



AMS Finance Committee

AMS Sustainability Projects Fund Subcommittee Terms of Reference

June 2023

1. Purpose

The purpose of this Fund shall be to provide funding to Active Members for sustainability projects that enhance opportunities in **at least three** of the following:

- a. Student engagement related to sustainability;
- b. Reducing the Society's ecological footprint and the ecological footprint of UBC Vancouver;
- c. Education and outreach related to sustainability;
- d. The environmental, ecological, and socially sustainable operations of the Society and UBC Vancouver;
- e. Sustainability-related advocacy initiatives; and
- f. Info-sharing and partnerships with the broader community beyond UBC Vancouver

Any applications approved for funding that is under \$5,000.00 do not require additional approval by the AMS Finance Committee. Any applications for funding that are \$5,001.00 and above require a recommendation of approval from the SPF Subcommittee and an approval by the AMS Finance Committee in order for funding to be released.

2. Term

These Terms of Reference are effective from June 2023 and continue indefinitely.

3. Membership

The Sustainability Projects Fund Subcommittee will comprise:

- a. Vice President Finance (Chair)
- b. Associate Vice President Sustainability (Vice Chair);
- c. Vice President Administration;
- d. Associate Vice President Funds;
- e. Sustainability Projects Coordinator;
- f. Funds & Grants Administrator; and
- g. One (1) member of the Finance Committee elected during the first Finance Committee Meeting.

4. Roles and Responsibilities

The Sustainability Projects Fund shall be administered by the Finance Committee under the Sustainability Projects Fund Subcommittee. In accordance to the the AMS Code of Procedures Section IX B, Article 6, Section 5(j), the specific responsibilities of the Subcommittee are to uphold the following:

- a. **Assist the Finance Committee in providing funding** in accordance with the provisions written in the AMS Code of Procedures Section IX B, Article 6, Section 5(j), for environmental, social, and economic sustainability projects throughout the Sustainability Projects Fund (SPF) as needed;
- b. **Only Active Members will be eligible to receive funds;** UBC Vancouver's faculty, staff, and community partners may work with resources from the Fund only through partnering with Active Members;
- c. An individual or group wishing to receive money from this Fund **shall submit a project proposal** to be evaluated by the SPF Subcommittee;
- d. Council is **adding a minimum of the balance in the Sustainability Projects Fee** account to this Fund on an annual basis;
- e. **Approve the criteria** developed by AVP Sustainability and AVP Funds for approving projects before the second meeting in the summer;
- f. **Accountability measures** shall be established by the Sustainability Projects Committee to ensure the timely and successful completion of projects;
 - i. The AVP Sustainability and AVP Funds or Sustainability Projects Coordinator (SPC) shall conduct check-ins with the projects that are receiving funding from the SPF by the following period: one-third through project timeline; two-thirds through the project timeline; and at the end of the project timeline. The dates for these check-ins must be included on the notice of funding approval.
 - ii. Projects that have not been completed yet must also be checked-in by March 20th of the academic year.
 - iii. A final report submission is required after project completion and applies to all projects. Large projects are expected to submit longer final reports of 2-3 pages maximum, while smaller projects can submit reports of 1-2 pages maximum. Projects that are events must include the approximate number of attendees in their report.

- iv. The AVP Sustainability and AVP Funds or SPC can recommend project applicants to appear before the Subcommittee if and when a project is flagged for additional review after the check-in.
 - 1. The AVP Sustainability and AVP Funds or SPC must send a notice of additional review to the project organizers. The notice shall be dated and explain that the project is being put on a hold and no expenses can be initiated until the SPF Subcommittee or Finance Committee has made a decision regarding the review.
 - 2. At the subcommittee meeting, the project organizers can answer questions and provide reasonings behind the issues of concerns from the Subcommittee members.
 - 3. At the same meeting, the Subcommittee may recommend a cancellation of funding on the project to the Finance Committee.
 - 4. If the Finance Committee approves the recommendation to cancel the funding, any reimbursement and invoice dated on and after the date of the notice will be deemed invalid.
 - 5. Any expenses made before the notice of additional review can and will be reimbursed by the Society from the SPF.
- g. ADDED FROM CODE: This fund **may also be used for maintenance, upkeep, and repair** of past sustainability projects and for new student-led sustainability projects initiated by the Society;
- h. When approving grants from this Fund, the Sustainability Projects Fund Subcommittee **may impose such conditions or restrictions as it sees fit**, provided however that such conditions are consistent with the AMS Code of Procedures Section IX B, Article 6, Section 5(j);
- i. **Recommend updates and improvements to the relevant documents** related to the administering of the Sustainability Projects Fund (SPF).
 - i. The AVP Sustainability and Sustainability Projects Coordinator must compile a mastersheet of projects funded by the SPF with the following information:
 - 1. Partners/Organizers
 - 2. Link to the Application
 - 3. Timeline
 - 4. Amount of Requested Funding
 - 5. Amount of Approved Funding
 - 6. Amount of Total Expenses (as of mm/dd/yy)
 - 7. Project Status (as of last check-in)
 - 8. Link to the Check-In Notes

5. Meetings

- a. The Sustainability Projects Fund Subcommittee shall be held ~~monthly~~ bi-weekly (every 2 weeks) by members of the subcommittee to fulfill the purpose, roles, and responsibilities mentioned above.
- b. Subcommittee meetings should start by the third week of June and continue until the end of the academic year.
- c. Updated application form to be opened by the end of June, and remain open until April 1st the following year.
- d. The Subcommittee must meet with a quorum of 4 members present.