



THE PRESIDENTS’ COUNCIL OF THE STUDENT ASSOCIATION AT DURHAM COLLEGE & UOIT.

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TERMS TYPE: STANDING COMMITTEE
 TERMS TITLE: THE PRESIDENTS’ COUNCIL OF THE STUDENT ASSOCIATION AT DURHAM COLLEGE & UOIT.
 TERMS APPROVED BY: THE STUDENT ASSOCIATION EXECUTIVE TEAM
 RESPONSIBILITY: THE STUDENT ASSOCIATION CLUBS AND SOCIETY COORDINATOR
 DATE APPROVED: AUGUST, 2016

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1.0 INTRODUCTION

The Student Association (SA) recognizes that those students who represent their school or faculties (societies) are our primary ambassadors. They deal with the day to day interactions of the students in their school or faculty, they know precisely what students want, and are the advocates for their various schools or faculties. Having a cohesive body that could provide feedback and recommendations to the Board of Directors of The Student Association, would not only guide the SA in the right direction but would also act as the main liaising body between the SA and the Students.

2.0 PURPOSE

In an effort to adequately reach out to our members, the Student Association has decided to reach out to its student leaders on campus to foster a community of collaboration with the end goal of bettering the experience of the student body. The Presidents’ council exists to act as the bridge between the students of Durham College and UOIT, and the Student Association. These Terms of Reference will outline the vision, scope, deliverables, stakeholders, roles and responsibilities, resources, schedule, and structures.

3.0 SCOPE

The scope of the President's Council shall be:

- Work towards building a strong and collaborative campus through sharing diverse ideas, fostering strong relationships, and building trust with the student body;
- Establishing a fair and equitable environment and to offer all students full opportunities to develop their potential;
- Create and initiate strategies on issues brought forth by students and The Student Association;
- Inform members from their faculty or school of activities, events, and campaigns of the Student Association;
- Provide a platform for the different constituents to share ideas, suggestions, and concerns;
- Report to the Board of Directors of the Student Association once every semester, pending amendment approval;

4.0 MEMBERSHIP

The members of the Council of Presidents shall be:

- The Vice president College Affairs or their designate (voting)
- The Vice President University Affairs or their designate (voting)
- One president from each society or their designate (Voting)
- One president from each sub-society or their designate (ex-officio non-voting)
- C&S coordinator (chair)

In the case where a society is inactive, a president from the sub society representing the most members would act as the main liaison and would have voting rights on the council. In the absence of the president of a society or sub-society, their designate must be an executive member from their team. In the absence of the VP College Affairs or the VP University Affairs, the designate shall be the VP Whitby-Pickering, and VP Downtown respectively. Administrative staff and other Student Association members/staff would be invited to attend on a required basis, but not hold voting rights.

5.0 TERM

Council members shall have a term starting May 1st of each year and ending April 30th of the following year.

6.0 GOVERNANCE

This council exists as a way for the SA to strengthen its relationship with its members. The SA shall not dictate how the council functions, but will make sure the council is complying with the SA By-Laws, Polices, these Terms of Reference, and are working towards strengthening the end goals of the SA.

Decisions or instructions of this council are not binding on the SA Executives, Board, or staff, only officially passed motions of the SA board are binding.

All council motions require the support of a simple council majority.

7.0 ROLES & RESPONSIBILITIES

CHAIR

The chair shall be the Club & Society Coordinator, or her/his designate. Her/his responsibilities include:

- Chair the meetings of the council using Roberts Rules as a framework of reference;
- Invite special guests to attend meetings when required;
- Ensuring all discussion items end with a decision, action, or definite outcome; and
- Create a semester report to be presented to the Board of Directors of the Student Association.

RECORDING SECRETARY

The minute taker shall be an administrative staff appointed by the chair. Her/his responsibilities include:

- Preparing agendas and issuing notices for meetings, ensuring all necessary documents requiring discussion or comment are attached to agenda;
- Distributing the agenda one day prior to the meeting;
- Taking notes of proceedings, and preparing minutes of meetings;
- Review the minutes with the chair prior to distribution; and
- Distributing the minutes to all council members one day after the meeting.

MEMBERS

The council members shall:

- Attend meetings;
- Review agendas, minutes, information, reports, etc. in advance of the meeting in order to make informed decisions;
- Add items to the agenda's as needed, must send to the Chair;
- Share ideas on new initiatives being undertaken by the constituent; and



- Act in a respectful and professional manner at all time.

RESPONSIBILITIES

The council shall ensure that an agreed written record of each of their meetings is approved at the next scheduled meeting and available to the Board of Directors upon request.

8.0 MEETING SCHEUDLE

Council members shall meet monthly, on the first Friday of each month. In the case where the meeting falls on a Holiday, the chair shall be responsible for picking a suitable day for the meeting.

Agenda items must be submitted to the chair 10 business days prior to the meeting.

9.0 REPORTING/DELIVERABLES

Currently, the council reports to the Student Association Executive Team.

The intent of the council is to be a standing committee reporting to the Board of Directors of The Student Association, pending an amendment to these terms at the September Board meeting.

Pending board approval to these terms of reference, the council shall create a record which is to be presented to The Board of Directors of the Student Association at the end of every semester. The chair shall be responsible for compiling this report, and the report must be approved by the council before being presented to the Board of Directors of the Student Association.