

# THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

## AMS STUDENT LIFE COMMITTEE Grad Class Council Terms of Reference

### 1. Purpose

The Graduating Class Council of the University of British Columbia is an organisation charged with the responsibility of promoting, directing and controlling the grad class activities and encouraging full participation by all members in these activities, and approving a graduating gift that represents the whole of the graduating class of the University of British Columbia (*Grad Class Council Handbook of 1988*).

### 2. Term

The Terms of Reference is effective from May 1<sup>st</sup> 2017 and continues indefinitely. Implementation guidelines and deadlines of the duties of the Grad Class Council are to be determined by the AMS President and AMS Student Life Committee.

### 3. Membership

The GCC will comprise:

- a. The AMS President
- b. The AMS VP-Admin
- c. A President
- d. A graduating representative from each of the constituencies
- e. A Treasurer
- f. Events Chair
- g. Gift Chair
- h. Communications Chair
  
- i. Others as designated by the president  
Note: The Events, Gift, and Communications Chair will be hired positions, and each will be able to hire a committee. The Treasurer and President will also be hired positions.

### 4. Roles and Responsibilities

- a. Tree planting ceremony
- b. Gift of the graduating class of UBC
- c. Explore the feasibility of, and if deemed appropriate, the organization and execution of the AMS Graduation Ball
- d. Events leading up to the Congregation Ceremony
- e. Other duties as directed by Student Life Committee

### **President**

- Schedule and Chair all meetings of the Executive Council.
- Liaise with members of the Executive to finalize all tasks.
- Support and hold check ins with members of the Executive Council.
- Maintain communication with the AMS President's Office and the AMS Student Life Committee.
- Complete a transition report at the end of their term.
- Compile the transition reports of the Executive Council to be handed over to Student Life Committee.

### **Treasurer**

- Undergo AMS Treasurer's Orientation before accessing the funds for the GCC from AMS VP Finance.
- Manage and approve expenses of the council based on the existing funds.
- Maintain and manage the invoices and reimbursements submitted for approval.
- Complete a transition report at the end of their term.

### **Gift Chair**

- Chair and convene all meetings of the Gift Committee.
- Choose and manage the order of the potential gifts as chair of gifts committee.
- Call a vote on the final gift by the Gift Committee, which will be subject to a vote by the GCC, and final approval by AMS Council
- Liaise with UBC Campus and Community Planning to arrange the Tree Planting Ceremony.
- Complete a transition report at the end of their term.

### **Events Chair**

- Manage and host events for the graduating class as Chair of Events Committee
- Collaborate with campus partners to create programming for members of the graduating class.
- Work with the Communications Chair to inform all members of the Graduating Class about the events.
- Complete a transition report at the end of their term.

### **Communications Chair**

- Accommodate communication needs of the Executive Council to the rest of the graduating class.
- Contact UBC Ceremonies Office to collaborate on the details of the Tree Planting Ceremony and Congregational Ceremony Events.
- Secure any necessary sponsorships for Events in conjunction with the Events and

Gift Chair.

- Complete a transition report at the end of their term.

### 5. Meetings

- a. Once every two to three weeks
- b. Chaired by the President
- c. Vice Chaired by the Executive Special Projects Assistant, Student Life Initiatives.
- d. Minutes of the meeting will be kept by the Recording Secretary and sent to Student Life Committee.

### Proposed Timeline for Implementation:

- *September-October:*
  - Send call for Grad Class Reps to Undergrad Constituencies.
  - Advertise and conduct interviews for the hired positions of the Executive Council. Hiring should be done by the AMS President and VP Admin.
  - Set a time for the first meeting of the GCC Executive Council.
- *November- December:*
  - Treasurer should finish AMS Treasurer Orientation.
  - Events and Gift Chairs should convene meetings of the Events and Gift Councils.
  - Shortlist of potential gifts should be approved by the Executive Council.
  - Programming roster for all scheduled events should be made.
- *January- February:*
  - Vote on the final gift should be held, preferably through Simply Voting.
  - Events decided in Winter Term 1 should be held.
  - Executive Council will promptly order the gifts and contact Campus and Community Planning along with UBC Ceremonies to plan the logistics.
- *March- April:*
  - Final events will be held during this time
  - Planning details of the gift to be confirmed with the aforementioned bodies.
  - Tree Planting Ceremony to be held during this time.
  - Transition reports to be started
- *May:*
  - Transition report to be submitted to Student Life Committee.
  - Any follow ups with UBC and AMS to be completed during this time.