



POLICY 8.11

TERMS OF REFERENCE

Indigenous Student Representation Committee

POLICY INTENT

This policy defines the roles and objectives of the ad hoc Indigenous Student Representation Committee.

POLICY RESPONSIBILITY

Council

POLICY

Role

- 8.11.01. This committee is a temporary committee formed by council to help engage Indigenous students at Athabasca University in a respectful, robust, and sustainable way in order to accomplish an organizational Indigenization strategy.

Authority

- 8.11.02. The committee has the authority to provide information and make recommendations to council.
- 8.11.03. The committee may 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.

Objectives

- 8.11.04. To identify the current state of indigenous voices and representation at AUSU and Athabasca University.
- 8.11.05. To develop a proposal for the role of an Indigenous student representative and the structure of an Indigenous student circle, including an honourable and fair honoraria package that respects the work of Indigenous Peoples.
- 8.11.06. To develop a plan which council can follow in order to implement the Indigenous role framework it recommends to council.

Scope

- 8.11.07. The committee will complete its work by researching and developing proposals, as well as reviewing impacted AUSU bylaws and policy requirements and making recommendations where necessary.
- 8.11.08. The committee shall operate by consensus.
- 8.11.09. The process will include the following:
- a) Research, development, and consideration of an Indigenous student representative role and Indigenous student circle;
 - b) Research, development, and consideration of the implementation plans for the final proposals to council;
 - c) Review and consideration of information from at least 6 comparable organizations for analysis; and
 - d) Review and consideration of application policy and bylaw edits.
- 8.11.10. Council may task the committee with additional work that is related to the committee objective if needed. Committee timelines and honoraria may be adjusted to accommodate these additional tasks.

Membership

- 8.11.11. The membership of the committee will include:
- a minimum of three and up to five councillors, including executive councillors, as voting members;
 - the executive director and governance and advocacy coordinator as non-voting ex-officio members; and
 - up to one member-at-large.
- 8.11.12. The chair of the committee shall be selected from the voting committee members by a consensus of the voting committee members.

Timeline

- 8.11.13. The seats of this committee shall be filled by a vote of council at the June 2020 public council meeting.
- 8.11.14. The work of the committee will take place between July 1, 2020 and February 28, 2021.
- 8.11.15. The committee's final report and recommendation shall be presented to council at the March 2021 public council meeting.
- 8.11.16. If the recommendations are adopted by council, they shall take effect immediately.
- 8.11.17. If the ad hoc committee requests more time, council may decide to extend the committee's timeline.

Meetings

- 8.11.18. The committee may utilize the AUSU teleconference system for all meetings as required.
- 8.11.19. The committee shall meet once per month, with the opportunity to host additional meetings as the committee deems appropriate.

Reporting

- 8.11.20. The committee shall report to executive committee for adoption of their recommendations, and then to council as a whole.
- 8.11.21. The chair of the committee shall provide a written report of the committee at the end of each month to keep council apprised of its work.
- 8.11.22. Monthly reports to council will include the following:
- a) meeting dates
 - b) list of meeting attendees
 - c) summary of all action items including progress status, deadline dates, and task owners
- 8.11.23. The committee's final report to council will include the following:
- a) minutes for all meetings held since the last report (including a list of attendees, topics discussed, decisions made, action items and their status, and future agenda items);
 - b) a summary of any research conducted;
 - c) a report of any projects completed or in progress;
 - d) recommendations for any policy, process, or procedure changes; and
 - e) the rationale for any recommendations

Privacy Requirements

- 8.11.24. The committee and council will give due consideration to protecting any private or confidential information collected, reviewed, or authored by the committee.

Resources

- 8.11.25. Committee members who are not staff or executive shall receive the standard honorarium for committee work under current AUSU Policy 2.14 Council Governance – Councillor Responsibilities and Honoraria.
- 8.11.26. The honorarium shall be provided only during the temporary term of the committee, which shall be no longer than eight months, unless extended by council.
- 8.11.27. The committee shall have the assistance of the AUSU staff as the committee secretary and shall have reasonable access to AUSU communication tools such as the teleconferencing system and email system.

- 8.11.28. There is no specific budget allocated to this committee outside of committee honoraria, however any expenditure needs can be brought forward for consideration to executive committee.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

AUSU Policy 2.14 Council Governance – Councillor Responsibilities and Honoraria.
AUSU Policy 2.15 Council Governance – Executive Responsibilities and Compensation

This Policy is Referenced by:

None

Forms:

None

POLICY HISTORY

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