



POLICY 2.07

COUNCIL GOVERNANCE

Member Representatives on AUSU Committees

POLICY INTENT

AUSU may provide opportunities for Members to sit on various AUSU Standing or Ad Hoc committees. To ensure that the process for providing these opportunities is consistent, this policy outlines AUSU's member representation strategy.

POLICY

Availability

- 2.07.01 The Terms of Reference for each Committee shall outline whether seats may be open to Members-at-Large and whether those seats are voting or non-voting.
- 2.07.02 For Committees with seats open to Members-at-Large, the Terms of Reference shall specify whether there are dedicated seat(s) for Members-at-Large or if seats will be open to Members-at-Large only if there are not enough Councillors able to fill the seats.

Requirements

- 2.07.03 Members must meet the following requirements in order to sit on an AUSU committee:
 - a. be an AUSU Member in good standing;
 - b. be an AUSU Member at the time of appointment;
 - c. be reasonably available to attend committee meetings by videoconference;
 - d. be able to check emails regularly (a few times per week) and devote time as required to reading and answering emails;
 - e. have access to a reliable phone and internet connection;
 - f. have access to a communications device in good working condition; and
 - g. have access to a place to attend meetings that is quiet and allows access to the Internet.
- 2.07.04 AUSU will advertise all Member-at-large Committee positions on the AUSU website and social media, or other alternate communication channels inviting applications from the membership for a minimum of seven (7) days.
- 2.07.05 Member-at-Large Committee positions that are advertised to the AUSU membership shall include the name and scope of the Committee, the approximate time required, compensation (if applicable), and any possible or required methods of participation (e.g., meeting attendance online or in-person).

- 2.07.06 Members-at-Large applying for committee positions may be asked to submit a resume and details of their availability to attend committee meetings, either in person or by virtual means, or any other information Council feels necessary.
- 2.07.07 All applications that meet the requirements will be provided to the Executive Committee no later than seven (7) days from the close of the advertisement. The Executive Committee shall recommend at least two (2) applications if permitting per vacancy for council consideration, along with all applications.
- 2.07.08 Once the Executive Committee has prepared their recommendation a decision will be made by motion of Council at the next available Council meeting.

Term

- 2.07.09 Committee terms for Members-at-Large on Standing Committees will be approximately one year and will follow the timeline of Committee elections for Councillors.
- 2.07.10 Committee terms for Members-at-Large on Ad Hoc committees will be for the duration of the Committee.
- 2.07.11 In the event that a Member-at-Large position on a Committee becomes vacant before the term has been completed, AUSU will initiate the process to fill the position immediately if there are more than 90 days left in the term.
- 2.07.12 In the event that a Member-at-Large position on a committee becomes vacant with less than 90 days left in the term, AUSU may choose to either initiate the process to fill the position immediately or leave the position vacant until the end of the term.

Accountability

- 2.07.13 All Committee representatives will adhere to all applicable privacy legislation and any additional confidentiality requirements imposed by AUSU.
- 2.07.14 Members-at-Large, as representatives of AUSU, shall be subject to all AUSU policies.
- 2.07.15 At the start of their term, Members-at-Large will receive an information package that shall include:
 - a. access to an email address and committee documents for the purpose of Committee communication;
 - b. confidentiality agreement;
 - c. payroll and tax forms; and
 - d. copies of policies directly related to work on the applicable Committee.

Honoraria

- 2.07.16 Members-at-Large are eligible to receive the same honoraria as Councillor committee members as outlined in Policy 2.14 Councillor Responsibilities and Honoraria or the committee Terms of Reference.

- 2.07.17 Should AUSU decide that a token of appreciation is more appropriate than honoraria, the amount and method of this compensation will be determined on a case-by-case basis, however, the value will not exceed the amount paid to Councillor Committee members as outlined in Policy 2.14 Councillor Responsibilities and Honoraria.
- 2.07.18 Committee honoraria is only provided for meetings attended. Noteworthy periods of absence or inactivity during the Committee term may result in removal from the committee.

Removal and Reappointments

- 2.07.19 Members-at-Large who are absent from two (2) committee meetings may be removed from the Committee after an Executive Committee review. Removal shall be approved by Council, by means of an Executive Committee recommendation to Council.
- 2.07.20 Members-at-Large who fail to comply with this policy may be replaced with a new representative or removed from the Committee by a vote of Council.
- 2.07.21 For Standing Committees, when a Committee term comes to an end, AUSU will review the position and determine if the representative's position is extended or if a new representative will be appointed.
- 2.07.22 A maximum of two (2) term extensions may be granted by motion of Council.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policies 8.0 AUSU Terms of Reference
Policy 2.14 Councillor Responsibilities and Honoraria

This Policy is Referenced by

None

POLICY RESPONSIBILITY

Council

POLICY HISTORY

Original Approval Date: March 10, 2016
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