

Committees in Code april 2018

Article 7. Steering Committee

1. The Steering Committee shall be composed of:
 - (a) the President;
 - (b) the Vice-President Finance;
 - (c) the Chair of each Standing Committee or their designate, with the exception of the Steering Committee;
 - (d) one (1) Student at Large; and
 - (e) the Student Services Manager, who shall be non-voting.

2. The Steering Committee shall:
 - (a) coordinate the long-term and/or high-level plans of the Society and the Standing Committees;
 - (b) conduct regular reviews to ensure that all Committees are making progress on their approved goals;
 - (c) provide regular updates to Council on the annual goals of the Committees; and
 - (d) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

Article 8. Advocacy Committee

1. The Advocacy Committee shall be composed of:
 - (a) the Vice-President Academic and University Affairs;
 - (b) the Vice-President External Affairs;
 - (c) four (4) non-Executive Council members; and
 - (d) one (1) Student at Large.

2. The Advocacy Committee shall:
 - (a) assist the Vice-President Academic and University Affairs and the Vice-President External Affairs in advocating to the University, the various levels of government, and other external organizations on behalf of the Society's Active Members;
 - (b) advocate for equity for the Society's Active Members;
 - (c) propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and

- (d) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

Article 9. Human Resources Committee

1. The Human Resources Committee shall be composed of:
 - (a) the President;
 - (b) five (5) non-Executive Council members;
 - (c) one (1) Student at Large; and
 - (d) the Ombudsperson, who shall be non-voting.
2. The Human Resources Senior Manager shall be invited to all meetings of the Committee.
3. The Human Resources Committee shall:
 - (a) assist the Human Resources Senior Manager in creating and enforcing the Society's standards on employment;
 - (b) ensure the equitable treatment of the Society's employees;
 - (c) review the activities of the Ombudsperson thrice yearly;
 - (d) following processing by the Society's Human Resources Department recommend candidates to Council for the positions of Ombudsperson, Speaker of Council, Elections Administrator, other positions on the Elections Committee, and members of the Advisory Board;
 - (e) in consultation with the Finance Committee make recommendations to Council concerning financial compensation and benefits for appointed positions in the Society;
 - (f) make recommendations to Council concerning terms of employment for newly created appointed positions in accordance with Section IX C, Article 2(9);
 - (g) decide on proposed changes to the terms of appointment for appointees or make recommendations to Council concerning such changes in accordance with Section IX C, Article 2(9);
 - (h) take part in the appointment process for members of the Advisory Board in accordance with Code Section VII, Article 3 and in consultation with the Finance Committee review the fee level and the contract terms for members of the Advisory Board in accordance with Section VII, Article 5;

- (i) in consultation with the Finance Committee review the remuneration of the members of the Executive and recommend changes in that remuneration to Council;
- (j) propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
- (k) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

Article 10. Finance Committee

1. The Finance Committee shall be composed of:
 - (a) the Vice-President Finance;
 - (b) one (1) member of the Executive chosen by the Executive;
 - (c) three (3) Council members;
 - (d) two (2) students at large;
 - (e) the Managing Director, who shall be non-voting; and
 - (f) the Associate Vice-President Finance, who shall be non-voting.
2. The Finance Committee shall provide oversight and accountability for the finances of the entire Society and advise the Vice-President Finance and the Managing Director on business and financial matters.
3. Without limiting the generality of paragraph 2 above, the Finance Committee shall:
 - (a) approve and prepare the preliminary and final budgets for the Society, in accordance with Section IX B;
 - (b) monitor the Society's financial activities;
 - (c) administer the Society's funds,
 - (d) exercise stewardship over the Society's investment policy;
 - (e) approve and make any necessary changes to the Club and Constituency Finance Policy Guide, including the Club and Constituency Credit Card Policy;
 - (f) oversee the Society's IT policies;
 - (g) submit quarterly reports to Council in August, November, February, and May, in accordance with the following provisions:

- (i) the reports shall be compiled by the Vice-President Finance and the Managing Director and approved by the Committee before going to Council;
 - (ii) the reports shall state the Society's actual expenditures, which shall include line item spending actuals by department to date;
 - (iii) the reports shall state the Society's business contributions by business outlet;
 - (iv) the February report shall include a reforecast of the Society's budget;
 - (v) the May report shall include an extension to reflect year-end and the audit timeline;
- (h) make recommendations about dealing with deficits, surpluses, and unallocated revenue from donors and sponsors, in accordance with Section IX B, Articles 4 and 5;
 - (i) have the power to approve short-term loans to Constituencies and Clubs;
 - (j) carry out such duties concerning the Society's Funds as are given to it in Section IX B of the Code;
 - (k) monitor the accounts of Constituencies and Clubs;
 - (l) ensure compliance with the Code's Fiscal Procedures by all individuals and organizations within the Society;
 - (m) review short-term performance of the Society's businesses and suggest improvements to the Vice-President Finance;
 - (n) assist the Vice-President Finance in ensuring the financial health of the Society;
 - (o) propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
 - (p) have such other duties as are as are outlined in the Bylaws or the Code or assigned by Council from time to time.

Article 11. Operations Committee

1. The Operations Committee shall be composed of:

- (a) the Vice-President Administration;

- (b) four (4) non-Executive Council members; and
- (c) two (2) Students at Large.

2. The Operations Committee shall:

- (a) oversee the management and infrastructure of all facilities operated by the Society;
- (b) oversee the management and policy of bookings, space allocation, and security in the AMS Student Nest;
- (c) establish regulations for clubs and other recognized student organizations and publish such regulations in the Operations Committee Policy Handbook;
- (d) ensure the Society is meeting its sustainability goals and recommend any action necessary to meet those goals;
- (e) work to make the Society more equitable in its operations;
- (f) ensure the regulation of the Society's art collection;
- (g) consider necessary or desirable renovations to the AMS Student Nest and any other Society buildings, as well as other capital projects, present options and recommendations about such renovations and projects to Council, and verify that all such renovations and projects have been completed satisfactorily;
- (h) propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
- (i) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

Article 12. Student Life Committee

1. The Student Life Committee shall be composed of:

- (a) the President;
- (b) the Vice-President Administration;
- (c) four (4) non-Executive Council members;
- (d) one (1) Student at Large; and
- (e) the Student Services Manager, who shall be non-voting.

2. The Student Life Committee shall:

- (a) develop and implement an annual student engagement strategy;

- (b) provide input on projects brought forward by the Student Services Manager, the Events Manager, and the Communications Manager;
- (c) ensure that the Society is properly supporting its Clubs and Services;
- (d) propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
- (e) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

Article 13. Governance Committee

1. The Governance Committee shall be composed of:
 - (a) one (1) member of the Executive chosen by the Executive;
 - (b) five (5) non-Executive Council members; and
 - (c) one (1) Student at Large.
2. The Governance Committee shall:
 - (a) take stewardship of the Code and Bylaws of the Society;
 - (b) work on periodic governance reviews of the Society;
 - (c) propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
 - (d) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.