ul>
Goal	<ul style="list-style-type: none"> <li>- Successful ratification of PS under the MSS and binding constitutions through the use of standardized documentation.</li> <li>- Provide constitution feedback where necessary and applicable.</li> <li>- Accountability for their actions; they must represent the MSS in a professional and appropriate way.</li> <li>- A complete PS package must include the following documentation:               <ul style="list-style-type: none"> <li>- Financial report/budget</li> <li>- Society year plan (one per society)</li> <li>- Updated constitution (with proposed changes, if any)</li> <li>- An executive policy outlining the internal structure</li> <li>- Hiring policy outlining process of hiring</li> <li>- Any other relevant operating or working policies</li> </ul> </li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Maintaining a positive and successful working relationship between the MSS and PSS to work towards increasing student engagement.</li> </ul>



Partners	Luca Bernardini - MSS President

Science Lounge Renovation	
Description/ Current State	<p>The Science Lounge is a space that is specifically dedicated to science students. We aim to have:</p> <ul style="list-style-type: none"><li>- more productive work space and new furniture that separates productivity, socialization, and relaxation</li><li>- improvement of textbook library</li><li>- further promoting the science lounge as a space for various events, social gatherings, etc.</li><li>- Games in order to take a break from the stresses of school</li></ul>
Goal	<ul style="list-style-type: none"><li>- Implement the changes made on paper to the real physical space.</li><li>- Have the appropriate financial reports and budget sheets ready to send to the VP Finance for approval.</li><li>- Complete renovation of the Science Lounge based on ideas made this year and the previous.</li><li>- Update the textbook library through communication with professors and various libraries on campus, and through student donations/swaps.</li><li>- Heavily promote the science lounge through social media websites<ul style="list-style-type: none"><li>- Include it within the MSS mentorship program</li><li>- Offer it as a space for MSS tutors to host tutoring sessions</li><li>- Offer it as a study space for high-stress study periods such as midterms, exams, graduate school applications, etc.</li><li>- Offer it as a social space to take a break and relax</li></ul></li></ul>

<p>Long Term Implications</p>	<ul style="list-style-type: none"> <li>- MacSci students will see the lounge as a useful place where they can study, gain access to mentorship and other useful resources during their undergraduate career at McMaster.</li> <li>- It is to become a productive space, however, also a place where students can socialize and take a break with their fellow marauders.</li> </ul>
<p>Partners</p>	<p>Luca Bernardini - MSS President Daniel Mobilio - MSS Internal Operations Officer Daisy Pham - MSS VP Communications Veronica Cui - MSS Graphic Designer Fiona Chung - MSS Graphic Designer Aeris Wong - MSS Graphic Designer</p>

<p>Maintaining Transparency and Accessibility</p>	
<p>Description/ Current State</p>	<ul style="list-style-type: none"> <li>- The MSS executive and its enterprise are responsible for many duties and obligations that are oftentimes unfulfilled in a timely manner.</li> <li>- The MSS needs to continue to make steps moving forward to improve its transparency and accessibility to further student relations and Society productivity.</li> </ul>
<p>Goal</p>	<ul style="list-style-type: none"> <li>- Increase accountability among the MSS to improve efficiency               <ul style="list-style-type: none"> <li>- All executives are mandated to complete three written documents which include:                   <ol style="list-style-type: none"> <li>1) year plans</li> <li>2) progress reports</li> <li>3) transition reports.</li> </ol> </li> </ul> </li> <li>- The completion of these three documents will hopefully increase the urgency and passion within all MSS members to dutifully complete their outlined objectives and goals</li> </ul>



	<ul style="list-style-type: none"> <li>- Increase transparency by releasing all documents publicly in a timely and organized fashion so that all students are informed on all MSS affairs and various involvement opportunities/services.</li> <li>- IOO will publish and communicate with Webmaster to upload meeting minutes regularly</li> <li>- Internal portfolio will keep in close contact with the communication portfolio to ensure that documents, infographics, and other media related items are released in a timely and successful manner</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- MSS will become a science society that strives towards productive efficiency.</li> <li>- This will be done in a transparent and accessible fashion so that all students know what the MSS has done and plans to do.</li> <li>- This will help improve the growth of the MSS and create a sense of comradery and professionalism.</li> <li>- An increased public presence will also assist in engaging the MacSci community.</li> </ul>
Partners	<p>Luca Bernadini - MSS President            Angelina Lam - MSS Policy &amp; Bylaws Officer            Daniel Mobilio - MSS Internal Operations Officer            Ofure Itua - MSS Sustainability Officer            Erin Rebello - MSS Equity and Inclusions Officer</p>

#### EVENTS & PROJECTS

Name of Event/Project: Presidents' Council Meetings	
DATE	Occurring on a monthly basis
PURPOSE	The purpose of Presidents' Council Meetings is to meet with program society presidents on a monthly basis alongside the MSS president. Individual program society presidents will be giving updates, while the MSS will provide relevant announcements and facilitate discussion regarding issues/ideas within each program/faculty. This will also present a space for student societies

	to collaborate with each other based on common interests and ideas.
PROCEDURE	<ul style="list-style-type: none"> <li>- Post agenda 1 week prior to the meeting and encourage program society presidents to add to the speaker's list</li> <li>- Book EOHSS</li> <li>- Follow up with program societies on action items after the meeting</li> <li>- If there is a case of co-presidency, attendance of 1 president will suffice</li> </ul>
DIFFICULTIES	<ul style="list-style-type: none"> <li>- Finding a consistent available time for all presidents given their different schedules</li> </ul>
PARTNERS	<ul style="list-style-type: none"> <li>- Daniel Mobilio (IOO)</li> <li>- Luca Bernardini (President)</li> <li>- Individual MSS program society presidents</li> </ul>
PROJECTED OUTREACH	Projected 35-40 program society executives
BUDGET	projected to be \$0

Name of Event/Project: First Year Representative Elections	
DATE	Early September (first to third week)
PURPOSE	Ensure smooth and efficient facilitation of the campaigning and election processes for the positions of (2) MSS First Year representatives.
PROCEDURE	<ul style="list-style-type: none"> <li>- Communicate with MSU elections to set up SimplyVoting platform             <ul style="list-style-type: none"> <li>- Coordinate with MSU Chief Returning Officer (CRO)</li> </ul> </li> <li>- Update rules and regulations and communicate this clearly with first year science students</li> <li>- Instruct execs for proper collection of relevant documentation during office hours</li> <li>- Host all candidates meeting (date TBA)</li> </ul>

	<ul style="list-style-type: none"> <li>- Monitor campaigns to ensure fairness and compliance with rules; approve promotional material             <ul style="list-style-type: none"> <li>- set up regular meetings with IOO, CRO, EIO to deal with conflict/updates/discussion during elections</li> </ul> </li> <li>- Email successful candidates once results are achieved and announce through appropriate MSS informational outlets</li> </ul>
DIFFICULTIES	<ul style="list-style-type: none"> <li>- Ensure online polling is set up and ready to be used</li> <li>- Ensure voting and campaign accessibility to all level 1 students within the faculty of science</li> <li>- Monitor all campaigns alongside EIO for fairness and compliance with MSS elections policy</li> <li>- Not overlapping with other competing elections such as MSU first council</li> </ul>
PARTNERS	MSU CRO MSS CRO MSS President
PROJECTED OUTREACH	Candidates: 20 (approximately) Electors: 500 (approximately)
BUDGET	\$500 online polling fee

Name of Event/Project: VP Finance/External Elections	
DATE	Early September (first to third week)
PURPOSE	Ensure smooth and efficient facilitation of the campaigning and election processes for the positions of MSS VP Finance and MSS VP Internal
PROCEDURE	<ul style="list-style-type: none"> <li>- Communicate with MSU elections to set up SimplyVoting platform             <ul style="list-style-type: none"> <li>- Coordinate with MSU Chief Returning Officer (CRO)</li> </ul> </li> <li>- Update rules and regulations and communicate this clearly with first year science students</li> <li>- Instruct execs for proper collection of relevant documentation during office hours</li> <li>- Host all candidates meeting (date TBA)</li> <li>- Monitor campaigns to ensure fairness and compliance with rules; approve promotional material</li> </ul>

	<ul style="list-style-type: none"> <li>- set up regular meetings with IOO, CRO, EIO to deal with conflict/updates/discussion during elections</li> <li>- Email successful candidates once results are achieved and announce through appropriate MSS informational outlets</li> </ul>
DIFFICULTIES	<ul style="list-style-type: none"> <li>- Ensure online polling is set up and ready to be used</li> <li>- Ensure voting and campaign accessibility to all level 1 students within the faculty of science</li> <li>- Monitor all campaigns alongside EIO for fairness and compliance with MSS elections policy</li> <li>- Not overlapping with other competing elections such as MSU first council</li> </ul>
PARTNERS	MSU CRO MSS CRO MSS President
PROJECTED OUTREACH	Candidates: 20 (approximately) Electors: 500 (approximately)
BUDGET	\$500 online polling fee

Name of Event/Project: Presidential Elections	
DATE	Early February (before winter reading week)
PURPOSE	Ensure smooth and efficient facilitation of the campaigning and election processes for the position of (1) MSS President
PROCEDURE	<ul style="list-style-type: none"> <li>- Setup SimplyVoting online polling platform             <ul style="list-style-type: none"> <li>- contact the MSU CRO two weeks prior to campaign commencement</li> </ul> </li> <li>- Fairly promote and advertise nominations and MSS presidential candidates and platforms</li> <li>- Host an all-candidates meeting to fairly go over rules and regulations (first week of February)             <ul style="list-style-type: none"> <li>- Update slides if necessary and either book room for EOHSS or post zoom link</li> </ul> </li> <li>- Coordinate with PBO and CRO to see if any modifications to policy need to be made</li> <li>- During campaign period             <ul style="list-style-type: none"> <li>- enforce rules and regulations</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- monitor campaigns alongside the elections teams and ensure the process is fair and impartial             <ul style="list-style-type: none"> <li>- use of office hours</li> </ul> </li> <li>- Host presidential Q&amp;A that same week             <ul style="list-style-type: none"> <li>- Get event approved through EOHSS                 <ul style="list-style-type: none"> <li>- Open the floor to all MacSci members to submit their questions, concerns, feedback, suggestions, etc.</li> <li>- Livestream the event on facebook and other relevant social media sites (i.e. instagram)</li> </ul> </li> </ul> </li> <li>- Send out emails to successful candidates as well as unsuccessful candidates</li> <li>- announce the 2023-2024 MSS President</li> </ul>
DIFFICULTIES	<ul style="list-style-type: none"> <li>- online platform restrictions/limitations could make it difficult to reach certain student populations             <ul style="list-style-type: none"> <li>- need to make sure polling is working and easily accessible for all relevant MacSci student populations</li> <li>- may be difficult to track all relevant campaigns</li> <li>- voter turnout may be low → need to update for both online and in-person platforms</li> </ul> </li> <li>- need to successfully promote the presidential q&amp;a session and ensure all attendees can accessibly participate in the event</li> </ul>
PARTNERS	<ul style="list-style-type: none"> <li>- MSS President</li> <li>- MSS IOO</li> <li>- MSS PBO</li> <li>- MSS CRO</li> <li>- MSU CRO (Online polling)</li> </ul>
PROJECTED OUTREACH	<ul style="list-style-type: none"> <li>- Candidates 2-3</li> <li>- Electors: &gt;2000</li> </ul>
BUDGET	\$500 (subject to change based off of online polling fee, reimbursements, Q&A, other campaign expenses)