



POLICY 8.10

TERMS OF REFERENCE

Student Advisory Committee

POLICY INTENT

This policy defines the roles and objectives of the Student Advisory Committee.

POLICY RESPONSIBILITY

Council

POLICY

Role

- 8.04.01 The committee is a standing committee formed by council to establish a standing group of students-at-large who will represent AUSU members on topics provided to them from time to time throughout the academic year.
- 8.04.02 The primary role of the committee will be to provide the leadership of AUSU and its stakeholders with feedback on varying topics as required.
- 8.04.03 The committee will strive to represent the membership on topics presented to them by AUSU council or the executive committee in a professional and collaborative manner.
- 8.04.04 Committee membership is voluntary and without honorarium benefits.
- 8.04.05 Committee members are eligible for all AUSU awards and contests.

Authority

- 8.04.06 The student advisory committee is a standing committee with the authority to:
 - a) request information from council, executive committee, or AUSU staff that the committee members deem appropriate in the support of their roles and responsibilities; such requests shall be initially forwarded to the chair of the committee and the executive director, who will determine the best way to obtain the required information;
 - b) committee members may provide feedback on varying topics throughout the year as individuals or as a committee, depending on need;
 - c) provide feedback to council or the executive committee on anything which falls under the committee's role when called upon; and
 - d) the committee members are non-voting and their opinions and feedback are for AUSU reference only and do not represent the opinion of AUSU.

Responsibilities & Objectives

- 8.04.07 From time to time throughout the year, the student advisory committee may be called upon to provide anonymous feedback to the AUSU council or executive committee on varying student topics as they arise.
- 8.04.08 The committee is established as an efficient and effective manner of gathering student-at-large feedback on varying AUSU and AU topics;
- 8.04.09 The committee shall do their absolute best to provide feedback within the timeframe provided for each topic of discussion;
- 8.04.10 The committee may be tasked to provide student feedback by the AUSU council, executive committee, or executive director, as opportunities arise;
- 8.04.11 The committee may also be requested by the executive committee to provide feedback on university specific topics from time to time; and
- 8.04.12 Once provided, feedback from members of the committee becomes part of the overall AUSU feedback that will then be provided to its stakeholders or partners.

Membership

- 8.04.13 The committee shall be comprised of:
 - a) The President
 - b) One Faculty of Humanities and Social Sciences program student who is not a member of AUSU council.
 - c) One Faculty of Science and Technology program student who is not a member of AUSU council.
 - d) One Faculty of Business program student who is not a member of AUSU council.
 - e) One Faculty of Health Disciplines program student who is not a member of AUSU council.
 - f) Up to six additional members who are not a member of council.
 - g) The President shall serve as chair
 - h) Membership shall consist of AUSU members who are in good standing.
- 8.04.14 Membership on the committee will be for a term of one year that aligns with the AUSU fiscal year.
- 8.04.15 Faculty positions that are not filled will remain vacant until council can appoint a student to that position. The committee will remain active during this period until the position is filled.
- 8.04.16 A member's consistent failure to provide feedback will result in a motion of removal being brought before council

- 8.04.17 Non-council members will still be eligible for AUSU scholarships, awards, and bursaries
- 8.04.18 Appointments to the committee will follow the application process set out in policy 2.07 (Member Reps on AUSU Committees)
- 8.04.19 All AUSU members applying for a committee position may be asked to submit an application form and details of their availability to participate in committee activities and discussions, or any other information council deems necessary.
- 8.04.20 All applications that meet the requirements will be provided to executive no later than 7 days from the close of the advertisement. Executive shall recommend applications for council consideration.

Meetings

- 8.04.21 The committee may be called upon to attend teleconference meetings to discuss specific topics. One-week notice will be provided to all members.
- 8.04.22 Primary source of providing and receiving feedback to/from the committee will be via email.

Reporting

- 8.04.23 The chair of the committee shall provide a written report of the committee's activities for each month they are provided with a task, and will be included in the subsequent months council package.
- 8.04.24 Each report shall include the following:
 - a) information about all committee activities completed since the last report
 - b) a list of each work item the committee addressed, and details of the committee's contribution;
 - c) update on current topics tasked to the committee.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References:

AUSU Policy 2.07 Council Governance: Member Representatives on AUSU Committees
AUSU Policy 2.11 Council Governance: Committee Governance

This Policy is Referenced by:

None

Forms:

None

POLICY HISTORY

Original Approval Date: November 8th, 2018

Last Reviewed Date: New

Review by Date: November 2020