# Subject
STEERING COMMITTEE TOR UPDATES

## Meeting Date
FEBRUARY 24, 2021

## Motion
BE IT RESOLVED THAT the AMS Council approve the changes to the AMS Code of Procedure, Section V, Article 7: Steering Committee, as presented.

## Prepared By
Cole Evans – President

## Documents
1. Presented Amendments

## Description & Rationale
Ever since its conception, the Steering Committee has struggled to have a defined role in our governance structure aside from approving Committee goals and doing some high-level work around proposed strategic initiatives.

These code changes aim to expand the role of the Steering Committee to be more involved in the operational affairs of Council, creating a forum for Council leadership to assist the President in setting agendas and other Council activities.

## Benefits
- Expanded purpose for the Committee.
- More opportunities for consultation on agenda setting.
- More opportunities for dialogue with Council leadership on other initiatives.
- Better setting for coordinating work between Committees.
- More frequent Steering Committee meetings.

## Risks
None.

## Costs
None.
**TIMELINE**

Immediate upon adoption.

**CONSULTATION**

Executive Committee
Clerk of Council
Administrative Assistant
Article 7. Steering Committee

1) The Steering Committee shall be composed of:
   a) the President; **who shall be Chair**;
   b) the Vice-President Finance;
   c) the Chair of each Standing Committee or their designate, with the exception of the Steering Committee;
   d) the Chair of each Ad Hoc Committee or their designate;
   e) one (1) Student at Large;
   f) the Chair of each Extraordinary Committee or their designate, who shall be non-voting and may attend meetings on an as needed basis;
   g) the Clerk of Council, who shall be non-voting; and
   h) the Administrative Assistant, who shall be non-voting.
   i) 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 its Committees;
   b) conduct regular reviews to ensure that all Committees are making progress on their approved goals;
   c) provide updates to Council on the annual goals of the Committees; and
   d) assist the President with setting the agenda for Council ahead of each meeting;
   e) ensure that Committees are regularly submitting minutes and reports to Council;
   f) develop and coordinate Council-wide activities including but not limited to orientations, socials and professional development; and
   g) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.