



University of Calgary Graduate Students' Association
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**Name of Committee: Academic Support Events Committee
(AEC)(ASC)**

Establishment

The Board of Directors establishes a standing committee called the *Academic Support Events Committee* under the provisions of the GSA's General Committee Terms of Reference and the authorities set out within. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, the General Committee Terms of Reference will govern.

The Vice President Academic shall provide the link between the Board and the Committee. The Board of Directors of the Graduate Students' Association has the ultimate authority.

Statement of Purpose

The Academic Support Events Committee (AESC) is devoted to supporting and addressing ~~enhancing the academic experience~~ ~~the academic needs and concerns~~ of the graduate students at the University of Calgary.

The goal of the AESC is to improve the academic training that graduate students receive by providing academic workshops, events, and new initiatives in accordance with the Strategic Plan of the GSA.

Authority

The authority of the AESC is derived from the Board of Directors of the GSA and reports to the VP Academic of the GSA. **Board of directors has the ultimate authority.**

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to the board. The committee may approve (*This means without final approval from the Board*):

- a. spending of the committee budget

- b. appointing of members, to an upper limit of 10 members excluding the chair and co-chairs
- c. others as applicable

Chair and Vice-Chair

- a. The Chair or Vice-Chair shall be selected by the VP Academic of the GSA in an interview process and approved by the Board of Directors
- b. The Chair or Vice-Chair must be an Active Member of the GSA.
- c. The Chair or Vice-Chair serves on a volunteer basis.

Specific Chair and Vice-Chair Responsibilities

Specific Chair and Vice-Chair responsibilities, in addition to those outlined in the General Committee Terms of Reference, include, but are not limited to:

- a. Chairing all the committee meetings
- b. Ensuring that all events and workshops are efficiently planned and effectively executed
- c. Form, and oversee, Work Groups as needed
- d. Act as a link between AESC members and the VPA
- e. Reporting decisions, changes, recommendations, and meeting minutes to the VP Academic regularly, and to SLT and GRC as needed.
- f. Providing the VPA with the annual report at the end of the Chair's term;

Responsibilities of Members

In addition to those outlined in the General Committee Terms of Reference, responsibilities of members shall be:

- 1. To attend committee meetings, and to notify the chair and/or the co-chairs of their absence in advance via email. A maximum of two absences are allowed.
- 2. To be involved in the planning or support of at least one event per tenure year (Defined as occurring from September – April). Some examples of such events are academic conferences, professional development workshops, grant writing workshops, speaker series, academic planning workshops, academic support workshops, job fairs, and any other event

meant to enhance the academic experience or success of graduate students.

The Academic Standing Events Committee Chair or Vice-Chair is/are appointed on an annual basis by the VP Academic and with the approval of the BoD. Continued appointment is subject to satisfactory performance, as determined by the VP Academic.

Membership is reviewed on a yearly basis by the AESC Chair or Vice-Chair. Any Chair, Vice-Chair, and/or member found in violation of ToRs, GSA Conflict of Interest, Volunteer Agreement, Computer and Network Use Policy, or the Confidentiality Agreement will be referred to the BoD for adjudication.

Committee Review and Evaluation

The Academic Standing Events Committee Chair or Vice-Chair is/are appointed on an annual basis by the VP Academic and with the approval of the BoD. Continued appointment is subject to satisfactory performance, as determined by the VP Academic.

Membership is reviewed on a yearly basis by the ASC Chair or Vice-Chair. Any Chair, Vice-Chair, and/or member found in violation of ToRs, GSA Conflict of Interest, Volunteer Agreement, Computer and Network Use Policy, or the Confidentiality Agreement will be referred to the BoD for adjudication.

Committee Approval Date:

Board Approval Date:

Revised Date: