

OT/PT Student Council

Council Structure and
Event Approval Process

Student Council Structure

SRS Representative:
Jessica Gasewicz

**Gives Approval
& Support**



Executive Council

**Votes on use of funds
&
Relay information
from subcommittees
to school**



Executive Council Responsibilities



- **Presidents:** Oversee the organization and facilitation of council roles and ensure all issues are addressed.
- **Vice President:** Facilitates the organization of council.
- **Treasurer:** In charge of the distribution and saving of council budget.
- **Secretary:** Maintains records of and communication between subcommittees and executive council.
- **Year Reps:** Ensure all issues within each year are heard and addressed, either by the class, subcommittee or executive council. Your first connection to council!

Subcommittee Responsibilities

- You can structure your team however works for your subcommittee
- It is your responsibility that you fulfill the obligations for your position (i.e. order and distribute apparel, report to the Faculty education team etc.)
- Report to council when you:
 - are planning activities or events
 - need budget
 - are having any issues with roles, members, responsibilities
- **Overall if you need help don't be afraid to ask!**



Event Safety and Liability

Forms, Forms, Forms ...

- Slight role variation
 - When planning an event, it is your responsibility to account for safety in your planning.
 - Each event must be in accordance with McMaster's the Professional Behaviour Code of Conduct for Learners & the Academic Integrity Policy
 - **When in doubt, contact your Executive council!**
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Event Approval Process

- 1) Discuss with committee members to make a plan.
- 2) Make a rough budget (if needed)
- 3) Talk to executive council - There may need to be a vote if money is involved
- 4) Fill out the Event Planning Form * (submitted at least two weeks in advance)
- 5) Submit it to Jessica Gasewisz at gasewijw@mcmaster.ca
- 6) Wait to hear back. Event will either be approved, require alteration, denied.
- 7) Once approved, run your event!
- 8) **Collect waivers from those in attendance and submit them to SRS (Jessica G)**

*Note: All forms can be found on the student council webpage - <http://srs-mcmaster.ca/otpt-student-council>

