SUBJECT | STEERING COMMITTEE TOR UPDATES
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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 it’s 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 to 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**
Implementation Timeline

Immediate upon adoption.

**CONSULTATION**
Internal & External Groups

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 Chair of each Standing Committee or their designate, with the exception of the
      Steering Committee;

   c) the Chair of each Ad Hoc Committee or their designate;

   d) one (1) Student at Large;

   e) the Chair of each Extraordinary Committee or their designate, who shall be non-voting and
      may attend meetings on an as needed basis;

   f) the Clerk of Council, who shall be non-voting; and

   g) the Administrative Assistant, 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;

   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.