

Winter 2020 VP Administration Councillor Report

Throughout the Semester

- Attended general and executive council meetings, gathering agenda topics and taking meeting minutes
- Created APSA Meeting Infographics monthly and posted them to APSA Members' Corner
- Organized room bookings for various events on campus
- Kept the APSA Calendar up to date with events
- Monitored APSA Members' Corner for professionalism
- Ensured the APSA Office was organized and stocked appropriately
- Collected mail and distributed it to the appropriate councillor or officer
- Managed the APSA email, responding as appropriate and forwarding them to the appropriate people
- Helped out at various events

January

- Ensured semesterly councillor reports were uploaded to the website and informed members they were there
- Organized Winter Office Hours
- Worked with Brenda Oscroft to book rooms until APSA was able to
- Navigated a room booking system outage to ensure as many events as possible could still run, and worked with Dallyce to find solutions
- Navigated constitutional amendments and helped councillors do the same
- Kept APSA accountable to the constitution

February

- Continued navigating a room booking outage to help events run
- Helped in the planning of the Presidential Forum

March

- Helped in the planning of the general election forum and AGM
- Sat on Constitution and Policy Committee to update the constitution
- Helped with the coordination between councillors and officers for many events
- Collected semesterly councillor reports (and included officers this time) to be posted on the website
- Helped councillors and officers complete their transition documents
- Answered questions about the role of VP Administration from potential successors
- Navigated the effects of COVID-19 on the faculty, APSA, and students
- Communicated timeline changes to current councillors and officers, as well as students
- Worked with the faculty and APSA council to represent student voices and provide support

April

- Posted my last monthly infographic!
- Transitioned my role to Megan