

Food-Housing (ad-hoc) Working Group Terms of Reference (Guidelines)

Definitions

Definitions herein shall have the same meaning as in the Association's bylaws. Should there be a discrepancy between this policy and the Association's bylaws, the Association's bylaws shall prevail.

"Active Member" means all persons registered as graduate students in the Faculty of Graduate Studies or as credit certificate and diploma program students at the University of Calgary who pay full- or part-time Association fees.

"Association" means The Graduate Students' Association of the University of Calgary.

"Board" means the elected members who make up the Board of Directors of the Association.

"Campus" means the any or all of the UCalgary affiliated campuses.

"Campus Community" means the any and all students, staff, faculty members, and otherwise affiliates of the Campus.

"Chair" means the appointed chair of an Association Standing Committee, selected through an interview process and overseen by a Board Member.

"Conflict of Interest" occurs when an individual or organization is involved in multiple interests, one of which could corrupt the motivation for an act in another.

"Conflict of Interest Policy" means the Association's Conflict of Interest Policy, as may be amended from time to time.

"Executive Officer" (EO) is the full-time staff member responsible for managing the day-to-day operations of the Association, the Executive Officer reports directly to the Board.

"Nourish to Flourish" means the food-security working group, established by the Provost's office Fall 2022.

Commented [DM1]: Still to add:

1. Responsible Board Member
2. Nourish to Flourish
3. "Open Call"

...

“Open Call” means an open invitation to the Active Membership advertising a position or application opportunity. These may be sent in the GSA Newsletter; posted around Campus; posted to our website, social media platforms; etc.

“Responsible Board Member” means the elected member of the Board responsible for overseeing the operations of this working group.

“Staff Member” means all persons employed by the Association in a paid capacity, whether full-time, part-time, term certain, or contract.

Import: Related / connected policies (with hyperlinks)

Conflict of Interest Policy; SLT Handbook(?); ...etc

Statement of Purpose

The Food-Housing (ad-hoc) Working Group shall:

1. From time to time, by a majority vote of the committee members, take on projects that focus on informing students of, and expanding student participation in food-housing access initiatives both on- and off Campus.
2. Engage and assist in the research and communications surrounding the complex situation of food-housing (in)security of our membership, and broader Campus Community.
3. Support the VP External or otherwise Responsible Board Member in their activities with the Nourish to Flourish working Group, assembled by the Provost's Office.
4. Support the EO in maintaining the Association's *Food-Housing Security page* on our website by:
 1. Maintaining an up-to-date list of any food-security partnerships made between the Association, or Campus, and external organizations;
 2. Maintaining a living list of any housing-security partnerships made between the Association, or Campus, and external organizations;
 3. Maintaining a living index of community organizations offering food-access and/or housing-access programs that our Active Members are eligible for;
 4. Other means that improve food-housing access and/or literacy.

Authority

The Food-Housing (ad-hoc) Working Group was established by the Board in accordance with the Association's bylaws. The authority for the Working Group is derived from the Board.

Membership

1. Membership of the Working Group shall be composed of:

- 1.1. The Responsible Board Member (VP External) (voting);
 - 1.2. The Chair of the Working Group, appointed by the Board;
 - 1.3. No fewer than two (2) Active Members of the Association (voting), to be selected by the Chair via open call to our Active Membership.
 - 1.4. And any additional members as selected by the Chair and approved by the Board.
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Timeline

The timeline for the Food-Housing Working Group shall be as follows:

1. The Food-Housing Working Group is an ad-hoc committee of the Graduate Students' Association that runs as needed throughout the calendar year;
2. The Board shall appoint the Chair at any time upon the identification of a suitable candidate, following an open call for applicants, as outlined in the *"SLT/Committees Policy"*;
3. Food-Housing Working Group member selection shall occur at any time following the appointment of the Chair;
4. The Food-Housing Working Group shall meet on an ad-hoc basis, as determined by the Chair, providing a minimum of once per month or more if deemed necessary by the Chair; and
5. The Chair will submit a year-end report at the end of their term to the Board.

Commented [DM2]: Question: which document tells us how to do SLT membership picks?

Chair

This section identifies the eligibility requirements for selecting the Chair. This section also identifies the process of how the Chair is recruited and selected.

Responsibilities of the Chair

The responsibilities of the Chair include, but are not limited to:

1. Compiling and maintaining a record of active Working Group members;
2. Recording all decisions and recommendations made by the Working Group by keeping a detailed set of minutes of all meetings, which will be submitted to the Board, in a timely fashion;

3. Delegation of duties by appointing a member of the Working Group to serve as Vice Chair, and/or Secretary, and/or other roles as needed, should the Chair be unable to carry out all said duties;
4. Drafting a workplan for the Food-Housing Working Group to be submitted to the Responsible Board Member within one month of the Chair's open call for membership.
5. Communicating all relevant material to the Association through the Board in a written report, submitted to the Board by April 15th, which include:
 - 5.1. Meeting minutes;
 - 5.2. Action items of the Committee;
 - 5.3. List of After-Action Reports in progress;
 - 5.4. Completed After-Action Reports;
 - 5.5. Year-to-date Committee budget;
 - 5.6. Number of hours per week spent on Working Group business; and
 - 5.7. Other material deemed relevant.
6. Other duties as required based on the specific nature of the committee.

Responsibilities of Members

The responsibilities of the members include, but are not limited to:

1. Familiarizing themselves with the Working Group's role in the Association;
2. Members of the Working Group will serve from their onboarding till the end of the academic year, up to a twelve (12)-month term;
3. Attend and actively participate in Working Group meetings;
4. Contribute time, knowledge, skill, and expertise to the fulfillment of the Committee's responsibilities;
5. Undertake work necessary to implement the Working Group work plan;
6. Understand their role and expectations;
7. Promote literacy for food-housing security to the Campus Community.

Quorum

1. Quorum shall be called at the beginning of each meeting.
 - 1.1. Quorum shall consist of a minimum of fifty percent (50%) of the total members, not including staff.
 - 1.2. One of whom must be the Chair.

Budget

1. The budget of the Working Group shall be determined by the Board and approved by the Financial Standing Committee;
2. The Chair can request a change to the budget through a formal request to the Board.

Review and Evaluation

1. The Food-Housing Working Group Terms of Reference (Guidelines) shall be reviewed every year by both the Chair and Responsible Board Member. Changes to the document must be approved by the Board.
2. The relevance of this Working Group shall be reviewed every year upon the submission of the Chair's report. If the Board and/or the Chair suggest that the Working Group is no longer relevant, they must present their reasoning, and the Chair's report, to the Board at the first Board meeting of the next year. The Board must then vote to maintain or dissolve the Working Group, which will take effect one month after the date of dissolution.
- 2.1. The one-month timeline is intended to give the Working Group time to conclude any outstanding recommendations or projects before the Working Group is dissolved.

Commented [DM3]: This feels like a standing committee, but I'm cool with that haha

Non-Compliance

1. Any violation of the Association's Conflict of Interest Policy, Volunteer Agreement, Computer and Network Use Policy, or Confidentiality Agreement shall be referred to the Chair for adjudication;
2. Matters concerning the performance of a Committee member shall be handled internally by the Chair, in consultation with the Responsible Board Member, and any delegate staff members. After consultation, the Chair has the authority to issue a written warning or to replace the Working Group member as needed;
3. Matters concerning the performance of the Chair shall be handled according to the procedure outlined in the Association's bylaws.

Commented [DM4]: SLT Handbook?

Approval and Interpretation

1. Any changes to the Food-Housing Working Group Terms of Reference requires Board approval. All procedural requirements outlined in this document are interpreted by the Chair and Responsible Board Member. Any procedural changes must be approved by the Chair and Responsible Board Member;
2. Disagreements with the Chair's or Responsible Board Member's decisions may be brought forward to the Judicial Review Board.

Commented [AK5]: This issue here is that the Judicial Review Board has almost no official documentation/procedures, so there's the potential that this isn't as independent of an authority as we'd want. Something to think about as we go forward.

Effective Date: October 2022

Last Reviewed: October 2022

Board Approval Date: [Insert Date], 2022

