Proposal for Governance Review
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Introduction
The Alma Mater Society was founded 99 years ago, and has been an integral part of the university community. In order to remain relevant to the university student body and the wider university community at large, the Society needs to re-examine its internal decision-making processes, as well as the way it engages its members and the wider university community. This is the fundamental rationale behind this year’s proposed governance review.

The last major comprehensive governance review took place between 1993 and 1995 under the Committee for Organizational Renewal and Planning (CORP). Many of the recommendations made during this last review remain in effect today; however, the needs of our organization require us to review our current operations in order to better serve the needs of our members.

Proposed Terms of Reference for the Governance Review Committee
The Governance Review Committee will be responsible for spearheading the governance review process, and will have the following terms of reference:

a. review and summarize the activities of the Alma Mater Society;
b. review and evaluate:
   i. the administrative structure reporting to the Student Council, including subsidiary organizations, services, governance, businesses, and administration;
   ii. the Committee structure within the Society, and the actual student involvement therein;
   iii. the Society’s support structure available to student volunteers;
   iv. the Society’s support structure for advocacy within and outside the University; and
   v. the Executive structure.
c. recommend to Council any necessary and expedient changes to improve the effectiveness, productivity, and direct student involvement of the aforesaid structures in the Society;
d. suggest to Council any changes which may be incidental or conducive to the above recommendations; and

e. engage members of the Society to encourage them to take an active role in the governance review process.

Day-to-Day Activities
The Governance Review Committee will meet on a weekly basis. In addition, the Committee may also meet with members of the Society who have submitted specific concerns through both the consultation day events, as well as the General Survey.

Legal Compliance
The Governance Review Committee will also make recommendations that will ensure that the Society complies with any changes to relevant legislation, particularly the B.C. Societies Act.
Dissolution Date

The Governance Review Committee will be dissolved on 30 April 2015. All activities of the Governance Review Committee must be completed by this date.

Membership of the Governance Review Committee

While members of the AMS executive will be members of the Committee, there will also be three members of Council as well as three students-at-large.

The Student-at-Large positions are designed to include members of the Society who have not taken an active role in the running of the Society at the executive or Council level, but may have taken on active roles in clubs, constituencies, or other organizations within the university community.

The Governance Review Committee will have the following members:

a. Two members of the Executive Committee, as designated by the Executive Committee
b. Three Councillors appointed by Council, including one member of the Legislative Procedures Committee
c. Three Students-at-Large
d. The Archivist and Clerk of Council, who shall be non-voting
e. The General Manager, who shall be non-voting
f. The Executive Director, who shall be non-voting

The Governance Review Committee will appoint a Committee Chair from amongst its members.

External Consultants

We will be submitting requests for proposal to various consulting firms in the Lower Mainland to provide the Committee with structured guidance throughout the governance review process. An external consultant will give the Committee an objective point of view and a fresh look at the current state of the Society.

We will be sending out a formal request for proposal to the various consulting firms in the Lower Mainland once the Terms of Reference for the Governance Review Committee have been approved. We expect that the external consulting firm will play an active role during the governance review process, particularly in both delivering the consultation events that will be organized by the Committee, as well as helping the committee analyze the input generated from these events and the production of the Committee’s final report.

During the last major governance review in 1993-1995 under CORP, the initial consulting fee charged by Chancellor Partners was $28,700; however, the consulting fee when above-budget when the firm took over additional duties, making the total consulting fee expense $38,200. The budget for the governance review will anticipate that the Society will incur a $38,000 consulting fee expense.
## Talking to Our Stakeholders

In order for the governance review to be effective, we need to ensure that we involve as many of the Society's members as possible in order to give them a way to make their views heard and their needs known. Throughout the governance review process, we will be engaging with various stakeholders of the Society in order to formulate recommendations that reflect the wants, needs, and desires of our members.

The consultation day events for constituencies, staff, Council and AMS committees will be run by the Governance Review Committee with the assistance of the external consultants. The input from both the consultation days and the General Survey will be analyzed by the Committee and will form the basis of the Committee's recommendations to Council.

We will also be engaging with AMS clubs through an online survey.

### General Survey

The General Survey will be a series of surveys administered online to the entire membership of the Society, as well as to certain stakeholder groups. This feature is designed to engage students, and to get their opinions on the AMS Student Government and the AMS Businesses.

The Society’s SurveyMonkey account will be used to administer the survey. Students participating in the survey will be advised that the data they provide will be held in servers in the United States.

### AMS Constituencies Consultation Day

This consultation day event will be open to AMS constituency leaders, as they represent students within their respective faculties and will be able to provide the Committee with information on how the Society can better serve students and better meet students' faculty-related needs.

### AMS Staff Consultation Day

This consultation day event will be open to all AMS staff of the Society.
AMS Services Consultation Day
This consultation day event will be open to representatives of organizations classified as AMS Services:

- AMS Food Bank
- Safewalk
- Speakeasy Student Support
- Advocacy Office
- Tutoring Service
- AMS Volunteer Connect
- Sexual Assault Support Centre

The AMS Services Consultation Day event will:

- provide a platform for the Services to examine their primary objectives, and determine whether these objectives are being met;
- examine the current state of each Service;
- determine whether the Service needs to alter its primary objectives; and
- determine ways that the Society can provide better support for the Services.

The Governance Review Committee will also draw on the Services review completed the previous year.

Council and Committee Consultation Day
This consultation event which will be restricted to members of Council, as well as members of AMS committees.

The Council and Committee Consultation Day event will:

- provide a platform for Council and members of AMS Council Committees to determine their primary objectives, and determine whether these objects are being met;
- examine the current state of existing AMS Committees; and
- determine ways to improve Council and Committee decision-making processes.

Public Consultation Day
This will be the final consultation day event, and will be open to all members of the Society.

The Public Consultation Day event will:

- provide all members of the Society with an opportunity to contribute to the governance review process; and
- will enable the Governance Review Committee to consolidate the inputs of all other stakeholder groups, including a draft of the final report, prior to meeting with the broader membership of the Society.
Analyzing the Input
After the consultation process is over, the Governance Review Committee will begin to analyze the input provided through the General Survey and the consultation day events with the assistance of the external consultants in order to present a report with recommendations to Council by 30 January 2015. Input received throughout the consultation process will form the basis of the Committee’s recommendations.

Promoting the Governance Review

Theme
An appealing and relatable theme should be used to promote the governance review process to members of the Society.

“Feedback” is a proposed theme for the governance review process, and is aimed at getting students to participate and speak up about how they want their student union to serve them. “Feedback” can be used to promote both the Consultation Day events as well as the online surveys.

Marketing Channels
There are a variety of marketing channels available to the Society that can be used to promote the governance review.

Free marketing channels:

- Monthly AMS newsletter
- AMS Website
- AMS Social Media channels, including Facebook and Twitter
- CiTR public service announcements
- Digital media both in the SUB, as well as UBC digital signage

Paid marketing channels:

- Full-page advertisement in the Ubyssey
- Prizes to encourage members of the Society to participate in both the Consultation Day events and the online surveys
### Budget

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