

Board Committees

Purpose:

The Augustana Students' Council has five standing committees. This policy shall define the role and scope of these committees.

Policy:

Terms of Reference

Executive Committee

Purpose

The committee oversees the day-to-day operation of the ASA, as well as dealing with issues that affect the entire organization. The committee will make decisions on matters that do not require ASC approval or that need action before the next Council meeting. The committee will ensure that the organization is meeting its short-term and long-term strategic goals. The Executive Committee is ultimately responsible to the ASC for all decisions it makes.

Membership

The committee will consist of the President as Chair, the VP Academic, VP Finance, VP Communications, VP Student Life, and Executive Director.

Meetings

This committee will meet on a weekly basis and will report to the Students' Council. The Executive Director shall take minutes at each meeting.

Specific Committee Duties

1. The Executive Committee shall oversee the day-to-day management of the ASA.
2. The committee will coordinate and monitor the activities of Students' Council and its standing committees to ensure that actions taken by Council and its committees are fulfilled and to ensure that any required follow up has taken place. The committee will also ensure effective communication among committee chairs.
3. Assist the President in the preparation of the weekly Council agenda. This includes the consideration of issues that will be presented in upcoming meetings and detailing information that would be required by Council for deliberations.
4. The committee will guide the long-term planning process of the organization and ensure that goals are being met. This includes discussion and establishment of the organization's strategic and operational goals.
5. The committee will ensure that the governance of the organization is sound and maintains stakeholder confidence.

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6. The committee shall aim to meet with the Students' Union Executive at least once each semester, if possible.
7. The chairperson shall prepare and send out a meeting agenda, prior to the meeting, to guide the work of the committee.

Terms of Reference

Academic and Policy Committee

Purpose

The committee oversees the good governance of the organization. Through the specific duties outlined below, APC will ensure that the Students' Council is prepared to deliberate on governance items. APC will also support and assist the VP Academic in providing academic assistance and programs for students.

Membership

The committee will consist of the Vice-President Academic as Chair, President, Executive Director, and two members of Student Council.

Meetings

This committee will meet on a weekly basis and will report to the Students' Council. The chairperson shall designate a member to take minutes at each meeting.

Specific Committee Duties

1. The committee will ensure that the governance of the organization is sound and maintains stakeholder confidence.
2. The committee will ensure that required by-law and policy reviews occur.
3. The committee will vet all by-law and policy amendments before presentation to the Executive Committee and Student Council.
4. On matters of governance review, the committee should seek external information to ensure that the organization is consistent in following best practices.
5. Oversee academic support such as the ASA Tutor Registry and After U programming.
6. The committee will deliberate on potential academic programming to be implemented for students before presenting it to the Executive Committee and Students' Council.
7. The chair of the committee shall take into consideration the strengths and weaknesses of the members when assigning tasks to best fit each member.
8. The chairperson shall prepare and send out a meeting agenda, prior to the meeting,

Last Revised

2021/03/15

Date of Passage

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to guide the work of the committee.

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Budget & Revenue Committee

Purpose

The committee will be responsible for ensuring sound financial operation of the ASA including the preparation of the ASA budget and seeking new sources of revenue for the ASA. The Budget & Revenue Committee will ensure the ASA is meeting its long and short-term financial goals.

Membership

The committee will consist of the VP Finance as chair, Executive Director, President and two members of the Students' Council.

Meetings

This committee will meet on a weekly basis and report to the Students' Council. The chairperson shall designate a member to take minutes at each meeting.

Specific Committee Duties

1. The committee will prepare the ASA annual budget and related financial plans as per the ASA Fee Policy. The committee will also review and update the 5 year organizational budget on an annual basis.
2. The committee will review the annual Financial Audit.
3. The committee will review means in which the ASA funds itself and seek new sources of revenue.
4. The committee will monitor and evaluate the risk management process of the organization.
5. The committee will review budget updates as presented by the Vice-President Finance.
6. The committee will be responsible for running the annual tax clinics for student members.
7. The chair of the committee shall take into consideration the strengths and weaknesses of the members when assigning tasks to best fit each member.
8. The chairperson shall prepare and send out a meeting agenda, prior to the meeting, to guide the work of the committee.

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Awareness Committee

Purpose

The committee will be responsible for ensuring that students are informed of the ASA and that the ASA is maintaining positive relations with internal and external constituents. The driving force of the committee is to ensure that the ASA brand is recognized throughout campus and the community. The Awareness Committee is responsible for assisting the VP Communications to plan wellness related initiatives to encourage student health and wellness. The committee will also work to ensure student awareness of any relevant or necessary topics (i.e. government elections).

Membership

The committee will consist of the VP Communications who will chair all meetings, and three members of the Students' Council. The President and Executive Director may sit as ex-officio members.

Meetings

This committee will meet on a weekly basis and will report to the Students' Council. The chairperson shall designate a member to take minutes at each meeting.

Specific Committee Duties

1. Create awareness of the ASA to the student body.
2. Oversee student awareness activities.
3. Ensure positive relations between the ASA and student body.
4. Create initiatives to ensure a positive image of the ASA and of the student body in general beyond the Augustana community.
5. This committee will be mindful of ethical standards and guidelines in the production of ASA communications.
6. The committee will assist the VP Communications in creating ASA communications, sharing content on relevant platforms, and creating new outreach initiatives.
7. The chair of the committee shall take into consideration the strengths and weaknesses of the members when assigning tasks to best fit each member.
8. The chairperson shall prepare and send out a meeting agenda, prior to the meeting, to guide the work of the committee.

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Activities Committee

Purpose

This committee exists to organize activities and events for students and to assist the VP Student Life with his/her duties.

Membership

The committee will consist of the VP Student Life as chair and at least four members of the Augustana Students' Council. The President and Executive Director may sit as ex-officio members.

Meetings

This committee will meet on a weekly basis and report to the Students' Council. The chairperson shall designate a member to take minutes at each meeting.

Specific Committee Duties

1. The committee will identify key activities at the annual ASA Retreat, and will report these activities to the ASC.
2. Activities will be planned within the parameters of the ASA budget, and with respect to the regulations of Augustana Faculty and the ASA.
3. The committee will seek to cooperate with other campus groups including, but not limited to: Residence Life and Campus Ministry. The VP Student Life & Activities should meet with one key individual from these groups by September 30th each year for the purpose of coordinating the cooperation and planning of activities for Augustana students. This group is expected to meet regularly throughout the academic year.
4. Committee members are expected to be the primary organizers of ASA events. This does not absolve other ASC members from contributing at ASA events.
5. As part of the organization of its events, the committee will be responsible for their promotion to the student body. Cooperation with the Awareness Committee is encouraged.
6. The chair of the committee shall take into consideration the strengths and weaknesses of the members when assigning tasks to best fit each member.
7. The chairperson shall prepare and send out a meeting agenda, prior to the meeting, to guide the work of the committee.