**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 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 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
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 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.