



# AMS Nest Loan - Re Financing Committee

Terms of Reference

## **Nest Loan Re-Financing Committee**

### **1.0 Mandate**

The Nest Loan Re-Financing Committee shall explore options for the external re-financing of the loan on the AMS Student Nest project, including the selection of a financial institution, negotiation of terms and completion of necessary documents.

### **2.0 Objectives**

- 2.1 Maintain the mission statement, goals and values of the AMS
- 2.2 Explore all options of external financial institutions through which re-financing of the AMS Nest is possible
- 2.3 Recommend to the executive committee an external financial institution with which the AMS Nest loan shall be re-financed
- 2.4 Work with the University and the external financial institution to develop long-term agreements to support and protect the financing of the project loan.
- 2.5 Act in a timely manner to move forward with the selection process and signing of agreements with an external financial institution

### **3.0 Deliverables**

- 3.1 Standing updates to AMS council regarding the state of the re-financing of the AMS Nest loan
- 3.2 A report presented to AMS council and the executive committee outlining the reasoning behind selection of the recommended financial institution

### **4.0 Scope**

- 4.1 The Nest Re-financing committee shall recommend an external financial institution to AMS council for selection, AMS council shall be involved in the approval process of the selected financial institution
- 4.2 Any contracts shall be submitted to AMS council for approval

### **5.0 Membership**

#### **5.1 Composition**

- 5.1.1 AMS General Manager
  - 5.1.2 AMS Director of Finance and Administration
  - 5.1.3 AMS VP Finance
  - 5.1.4 AMS VP Administration
- 5.2 The VP Finance and VP Administration shall act as signing officers in regards to contracts
  - 5.3 The Director of Finance and Administration shall act as the point of contact in communication with external financial institutions
  - 5.4 The term of the executives on the committee shall coincide with turnover dates as they relate to AMS general elections

## **6.0 Term of Membership**

This committee shall be in effect from the council meeting in which AMS council accepts the terms of reference until the completion and finalization of a re-financing agreement if one is possible.

## **7.0 Relationship to Other Groups**

This committee shall report to the AMS Executive committee for timely decision making and make regular updates at the New SUB Committee and AMS council.

## **8.0 Operational Protocol**

### **8.1 Meetings**

**8.1.1** The committee shall meet frequently, as new information becomes available regarding the feasibility of re-financing and agreements with the external financial institution, once one is selected

**8.1.2** Time and Duration – There shall be no maximum time limit set on meetings

**8.2** Agenda/Minutes – The agenda shall be advised by the Director of Finance and Administration, the VP Finance and VP Administration shall be responsible for recording minutes and providing records to AMS Council

**8.3** This committee shall dissolve upon the successful completion of the re-financing process.