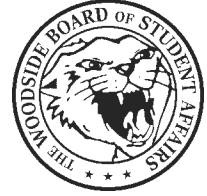


REVIEWED: *September 15th, 2020*
DRAFTED BY: *Ethan Lau*
FOR: *Leadership Connections Committee*
SUBJECT: Leadership Connections Committee Expansion & Guidelines



I. Establishment & Purpose

1. Historically, the Leadership Connections committee — formerly designated as the Communications committee — took on the responsibility of organizing a monthly communications day or event on which all Leadership Program personnel would communicate with one another for the purpose of keeping everyone informed.

2. The Board of Student Affairs finds, especially in the present distance learning environment, that it is appropriate to expand the Leadership Connections committee's responsibilities to actively coordinate and manage Leadership Program committee resources and personnel on an ongoing basis.

a. The intended purpose of expanding the committee's responsibilities is to relieve the Board of Student Affairs and senators from being the sole entity maintaining communications between the Leadership Program sections. Therefore, the Leadership Connections committee will serve as the primary method of communication between the Leadership Program sections so that the representatives and senators of the Board of Student Affairs may focus on the direction of their sections.

II. Program Monthly Report

1. The Leadership Connections committee will be responsible for compiling a report of all projects, activities, and work completed and to be done by all Leadership Program sections.

2. The Leadership Connections committee is required to produce a monthly report to be presented to each Leadership Program section.

III. Committee Personnel & Resource Coordination

1. The Leadership Program committee will be responsible for actively coordinating and managing committee resources and personnel across the Leadership Program sections.

2. Should a committee require a task to be completed but are unable to do so within allotted committee time, they may communicate that task to other Leadership Program sections. However, they must solicit their task to their section's Leadership Connections committee. The Leadership Connections committee may provide consultation on the communication of the solicited task.

a. Following reception of the solicited task, the Leadership Connections committee will ensure the task's communication to the other Leadership Connections committees. The Leadership Connections committee of the section recipient will then determine if the solicited task was received, confer the appropriateness of the assignment, reassign the task as needed, assign additional personnel as needed, and update the other Leadership Connections committees on task progress or completion.

3. Committees may request the Leadership Connections committee to convey messages, announcements, or information to other Leadership Program sections.

IV. Conclusion

The encompassing purpose of the aforementioned expansions is to ensure that the Leadership Program and its personnel communicate effectively, diligently, and efficiently. The compiling of a monthly or weekly report — as specified under Section 2 — is intended to maintain the communication and awareness of Leadership Program personnel as to the overall runnings of the program. The purpose of relaying information, announcements, and tasks through the Leadership Connections committee — as specified under Section 3 — is to effectively coordinate resources and personnel beyond the confines of a single section. Moreover, designating the Leadership Connections committee as the primary method of communicating information, announcements, and tasks amongst other committees alleviates the need for direct intervention and coordination by the assigned representatives and senators of the Board of Student Affairs.

Guidelines & Expansions Approved by:
Board of Student Affairs
Student Activities Directors