



COMMITTEE CHAIR CONTRACT

May 8th, 2019

NAME

Re: Employment as Committee Chair for the Alma Mater Society of University of British Columbia

Dear NAME

This letter confirms that you have been appointed chair of the COMMITTEE NAME by the members of AMS Council. Consequently, the AMS hereby agrees to employ you as a Committee Chair under the following terms and conditions:

1) **Term**

Subject to the other provisions of this letter, pursuant to your appointment for a mandate of TIME by the AMS council, the AMS will employ you as committee chair for a determinate term commencing as of “**date**” and terminating “**date**” (the “Term”).

2) **Functions and responsibilities**

Your functions and responsibilities are those set forth in the Job Description attached hereto and which you acknowledged having reviewed, signed and accepted.

The hours of work will be on average **# of** hours per week. Your hours of work will vary and will be those hours required to perform the duties and responsibilities of the Position. You understand and agree that the remuneration paid to you constitutes remuneration, compensation and payment in full for all hours worked and all services provided by you in connection with your employment with the Society.

3) **Compensation**

The AMS will pay you during the Term an hourly **wage** payable bi-weekly, through direct deposit, the whole subject to the usual deductions and withholdings under applicable law and in conformity with the administrative practices current at the AMS.

4) **Acceptance and Conduct**

In carrying out your functions and responsibilities as a Committee Chair during the Term you shall:



- (1) report to the AMS Council;
- (2) devote the whole of your working time, attention and skill to your duties and use your best efforts to promote the interests of the AMS;
- (3) act at all times during the course of your employment with diligence, loyalty and honesty in accordance with your good judgement and the best of your knowledge and abilities;
- (4) not undertake the pursuant of, or engage in, any employment or business-like activity which is in conflict with your role as a Committee Chair;
- (5) at all times adhere to applicable laws, rules, regulations and policies (including, for clarity, the AMS Constitution and By-Laws) which are now or may hereafter be established by the AMS.
- (6) uphold the confidentiality of AMS affairs;
- (7) not to use AMS for your own benefit or use the information to you received as a Committee Chair for own benefit during the Term.

Kindly sign a copy of the present letter, signifying your acceptance of the terms and conditions contained herein and in your job description.

Yours truly,

Chris Hakim
President
The Alma Mater Society of UBC

c.c.: Council

ACCEPTANCE:

I, _____, the undersigned, understand, accept and agree to the terms and conditions contained herein.

NAME

Date



Committee Chairs – Responsibilities as Outlined in AMS Code