



Committee Terms of Reference

Amended by the Legislative Council, 2016-03-10
Amended by the Legislative Council, 2016-04-07
Amended by the Board of Directors, 2016-05-24
Amended by the Legislative Council, 20XX-XX-XX



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

Table of Contents

COMMITTEES OF THE LEGISLATIVE COUNCIL	3
1. CLUB COMMITTEE.....	3
2. COMMUNITY ENGAGEMENT AND FRANCOPHONE AFFAIRS COMMITTEE	4
3. ENVIRONMENT COMMITTEE	5
4. EQUITY COMMITTEE.....	5
5. EQUITY COMPLAINTS INVESTIGATION COMMITTEE	6
6. FINANCIAL ETHICS RESEARCH COMMITTEE	6
7. FUNDING COMMITTEE.....	8
8. INDIGENOUS AFFAIRS COMMITTEE	10
9. LIBRARY IMPROVEMENT FUND COMMITTEE.....	11
10. MENTAL HEALTH COMMITTEE	11
11. SERVICES REVIEW COMMITTEE.....	13
12. STEERING COMMITTEE.....	14
13. STUDENTS' SOCIETY PROGRAMMING NETWORK (SSPN).....	15
14. UNIVERSITY AFFAIRS COMMITTEE	16
COMMITTEES OF THE BOARD OF DIRECTORS.....	17
1. ACCOUNTABILITY COMMITTEE	17
2. BUILDING AND OPERATIONS MANAGEMENT COMMITTEE.....	18
3. FINANCE COMMITTEE	20
4. HUMAN RESOURCES COMMITTEE	21
5. NOMINATING COMMITTEE	22



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

COMMITTEES OF THE LEGISLATIVE COUNCIL

1. CLUB COMMITTEE

1.1 **OVERSIGHT.** The Club Committee shall be a Committee of the Legislative Council.

1.2 **GENERAL.** The primary responsibility of the Club Committee shall be the review and approval of Interim Club Status applications, Full Club Status applications, and Club constitutional amendments in accordance with the Internal Regulations of Student Groups. It shall also serve as a consultative body for the improvement of Policies related to the Society's Clubs.

1.3 **RESPONSIBILITIES.** The Club Committee shall:

- a) review and make recommendations for the approval of Interim Club Status and Full Club Status applications in a manner consistent with the Internal Regulations of Student Groups;
- b) review and make recommendations for the approval of proposed changes to Club Constitutions;
- c) make recommendations to the Vice-President (Student Life) on Policies related to Clubs; and
- d) report all decisions for ratification to the next meeting of the Legislative Council.

1.4 **MEMBERSHIP.** The Club Committee shall consist of:

- a) the Club Commissioner (Committee Chair, non-voting);
- b) the Vice-President (Student Life);
- c) the two (2) Clubs Representatives to the Legislative Council;
- d) one (1) other Councillor;



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- e) two (2) representatives from the executives of the Society's Clubs and Services; and
- f) two (2) Members at Large.

1.5 MEETINGS. All meetings of the Club Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session.

2. COMMUNITY ENGAGEMENT AND FRANCOPHONE AFFAIRS COMMITTEE

2.1 OVERSIGHT. The Community Engagement and Francophone Affairs Committee shall be a Committee of the Legislative Council.

2.2 GENERAL. The Community Engagement and Francophone Affairs Committee shall be responsible for maintaining links with local community organizations and connecting McGill students when possible.

2.3 RESPONSIBILITIES. The Community Engagement and Francophone Affairs Committee shall:

- a) plan events that promote student involvement in communities in the wider Montreal area, such as Community Engagement Mixers;
- b) work with organizations such as the SSMU Volunteer service, the Social Equity and Diversity Education (SEDE) office, and the Arts Community Engagement Committee in order to further connect McGill students to local community organizations.

2.4 MEMBERSHIP. The Community Engagement Committee shall consist of:

- a) the Community Engagement Commissioner (Committee Chair);
- b) the Vice-President (External Affairs);
- c) two (2) Councillors; and
- d) two (2) Members at Large.



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 2.5 **QUALIFICATIONS.** Members of the Community Engagement Committee should have knowledge of Montreal community organizations and an interest in social justice.
3. **ENVIRONMENT COMMITTEE**
- 3.1 **OVERSIGHT.** The Environment Committee shall be a Committee of the Legislative Council.
- 3.2 **GENERAL.** The Environment Committee shall serve as a representative body for all environmental groups at the University, whether or not they are directly affiliated with the Society.
- 3.3 **RESPONSIBILITIES.** The Environment Committee shall be charged with the coordination of all the Society's projects related to sustainability, including but not limited to:
- a) initiatives within the William Shatner University Centre;
 - b) project funding from third party sources;
 - c) participation in provincial, federal and international campaigns related to environmental sustainability; and
 - d) communication with the McGill Office of Sustainability.
- 3.4 **FUNDING.** The Environment Committee shall have access to a portion of the Environment Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.
- 3.5 **MEMBERSHIP.** The Environment Committee shall consist of:
- a) the Sustainability Commissioner(s) (Committee Chairs);
 - b) the Vice-President (Operations);
 - c) the Sustainable Building Coordinator (if applicable);
 - d) one (1) Councillor; and
 - e) any interested Members at Large.
4. **EQUITY COMMITTEE.**



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 4.1 **OVERSIGHT.** The Equity Committee shall be a Committee of the Legislative Council.
 - 4.2 **GENERAL.** The Equity Committee shall confront historical and current inequities at the University through active engagement and public education, in a manner consistent with the Society's relevant policies.
 - 4.3 **RESPONSIBILITIES.** The Equity Committee shall:
 - a) foster an understanding of equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression, deconstruct this bias and oppression, and take pro-active steps to challenge the actions, attitudes and assumptions that contribute to these systems;
 - b) advise the Vice-President (University Affairs) and the Legislative Council on issues pertaining to student equity;
 - c) meet at least three (3) times per semester; and
 - d) report to the Legislative Council at least once every semester.
 - 4.4 **MEMBERSHIP.** The Equity Committee shall consist of:
 - a) the Equity Commissioners (Committee Co-Chairs);
 - b) the Vice-President (University Affairs);
 - c) one (1) Councillor; and
 - d) five (5) or more Members at Large, selected through an application process conducted by the Equity Commissioners.
 - 4.5 **APPOINTMENT GUIDELINES FOR MEMBERS AT LARGE.** The applicant must have experience working with equity or issues of social justice. The applicant must also possess a demonstrable knowledge of equity and social justice that upholds the spirit of the Society's relevant policies.
5. **FINANCIAL ETHICS RESEARCH COMMITTEE**



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 5.1 **OVERSIGHT.** The Financial Ethics Research Committee shall be a Committee of the Legislative Council.
- 5.2 **GENERAL.** The Financial Ethics Research Committee shall be responsible for reviewing the ethical nature of the Society's business transactions.
- 5.3 **RESPONSIBILITIES.** The Financial Ethics Research Committee shall:
- a) meet and review any transaction (including the acquisition of stocks, bonds, and other financial assets) referred to it by the Legislative Council;
 - b) meet and review any investment that exceeds ten thousand dollars (\$10,000) to ensure that it is a socially responsible investment within the meaning of the Internal Regulations of Finances, at the request of any Member
 - c) meet and review any transaction (including the acquisition of stocks, bonds, and other financial assets) that exceeds fifteen thousand dollars (\$15,000);
 - d) prepare a recommendation fifteen (15) working days after the transaction has been referred to it;
 - e) research the University's transactions;
 - f) advise on matters of social responsibility;
 - g) report any deliberations to the next meeting of the Legislative Council; and
 - h) prepare an annual report to be presented to the Legislative Council in the winter semester on all actions taken, and recommendations for future research.
- 5.4 **NOTIFICATION OF TRANSACTIONS.** It shall be the responsibility of the Vice-President (Finance) to notify the Financial Ethics Research Committee and the Financial Ethics Research Commissioner of any transactions that exceed fifteen thousand dollars (\$15,000), so that the Financial Ethics Research Committee can meet and review the transactions.



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 5.5 MEETINGS.** The Committee shall meet at least once per semester to review the Committee's objectives and membership. These meetings should occur in September and January. Additional meetings can be scheduled as needed by the Committee Chair.
- 5.6 FINANCIAL ETHICS REVIEW COMMITTEE.** Any request by a Member to review the practices of a corporation or government that the Society invests over ten thousand dollars (\$10,000) in will be handled by the Financial Ethics Review Committee. The committee will meet within five (5) working days of the request. The committee will submit a written recommendation to Council within fifteen (15) working days of the request upon which it has been called to act.
- 5.7 REPORTING.** The Financial Ethics Research Committee shall report to both the Legislative Council and the Board of Directors.
- 5.8 MEMBERSHIP.** The Financial Ethics Research Committee shall consist of:
- a) the Financial Ethics Research Commissioner (Committee Chair);
 - b) the Vice-President (Finance);
 - c) three (3) Councillors; and
 - d) two (2) Members at Large.
- 6. FUNDING COMMITTEE**
- 6.1 OVERSIGHT.** The Funding Committee shall be a Committee of the Legislative Council.
- 6.2 GENERAL.** The Funding Committee shall be responsible for the disbursement of the following fees:
- a) the Campus Life Fee;
 - b) a portion of the Environment Fee (as referred to in the Internal Regulations of Finances);
 - c) the Ambassador Fee;
 - d) the Club Fund Fee;



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- e) a portion of the Space Fee (as referred to in the Internal Regulations of Finances);
- f) the Charity Fee;
- g) the Equity Fee;
- h) a portion of the First Year Council Fee (as referred to in the Internal Regulations of Finances); and
- i) a portion of the Mental Health Fee (as referred to in the Internal Regulations of Finances).

6.3 RESPONSIBILITIES. The Funding Committee shall:

- a) allocate monies in the name of the Legislative Council from the aforementioned fees, in a manner consistent with the Internal Regulations as they pertain to fees, especially the Internal Regulations of Finances;
- b) report all decisions at the next meeting of the Legislative Council for ratification;
- c) update the Legislative Council on the balance of the funds at the last meeting of the Legislative Council for the fall semester and the third meeting of the winter semester;
- d) report once a year to the Legislative Council on the volume and nature of received funding applications; and
- e) meet at the discretion of the Committee Chair to ensure that applications are processed in a timely manner.

6.4 MEMBERSHIP. The Funding Committee shall consist of:

- a) the Funding Commissioner, (Committee Chair, non-voting);
- b) the Vice-President (Finance);
- c) the Vice-President (Student Life) (advisory);
- d) two (2) Members at Large;
- e) two (2) Clubs Representatives to the Legislative Council;



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- f) two (2) Councillors;
- g) the Sustainability Commissioner(s) (non-voting, except for Environment Fee applications);
- h) the Community Engagement Commissioner (non-voting, except for Community Engagement Fee applications);
- i) the Mental Health Commissioner(s) (non-voting, except for Mental Health Fee applications);
- j) the Equity Commissioner (non-voting, except for Equity Fee applications); and
- k) one (1) executive from First Year Council (non-voting, except for First Year Council Fee applications).

6.5 MEETINGS. All meetings of the Funding Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session.

7. INDIGENOUS AFFAIRS COMMITTEE

7.1 OVERSIGHT. The Indigenous Affairs Committee shall be a Committee of the Legislative Council.

7.2 RESPONSIBILITIES. The Indigenous Affairs Committee shall:

- a) coordinate events and programming that bring greater visibility to Indigenous student life at McGill and Indigenous issues;
- b) connect and facilitate cooperation between the Society, the First Peoples' House and groups within Indigenous student life at McGill;
- c) solicit student feedback regarding the Society's role in improving Indigenous student life at McGill;
- d) monitor the Society's compliance with its Policies and Plans as related to Indigenous Affairs; and



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- e) identify and make recommendations for addressing broader issues affecting Indigenous communities on campus, in the Montreal community and in Canada.

7.3 **MEMBERSHIP.** The Indigenous Affairs Committee shall consist of:

- a) the Indigenous Affairs Commissioner (Committee Chair, if applicable);
- b) the Vice-President (External);
- c) the Vice-President (University Affairs) (advisory);
- d) one (1) Councillor;
- e) at least one (1) representative from each relevant Indigenous student group, as determined by the Vice-President (External); and
- f) three (3) Members at Large.

8. **LIBRARY IMPROVEMENT FUND COMMITTEE**

8.1 **OVERSIGHT.** The Library Improvement Fund Committee shall be a Committee of the Legislative Council.

8.2 **GENERAL.** The Library Improvement Fund Committee shall be responsible for the allocation of the Library Improvement Fund. It shall operate and be governed by the Internal Regulations of Representation and Advocacy.

8.3 **RESPONSIBILITIES.** The Library Improvement Fund Committee shall:

- a) determine the yearly allocation of the Library Improvement Fund;
- b) consult with students and student groups on library priorities;
- c) solicit, facilitate and review proposals for uses of the Library Improvement Fund from Members of the Society and other members of the University community;



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- d) develop project proposals for uses of the Library Improvement Fund based on identified priorities of the Members of the Society; and
- e) ensure the fund is used to enrich library resources, and not to provide for regular operational costs.

8.4 REPORTING. The Library Improvement Fund Commissioner shall present to the Legislative Council on behalf of the Library Improvement Fund Committee at least once each semester. They shall also report on the allocations at least once each year.

8.5 MEMBERSHIP. The Library Improvement Fund Committee shall consist of:

- a) the Library Improvement Fund Commissioner (Committee Chair);
- b) the Vice-President (University Affairs);
- c) the other Society Representative to the Senate Committee on Libraries (not the Library Improvement Fund Commissioner);
- d) four (4) Members at Large, with preference given to students from Faculties not already represented on the committee; and
- e) one (1) Councillor.

8.6 QUORUM. Quorum of the Library Improvement Fund Committee shall be two-thirds (2/3) of voting members.

9. MENTAL HEALTH COMMITTEE

9.1 OVERSIGHT. The Mental Health Committee shall be a Committee of the Legislative Council.

9.2 RESPONSIBILITIES. The Mental Health Committee shall:

- a) coordinate events and programming for the promotion and destigmatization of mental health on campus;
- b) connect and facilitate cooperation between mental health related groups on campus;



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- c) solicit student feedback on professional and peer-run mental health services on campus and advocate on behalf of students who have had negative experiences with available mental health resources;
- d) monitor the Society's compliance with its Policies and Plans as related to Mental Health; and
- e) identify and make recommendations for addressing broader issues affecting student mental health on campus.

9.3 SUBCOMMITTEE ON ADVOCACY. This Subcommittee of the Mental Health Committee shall:

- a) be charged with mobilizing Members and the administration towards making McGill a more mental health positive campus; and
- b) collecting feedback from students, conducting research and developing proposals on, ways to improve mental health on campus.

9.4 SUBCOMMITTEE ON OUTREACH. This Subcommittee of the Mental Committee shall:

- a) be tasked with the general programming of events on campus that work towards the de-stigmatization of mental health issues and promotion of positive mental health.

9.5 MEMBERSHIP. The Mental Health Committee shall consist of:

- a) the Mental Health Commissioner(s) (Committee Chair(s));
- b) the Vice-President (Student Life);
- c) two (2) Councillors;
- d) one (1) representative from each relevant student-run mental health initiative, as determined by the Vice-President (Student Life) and approved by the Legislative Council; and
- e) at least five (5) Members at Large.
- f) SERVICES REVIEW COMMITTEE



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 9.6 OVERSIGHT.** The Services Review Committee shall be a Committee of the Legislative Council.
- 9.7 GENERAL.** The Services Review Committee shall review every Service once every two (2) years to ensure that they meet the definition and mandatory characteristics of a Service as set out in the Internal Regulations of Student Groups and to ensure that they continue to meet the needs of students.
- 9.8 RESPONSIBILITIES.** The Services Review Committee shall
- a) review and make recommendations on the approval of applications for Service status;
 - b) review one quarter (1/4) of all Services during each fall and winter semester and submit a report of their findings to the Legislative Council at least two (2) weeks prior to the last scheduled meeting of the Legislative Council for that semester; and
 - c) comply with all its other obligations as laid out in the Internal Regulations of Student Groups.
- 9.9 MEMBERSHIP.**
- a) the Vice-President (Student Life);
 - b) the Vice-President (Finance) (advisory);
 - c) the Services Representative to the Legislative Council;
 - d) two (2) Councillors; and
 - e) two (2) Members at Large.
- 10. STEERING COMMITTEE**
- 10.1 OVERSIGHT.** The Steering Committee shall be a Committee of the Legislative Council.
- 10.2 GENERAL.** The Steering Committee shall be responsible for all matters relating to the operation and management of business at the Legislative Council.
- 10.3 RESPONSIBILITIES.** The Steering Committee shall:



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- a) meet the week of meetings of the Legislative Council, after all documents have been received;
- b) review the content and constitutionality of all resolutions before they are considered by the Legislative Council, including proposed amendments to the Internal Regulations;
- c) submit a report at each meeting of the Legislative Council.
- d) set the agenda for all meetings of the Legislative Council;
- e) organize and maintain an annual calendar of business;
- f) ensure the accountability of all Committees of the Legislative Council;
- g) monitor deadlines and approval paths;
- h) recommend amendments to the Internal Regulations and Constitution, including changes to the Committee Terms of Reference, as necessary; and
- i) review Policy and Plan proposals.

10.4 MEMBERSHIP. The Steering Committee shall consist of:

- a) the Speaker (Committee Chair, non-voting);
- b) the Parliamentarian (non-voting);
- c) the President;
- d) a second Executive Member to be chosen by the Legislative Council;
- e) a third Executive Member to be chosen by the Legislative Council; and
- f) four (4) Councillors.

11. STUDENTS' SOCIETY PROGRAMMING NETWORK (SSPN)

11.1 OVERSIGHT. The Students' Society Programming Network shall be a Committee of the Legislative Council.



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 11.2 GENERAL.** The Students' Society Programming Network (SSPN) shall serve as the principal advisory committee for the Vice-President (Internal Affairs) on the organization and execution of all Society events.
- 11.3 MEETINGS.** The SSPN shall meet as needed in order to fulfill its mandate, as determined by the Committee Chair.
- 11.4 RESPONSIBILITIES.** The SSPN shall:
- a) provide advice on established events from previous years;
 - b) create new and innovative programming to service a diverse student body;
 - c) make recommendations to the Legislative Council on large-scale events to be implemented;
 - d) seek input from the Legislative Council on current or proposed programming; and
 - e) report to the Legislative Council at least once per semester.
- 11.5 MEMBERSHIP.** The SSPN shall consist of:
- a) the Vice-President (Internal Affairs) (Chair);
 - b) three (3) Councillors; and
 - c) ten (10) Members at Large.
- 12. UNIVERSITY AFFAIRS COMMITTEE**
- 12.1 OVERSIGHT.** The Accountability Committee shall be a Committee of the Legislative Council.
- 12.2 RESPONSIBILITIES.** The University Affairs Committee shall:
- a) conduct research regarding student priorities and the Society's commitments, as determined by the Vice-President (University Affairs); and
 - b) solicit student input on topical issues, as determined by the Vice-President (University Affairs).



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 12.3 MEMBERSHIP.** The University Affairs Committee shall consist of:
- a) the Academic Research Commissioner (Committee Chair);
 - b) the Vice-President (University Affairs);
 - c) one (1) Senator;
 - d) two (2) Councillors; and
 - e) three (3) Members at Large.

COMMITTEES OF THE BOARD OF DIRECTORS

1. ACCOUNTABILITY COMMITTEE

- 1.1 OVERSIGHT.** The Accountability Committee shall be a Committee of the Board of Directors.
- 1.2 GENERAL.** The Accountability Committee shall hold Officers, Senators, Directors and Councillors accountable to their obligations and responsibilities under the Constitution, Internal Regulations, Policies (except where adherence to a Policy is already supervised and administered by a Committee of the Legislative Council or the Board of Directors), and formal mandates.
- 1.3 RECRUITMENT.** The Committee Chairs shall be responsible for advertising openings for Member at Large positions not after the second week of September.
- 1.4 RESPONSIBILITIES.** The Accountability Committee shall:
- a) conduct performance evaluations for Officers, Directors, Senators and Councillors once per semester;
 - b) consult representatives from other governance bodies for the purpose of performance evaluations, excluding those representatives under review at the time;



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- c) monitor the adherence of Officers, Directors, Senators and Councillors to the Constitution, Internal Regulations, and their relevant mandates;
- d) inform Officers, Directors, Senators and Councillors when their actions conflict with or violate the Constitution, Internal Regulations or their relevant mandates;
- e) collect complaints from Members and bring them to Officers, the Executive Committee, or the Board of Directors;
- f) preserve the anonymity of complainants unless it is waived by the complainant; and
- g) report publicly to the Board of Directors at least once every month.

1.5 EVALUATION. The process for evaluations shall consider resources, but not limited to, the:

- a) Executive Mandates;
- b) articulated goals; and

1.6 Reports to the Legislative Council, and the Board of Directors.MEMBERSHIP. The Accountability Committee shall consist of:

- a) the Speaker (Committee Co-Chair, non-voting);
- b) the Parliamentarian (Committee Co-Chair, non-voting);
- c) the University Affairs Secretary General (advisory);
- d) three (3) Directors who may not be Councillors; and
- e) four (4) Members at Large, who may not be Councillors or Directors.

2. BUILDING AND OPERATIONS MANAGEMENT COMMITTEE

2.1 OVERSIGHT. The Building and Operations Management Committee shall be a Committee of the Board of Directors.



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 2.2 **GENERAL.** The primary responsibilities of the Building and Operations Management Committee shall be to provide strategic oversight and direction for all of the Society's revenue-generating operations, to facilitate the disbursement of eighty-five (85) percent of the Space Fee on building improvements, and to provide long-term objectives and goals for the management of the William Shatner University Centre.
- 2.3 **RESPONSIBILITIES.** The Building and Operations Management Committee shall:
- a) have the authority to allocate monies from the portion of the Space Fee for allocation by the Building and Operations Management Committee, in a manner consistent with the Governance Documents;
 - b) make recommendations to the Board of Directors on the selection, removal, or renewal of building tenants;
 - c) review the functionality of all Society run food and beverage operations;
 - d) make recommendations to the Board of Directors on capital investments related to the Society's operations;
 - e) review fees associated with room bookings and building damages at least once per year;
 - f) meet at least three (3) times per semester; and
 - g) meet during the business day.
- 2.4 **MEMBERSHIP.** The Building and Operations Management Committee shall consist of:
- a) the Vice-President (Operations) (Committee Chair);
 - b) the Vice-President (Finance);
 - c) the General Manager, or their delegate;
 - d) the Food and Beverage Director;
 - e) two (2) Directors;



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- f) one (1) Councillor; and
- g) three (3) Members at Large.

2.5 ROLE OF THE VICE-PRESIDENT (FINANCE). The Vice-President (Finance) shall be an advisory member, but shall be voting on decisions involving fees, capital expenditures, and on decisions regarding the selection, removal, or renewal of building tenants.

2.6 REPORTING. The Building and Operations Management Committee shall report to both the Legislative Council and the Board of Directors.

2.7 ABBREVIATION. The official abbreviation of the Building and Operations Management Committee shall be the “BOM Com”.

3. FINANCE COMMITTEE

3.1 OVERSIGHT. The Finance Committee shall be a Committee of the Board of Directors.

3.2 GENERAL. The Finance Committee shall assist the Vice-President (Finance) with the budget revisions. In particular, this committee will review the budgets for programming activities and executive portfolios. The committee will also make recommendations regarding the long-term financial sustainability of the Society, as needed.

3.3 RESPONSIBILITIES. The Finance Committee shall be responsible for:

- a) Reviewing departmental budgets as prepared by the Vice-President (Finance);
- b) Identifying areas in which the Society’s revenues could be increased or expenses could be decreased and make recommendations to the Vice-President (Finance) accordingly;
- c) Reviewing proposals by Officers for the funding of specific events or projects and make recommendations to the Vice-President (Finance) regarding these proposals; and
- d) Reporting to the Board of Directors at least once per semester.



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 3.4 MEMBERSHIP.** The Finance Committee shall consist of:
- a) the Vice-President (Finance) (Chair);
 - b) two (2) Directors;
 - c) one (1) Councillor;
 - d) up to three (3) Members at Large.
- 3.5 REPORTING.** The Finance Committee shall report to both the Legislative Council and the Board of Directors.
- 4. HUMAN RESOURCES COMMITTEE**
- 4.1 OVERSIGHT.** The Human Resources Committee shall be a Committee of the Board of Directors.
- 4.2 GENERAL.** The Human Resources Committee shall report to the Board of Directors on all matters pertaining to the human resources of the Society in a manner consistent with the Society's governance documents. It shall meet as deemed necessary by the Office of the Vice-President (Finance).
- 4.3 RESPONSIBILITIES.** The Human Resources Committee shall:
- a) review and make recommendations to the Board of Directors on all matters pertaining to the human resources of the Society, through the Office of the Vice-President (Finance);
 - b) oversee the implementation and annual review of the Human Resources Policy; and
 - c) implement structural and procedural changes which endeavour to improve the Society's human resources, namely in terms of recruitment, training, employee management, conflict resolution and pay.
- 4.4 MEMBERSHIP.** The Human Resources Committee shall consist of:
- a) the Vice-President (Finance) (Chair);
 - b) the President;
 - c) the General Manager (advisory);



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- d) three (3) Directors; and
- e) three (3) Members at Large.

5. NOMINATING COMMITTEE

5.1 OVERSIGHT. The Nominating Committee shall be a Committee of the Board of Directors.

5.2 GENERAL. The Nominating Committee shall work to ensure that positions on the Board of Directors, the Judicial Board and Elections SSMU are adequately filled during the academic year.

5.3 RESPONSIBILITIES. The Nominating Committee shall

- a) review applications and select appropriate candidates to fill positions at Elections SSMU, on the Judicial Board, and on the Board of Directors;
- b) be responsible for the distribution of the Society's awards and nominations where another Committee of the Legislative Council is not specifically responsible; and
- c) report to the Board of Directors after every meeting.

5.4 SELECTION FOR INTERVIEWS. The Nominating Committee should review applications in order to select which applicants should be interviewed.

5.5 INTERVIEWS. The Nominating Committee should interview selected applicants.

5.6 FINAL SELECTION. After the interviews, The Nominating Committee shall recommend the best candidate(s) for ratification by the Board of Directors.

5.7 MEMBERSHIP. The Nominating Committee shall consist of:

- a) the Parliamentarian (Committee Chair, non-voting);
- b) three (3) Directors; and
- c) three (3) Members at Large.



Committee Terms of Reference

Amended by the Board of Directors, 2016-05-24

- 5.8 AVAILABILITY OF MEMBERS.** Members of the Nominating Committee must be available to meet for a period of twelve (12) months.
- 5.9 PARTICIPATION BY WAY OF TECHNICAL MEANS.** A Member of the Nominating Committee may participate in a meeting of the Nominating Committee by way of technical means, such as a telephone or teleconference. In such a case, the member shall be deemed to have attended the meeting.
- 5.10 DIVERSE REPRESENTATION.** The Nominating Committee shall ensure that there is diverse representation among the individuals nominated to the Board of Directors, including, but not limited to, diversity in terms of race, national or ethnic origin, religion, sex, gender, age, mental or physical disability, language, sexual orientation or social class. The Nominating Committee reserves the right to undertake additional outreach efforts if the applications received lack diversity.
- 5.11 CHIEF ELECTORAL OFFICER TO ACT AS ADVISOR.** The outgoing Chief Electoral Officer may be requested to attend meetings of the Nominating Committee as an advisory, non-voting member when the Nominating Committee is discussing candidates for positions at Elections SSMU.