

Undergraduate Officer Report

May 2026

Over the past several weeks, I have focused on transitioning into the Undergraduate Officer role by attending executive meetings, participating in onboarding discussions with the President, executive team, and professional staff, and becoming more familiar with the operations and responsibilities of the Local.

During this reporting period, I attended benefits-related meetings, reviewed organizational reports and materials, and gained a broader understanding of member supports, ongoing initiatives, and administrative processes. A significant portion of this period was dedicated to reviewing Standard Operating Procedures (SOPs), learning existing workflows, and familiarizing myself with operational practices and recurring responsibilities.

I have also contributed to planning for upcoming summer initiatives and assisted with preparing the June newsletter that will be distributed to members. In addition, I supported transition-related and administrative continuity work, responded to emails and correspondence, and assisted with ongoing operational tasks as needed.

Another ongoing priority has been supporting the Merch Committee with finalizing the fall Unit 1 and Unit 4 merch order process, including reviewing member preferences and assisting with coordination and planning efforts for the upcoming term.

Overall, this reporting period has primarily involved onboarding, operational learning, planning initiatives, and supporting the continuity of ongoing work within the Local.

If you have any questions/concerns please feel free to email [**undergrads@cupe3906.org**](mailto:undergrads@cupe3906.org)