



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 non-voting and their opinions and feedback are for AUSU reference only and do not represent the opinion of AUSU.

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) 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)

Responsibilities & Objectives

- 8.04.07 Throughout the year, the student advisory committee will 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 on initiatives and university topics by the AUSU council or executive committee as opportunities arise;
- 8.04.11 Once provided, feedback from members of the committee becomes part of the overall AUSU feedback that will then be provided to its stakeholders and/or partners.

Membership

- 8.04.12 The committee shall be comprised of:
 - a) Vice President Community and Wellness ;
 - 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;
- 8.04.13 The Vice President Community and Wellness shall serve as chair.
- 8.04.14 Membership shall consist of AUSU members who are in good standing.
- 8.04.15 Membership on the committee will be for a term of one year that aligns with the AUSU fiscal year.
- 8.04.16 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.
- 8.04.17 A member's consistent failure to provide feedback may result in a motion of removal being brought before council.
- 8.04.18 Non-council members are eligible for AUSU scholarships, awards, and bursaries, as well as contests.

- 8.04.19 Appointments to the committee will follow the application process set out in policy 2.07 (Member Reps on AUSU Committees).
- 8.04.20 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.
- 8.04.21 All applications that meet the requirements will be provided to the executive committee no later than 7 days from the close of the advertisement. The executive committee shall recommend applications for council consideration.
- 8.04.22 Student advisory committee members who are elected to council will be required to step down from the student advisory committee.

Meetings

- 8.04.23 The committee will hold quarterly teleconference meetings to discuss topics and to build community. One-week notice will be provided to all members prior to meetings.
- 8.04.24 The primary source of providing and receiving feedback to/from the committee will be via email, with teleconference meeting opportunities also being provided to create community amongst the committee members.

Reporting

- 8.04.25 The chair of the committee shall provide a written report of the committee's activities for each month to be included in the subsequent month's council package.
- 8.04.26 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) an 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

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