

Health and Dental (H&D) Committee

Establishment

The Board of Directors of the Graduate Students' Association (Association) has established the Health and Dental Committee (the 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, Finance and Services (VPFS) shall be the link between the Board and the Committee. The Board has the ultimate authority.

Statement of Purpose

The purpose of this Committee is to ensure graduate students are fully consulted throughout the Association's consultation with the current H&D provider. This Committee was convened by way of application, which included a statement of interest that was submitted to the VPFS outlining why the Active Members wanted to be a part of the Committee and a brief background outlining their relationship with UCalgary.

Authority

The Committee has the 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:

- i. The Committee may spend money as allocated by the Board;
- ii. The Chair or Vice Chair may appoint Active Members to the Committee to meet desired outcomes; and
- iii. Other duties as required to meet the mandate of the Committee.

Chair

By virtue of their position, the Chair of this Committee will be the VPFS. The Vice Chair shall be an Active Members of the Association currently enrolled in the Health and Dental plan and will be selected in an interview process conducted by the VPFS and at minimum one of the following:

- i. Association's Human Resources Manager;
- ii. Executive Officer, or;
- iii. VPSL.

Specific Chair Responsibilities

Specific Chair responsibilities, in addition to those outlined in the General Terms of Reference, include but not limited to:

- i. Ensuring Quorum is met for each meeting;
- ii. Prepare all meeting documentation and disseminate to Committee members in a timely fashion;
- iii. Ensure detailed minutes are taken for each meeting; and
- iv. Prepare and adhere to a specific timeline to meet the objectives of the Committee.

In addition to the Chair and Vice-Chair responsibilities outlined in the General Committee Terms of Reference, the H&D Chair and Vice-Chair shall:

- i. Maintain a record of current H&D Committee membership;
- ii. Schedule all H&D Committee meetings;
- iii. Record and file minutes for each H&D Committee meeting; and
- iv. Prepare an agenda for each H&D Committee meeting, including submissions from the GRC or interested Active Members;

Membership

Membership for this Committee shall consist of the following:

- i. VPFS – Chair (ex-officio, voting);
- ii. Vice Chair (voting);
- iii. The President (ex-officio, voting);
- iv. VPSL (ex-officio, voting);
- v. Association's Administrative Assistant (ex-officio, non-voting);
- vi. Association's Executive Officer (ex-officio, non-voting); and
- vii. Association's Human Resources Manager (ex-officio, non-voting).
- viii. At least three (3) and no more than seven (7) other Active Members, all of whom must be enrolled in the health and dental plan. One of these members must be a GRC Representative and one must be a member of FSC.
- ix. All members will be selected in an interview process conducted by the Chair and Vice Chair.
- x. Should a committee member miss more than two committee meetings, they may be removed from the committee at the discretion of the Chair.

Quorum will adjust accordingly until this member has been replaced.

Quorum

Quorum shall be called at the beginning of each meeting. Quorum shall consist of at least four (4) voting members:

- i. One of whom must be the President of VPFS;
- ii. One of whom must be the Chair or Vice Chair of the H&D Committee; and
- iii. Fifty (50) percent or greater of whom must not be Directors of the Board.

Committee Approval Date: April 26, 2023

Board Approval Date: April 26, 2023

Revised Date: April 26, 2023