OT/PT Student Council

Council Structure and Event Approval Process
Student Council Structure

SRS Representative: Jessica Gasewicz

Executive Council

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

Subcommittees & Organizations

- Admissions
- Apparel
- Charity Ball
- Education
- Job Fair
- Mental Health Alliance
- Professional Association
- MISC
- Social
- Yearbook

Gives Approval & Support
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!
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