

# YEAR PLAN

*Policy and Bylaws Officer*

*Fayth Frank*

McMaster Science Society

2024-2025

(submitted *August 3, 2024*)

**MCMASTER**  
**SCIENCE**  
**SOCIETY**





# 2024-2025 Year Plan

## Letter from the Position

Hello MacSci! My name is Fayth, and I'm excited to serve as the 2024-2025 Policy and Bylaws Officer! Building on the previous progress made by my predecessor, I aim to enhance equity, accessibility, and representation within our policies, reflecting the values of the MSS.

The role of the Policy and Bylaws Officer is important to the smooth and equitable functioning of the McMaster Science Society. As the PBO, I am responsible for overseeing and maintaining the integrity of our governing documents, which serve as the backbone for all MSS operations. This includes ensuring that policies are current, clear, and reflective of our commitment to inclusivity and fairness.

Policy is often seen as a "behind the scenes" component of MSS operations, but it lays the foundation for equitable running of the Society as a whole. Policies dictate how we conduct our activities, make decisions, and support our members. By having well-defined, up-to-date, and accessible policies, we ensure that every member of the MSS is adequately represented and can trust in the fairness and transparency of our processes.

This year, I have a few goals I aim to achieve. Many of our policies are outdated or inconsistent in formatting and content. I want to conduct a review and update to ensure clarity, accessibility, and relevance. I also want to ensure the responsibilities and roles of the MSS executives are accurately reflected in our policies. Working with the Equity and Inclusion Officer, I hope to implement equity-based changes to ensure our policies represent the diverse needs of our members. I also hope to standardize and streamline records management for the PBO role to ensure more efficient and transparent policy management for future officers.

These goals are designed to build on the hard work of previous PBOs and ensure that the MSS remains a fair and effective organization. By keeping our policies current and equitable, we can better serve our members and support a positive student experience within the Faculty of Science.



I look forward to working with all of you to achieve these objectives and make a meaningful impact on our Society!

Fayth Frank  
Policy and Bylaws Officer (PBO)  
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## TIMELINE

Month	Objective/Project/Event/Goals
June	<ol style="list-style-type: none"> <li>1. Introduction to the PBO role</li> <li>2. McMaster Science Society Training</li> <li>3. Initial review of all MSS policies</li> <li>4. Meet with previous PBO for transition</li> <li>5. Start year plan</li> </ol>
July	<ol style="list-style-type: none"> <li>1. Gather input from MSS Core Executive on policy needs and areas for improvement</li> <li>2. Draft updates for MSS executive roles in policies</li> <li>3. Change policy headers to incorporate the new MSS logo</li> </ol>
August	<ol style="list-style-type: none"> <li>1. Complete year plan</li> <li>2. Draft updates for MSS executive roles in policies</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> <li>2. Review outstanding policy edits from previous years to identify which updates are still needed</li> <li>3. Review existing policies to ensure they are current and accurate</li> <li>4. Cross-reference policies with the versions on the website to ensure consistency</li> <li>5. If policies are up-to-date, ensure they are correctly posted on the website</li> <li>6. If policies are outdated, prepare them for a vote with the Core Executive to approve necessary updates</li> </ol>



October	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> <li>2. Review outstanding policy edits from previous years to identify which updates are still needed</li> <li>3. Review existing policies to ensure they are current and accurate</li> <li>4. Cross-reference policies with the versions on the website to ensure consistency</li> <li>5. If policies are up-to-date, ensure they are correctly posted on the website</li> <li>6. If policies are outdated, prepare them for a vote with the Core Executive to approve necessary updates</li> </ol>
November	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> <li>2. Remake MSS Policy Masterlist</li> </ol>
December	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> <li>2. Remake MSS Policy Masterlist</li> </ol>
January	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> </ol>
February	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> </ol>
March	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> </ol>
April	<ol style="list-style-type: none"> <li>1. Work on new policy edits as needed</li> <li>2. End of term / transition</li> <li>3. Complete transition report</li> </ol>

## OBJECTIVES:

Objective 1: Comprehensive Policy Update and Cleanup	
Description/ Current State	<ul style="list-style-type: none"> <li>- The current MSS policies are outdated, inconsistent in formatting, and sometimes lack clarity.</li> <li>- This can lead to confusion and inefficiencies in the governance and operations of the MSS.</li> </ul>



	<ul style="list-style-type: none"> <li>- An updated and streamlined set of policies will ensure that all members understand their rights, responsibilities, and the procedures governing the society.</li> </ul>
Goal	<ul style="list-style-type: none"> <li>- To create a comprehensive and clear set of MSS policies that accurately reflect current practices and values.</li> <li>- This will be achieved by conducting a thorough review of all existing policies, standardizing formatting and language, and updating the content to ensure relevance and accuracy.</li> <li>- Overview of Plan: <ul style="list-style-type: none"> <li>- Systematically review each policy document with input from MSS executives and members to identify areas needing improvement or updating.</li> <li>- Revise policy content to align with current practices and MSS values.</li> <li>- Gather feedback from MSS executives on proposed changes.</li> <li>- Educate MSS members about the updated policies.</li> </ul> </li> <li>- By updating and cleaning up the policies, students will have access to clear, accurate, and easy-to-understand documents. This will support better decision-making, enhance transparency, and ensure fair treatment for all students and program societies within the Faculty of Science.</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Future members and executives will benefit from clear, consistent policies that are easy to understand and apply.</li> <li>- Improved policies will lead to more efficient governance and decision-making processes.</li> <li>- Enhanced transparency and clarity will foster greater engagement and trust among MSS members.</li> <li>- Regular updates and audits will ensure that policies remain relevant and effective in the face of changing needs and circumstances.</li> </ul>
Partners	MSS Core Executive, particularly the President and VP Internal



Objective 2: Improved Internal Operations and Records Management	
Description/ Current State	<ul style="list-style-type: none"> <li>- The current system for managing MSS policy records is inconsistent and disorganized, with multiple versions of policy documents and master lists existing across different records.</li> <li>- This disorganization leads to confusion, inefficiencies, and difficulties in accessing up-to-date information.</li> <li>- A more organized system will enhance operational efficiency and transparency.</li> </ul>
Goal	<ul style="list-style-type: none"> <li>- To develop a comprehensive and organized records management system for MSS policies that ensures consistency, accessibility, and transparency.</li> <li>- This will be achieved by creating a new, comprehensive Policy Masterlist, implementing a consistent system for managing and updating policy records, and developing detailed guidelines for future Policy and Bylaws Officers.</li> <li>- Overview of Plan: <ul style="list-style-type: none"> <li>- Conduct an audit of existing policy records to identify discrepancies and outdated documents.</li> <li>- Develop a new, up-to-date Policy Masterlist that includes all current policies, ensuring it is easy to navigate and regularly updated.</li> <li>- Create detailed guidelines for future Policy and Bylaws Officers on maintaining and updating policy records, ensuring continuity and consistency.</li> </ul> </li> <li>- A streamlined and organized records management system will ensure that MSS members and executives have easy access to accurate and up-to-date policy information, enhancing decision-making and operational efficiency.</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Future Policy and Bylaws Officers will benefit from clear, accurate, and up-to-date policy records.</li> <li>- An organized system will lead to more efficient management of policy documents and reduce the time spent locating and verifying records.</li> </ul>



	<ul style="list-style-type: none"> <li>- Enhanced accessibility and organization will foster greater transparency and trust among MSS members.</li> <li>- Detailed guidelines and standardized procedures will ensure continuity and consistency in records management, even with changes in leadership.</li> </ul>
Partners	MSS Core Executive, particularly the President and VP Internal

Objective 3: Executive Policy Update	
Description/ Current State	<ul style="list-style-type: none"> <li>- The current MSS Executive Policy is outdated and does not accurately reflect recent changes and additions in positions and responsibilities.</li> <li>- This lack of clarity and accuracy can lead to overlaps, gaps in duties, and inefficiencies in the functioning of the MSS.</li> <li>- By updating these roles, we can ensure that all executives understand their responsibilities and can perform their duties effectively.</li> </ul>
Goal	<ul style="list-style-type: none"> <li>- To clearly define and update the roles and responsibilities of each MSS position within our policies, ensuring all executives understand their duties and can perform them effectively.</li> <li>- This will be achieved by collaborating closely with each core executive to draft accurate role descriptions and incorporating these updates into the policies.</li> <li>- Overview of Plan: <ul style="list-style-type: none"> <li>- Gather input from each core executive member</li> <li>- Incorporate feedback from executives and relevant stakeholders to refine the drafts.</li> </ul> </li> <li>- By clarifying and updating the roles of core executives, the MSS will operate more smoothly and effectively.</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Improved clarity in roles will streamline operations and reduce confusion and overlap in responsibilities.</li> <li>- Clearly defined roles will enhance accountability among executives, ensuring that all duties are performed effectively.</li> </ul>



	<ul style="list-style-type: none"><li>- Future executives will benefit from well-documented and consistent role definitions, facilitating smoother transitions and continuity.</li></ul>
Partners	MSS Core Executive