



## **POLICY 8.14**

### **TERMS OF REFERENCE**

#### *Policy Committee*

#### **POLICY INTENT**

This policy defines the roles and objectives of the Policy Committee.

#### **POLICY**

##### **Role**

- 8.14.01 The Policy Committee is a standing committee formed by Council in order to provide recommendations on new policies and reviewing existing policies according to Policy 1.01 Policy Creation, Format, Maintenance & Review.

##### **Authority**

- 8.14.02 The Policy Committee is a standing committee with the authority to:
- a. request information from any source that the Committee deems appropriate in the support of their role; such requests shall be forwarded to the Executive Director, who will determine the best way to obtain the required information;
  - b. approve minor updates, administrative changes, and clarification to existing policies as an informal review and report on any informal review to Council;
  - c. make recommendations to Council on any new policy or substantive changes to any existing policy; and
  - d. make recommendations to Council on anything which falls under the Committee's role.

##### **Responsibilities and Objectives**

- 8.14.03 The Policy Committee will review existing policies according to the schedule established in Policy 1.01 Policy Creation, Format, Maintenance & Review and determine if any changes are required and if those changes meet the threshold of a formal review which will require Council approval.
- 8.14.04 The Policy Committee will help develop new policies by identifying gaps in AUSU policy, reviewing policies from similar organizations, and consulting with groups affected by AUSU policy.
- 8.14.05 The Policy Committee must consider any proposed change to existing AUSU policy or new policy prior to being considered by Council.

## **Membership**

- 8.14.06 The Policy Committee shall be comprised of the following:
- a. the Vice President Finance and Administration, who shall serve as Chair;
  - b. up to three (3) Councillors as appointed by Council;
  - c. the Indigenous Circle Representative to Council as selected by the Indigenous Circle at AUSU; and
  - d. the Executive Director, as an ex officio and non-voting member.

## **Meetings**

- 8.14.07 The Policy Committee will meet in advance of each Council meeting by teleconference unless determined otherwise by the Chair.

## **Reporting**

- 8.14.08 The Chair of the Committee will provide a written report of the Committee's activities to Council each month.
- 8.14.09 Each report shall include the following:
- a. information about all meetings held since the last report;
  - b. a list of committee action items;
  - c. updates on current projects; and
  - d. upcoming items the Committee will be addressing.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References**

Policy 1.01 Policy Creation, Format, Maintenance & Review

### **This Policy is Referenced by**

None

## **POLICY RESPONSIBILITY**

Council

## **POLICY HISTORY**

Original Approval Date:	April 20, 2023
Last Review Date:	April 20, 2023
Review by Date:	April 2025