ORD Meeting Agenda

**NOVEMBER, 2020**

**@ 10am via ZOOM**

|  |  |  |
| --- | --- | --- |
| **Discussion** |  |  |
| Review Job Description of President | Jeff | Discussion |
| Review Job Description of VPUA | Jeff | Discussion |
| Review Job Description of VPCL  | Jeff | Discussion |
| Review Job Description of Chair | Jeff | Discussion |

**Organizational Review and Development**

Meeting Minutes

11-20-2020

**Opening:**

Meeting called to order by Jeffrey Ross @ 10:04 AM, on Zoom Conference Call

**Present:**

Rayna Porter, Davonte Bertrand-Murrel, Luke Horton, Riley Ambrose, Nicole McKee

**Absent:**

Nathan Barnett

**New Business:**

* Updated President, VPUA, VPCL, Chair job desc. to reflect change to salaried positions (compensation & hours); Compensation changed to Salary Compensation, Work Hours changed to Expected Work Hours
* Updated President, VPUA, VPCL job desc. with signing authority to all Executive Committee members
* Updated President, VPUA, VPCL job desc. Reports To section; changed each to Board of Directors
* President, (with VPUA, VPCL consultation) supervise finances of the corporation
* President in charge of all social media of the corp, unless delegated to Executive Committee or Board Members
* Updated President Working conditions to reflect course enrollment recommendations
* Updated President Direct reports, removed VPUA/VPCL and kept Marketings & Communications Assistant
* VPUA in consultation with Executive Committee will be held responsible for shared supervision of all hired TDSA employees
* Updated VPUA qualifications to include student status at time of election
* Updated President, VPUA, VPCL, Chair working conditions section; removed 3 hour max for monthly Board of Director meetings
* Updated VPUA direct reports to include Student employees as decided by Executive Committee, Policy Analyst & Advocacy Commissioner
* Updated VPCL job purpose to include reference to club oversight and management
* Discussion of VPCL and involvement with social media platforms, left removed from job desc.
* Updated VPCL Assets line to include statement referencing assets not being a requirement for the position
* Updated VPCL direct reports to include Student Employees as required by Executive Committee and Events Coordinator
* Removed Human Resources Diploma line from Chair Assets
* Added Weekly Executive Committee Meetings to job requirements for Chair

**Adjournment:**

Meeting adjourned by Jeffrey Ross @ 11:13 AM

**Minutes Submitted By:** Jeffrey Ross