

**Memorandum of Agreement  
McGill Grad School Fair (AUS)  
September 2019**

Between: McGill Career Planning Service (CaPS)  
And: McGill Arts Undergraduate Society (AUS)

Whereas the above parties wish to enter into an agreement with respect to the McGill Graduate School Fair (AUS)

The AUS and CaPS agree on the following:

**Responsibilities, Operations & Timeline**

- 1) The planning, organization and operation of the McGill Grad School Fair (AUS) is solely managed by the AUS.
- 2) There will be 2 McGill Grad School Fairs held annually during the Fall. One organized by AUS the other organized by SUS. The 2019 Grad School Fairs will take place on November 5 (SUS) & 6 (AUS), 2019 in New Residence Hall. The fairs will run from 11:00 am – 3:00 pm.
- 3) Contribution by the parties will be as follows:
  - a. AUS, in consultation with the CaPS, will bear the primary responsibility with regards to all aspects of planning, organizing and operations of the Fair, including but not limited to setting dates / hours, selecting venue, contracting suppliers (including adequate catering), signing supplier contracts, as well as other general administrative duties.
  - b. AUS, in consultation with CaPS will select the date of the fair to ensure no overlap with other career events and with other Montreal area universities to accommodate and ensure highest participation by recruiting institutions.
  - c. AUS will handle the registration and invoicing for the fair by setting up your own separate event registration system for schools.
  - d. AUS will manage all the finances.
  - e. AUS will provide CaPS with web/contact information for registration to be posted on the McGill CaPS website and to be communicated to enquiring schools.
  - f. AUS will provide CaPS on an ongoing basis with a list of confirmed registrants for CaPS to use in advertisement.
  - g. AUS will provide: logistical support, student volunteers including volunteer outreach, coordination and supervision, and will assume the responsibility for student outreach and promoting the Grad School Fair to undergraduate Arts students through its regular promotional channels, emails, in-class presentations, posters, listservs, AUS website and other means as appropriate.
  - h. CaPS will work as a consultant to the AUS executive for the planning, organization and operation of the grad school fair.
  - i. CaPS will provide a list of all schools and contact information of past-participants who are tagged in myFuture for the grad school fair to AUS.
  - j. CaPS will advertise the grad school fair through their social media (facebook, twitter, linkedin, website, myFuture, newsletter).
  - k. CaPS will manage student registration through myFuture system, and provide day-of registration and name tag services for students.
    - i. AUS will provide CaPS with a registration table, two chairs, and electrical connections at the entrance of the fair.

- I. CaPS will provide 2 workshops to students with regard to grad school preparation prior to the fair:
  - i. How to Decide if Grad School is for You
  - ii. How to Apply to Grad School


### **Budget & Finances**

- 4) All expenses incurred in planning, organizing & operating the fair will be the sole responsibility of AUS. Any expenses that CaPS incurs in the operation of the fair, such as office materials & stationary, photocopying, paying suppliers, brokerage fees etc. will be reimbursed by AUS. Any profit after accounting for all expenditures incurred will go directly to AUS.
- 5) AUS will be solely responsible for follow up for any unpaid registration fees.
- 6) 100% of all profits, after deduction from expenses incurred from the Grad School Fair, will go directly to AUS.
- 7) This agreement shall remain in effect for a period of one year until the end of the 2019-2020 session at which time the Agreement will be reviewed and renegotiated if necessary.
- 8) This agreement constitutes the entire agreement with respect to the McGill Grad School Fair (AUS) between AUS and CaPS and may not be altered or amended without the explicit written approval of all parties.

Recognized terms of this agreement, we sign in good faith.

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**Jean Hepworth**  
**Administrative Officer**  
**Career Planning Service (CaPS)**



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**Darshan Daryanani**  
**VP External**  
**Arts Undergraduate Society (AUS)**

cc Darlene Hnatchuk, Director, CaPS

President, AUS