



The Graduate Students' Association of the University of Calgary
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Newcomers and International Students Subcommittee Terms of Reference

Establishment

The Board of Directors establishes a subcommittee called the Newcomer and International Students Subcommittee under the provisions of the GSA's General Committee Terms of Reference, the Student Experience and Events Committee Terms of Reference, and the authorities set out within. In the event of a conflict between the provisions of these Subcommittee Terms of Reference, the Student Experience and Events Committee Terms of Reference, and the General Committee Terms of Reference, the General Committee Terms of Reference will govern.

The Vice President Student Life (VPSL) shall provide the link between the Board and the Subcommittee. The Board of Directors of the Graduate Students' Association has the ultimate authority.

Statement of Purpose

The purpose of the Newcomers and International Student Subcommittee is to welcome newcomers and international students and support them to settle into the University of Calgary community and integrate into the larger Calgary community. The subcommittee works to nurture an inclusive environment for all newcomers and international students through events, programs, and initiatives.

Authority

The Subcommittee 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 authority of Student Experience and Events Committee is derived from the Board of Directors of the Graduate Students' Association of University of Calgary.

The subcommittee may:

- a) Submit to SEEC applications for events, programs, or initiatives for funding approval
- b) Appoint members to the subcommittee

- c) others as applicable

Chair

The Chair and Vice-Chair of NISS must be non-executive members of the GSA, recruited by the Board from Active Members of the GSA through an open call through the electronic communication means of the GSA.

Specific 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) Create agenda for all meetings
- b) Submit applications to SEEC for events, programs, and initiatives
- c) Submit after-action reports to SEEC for all approved events, programs, and initiatives
- d) Provide a monthly report to SEEC about the performance of the subcommittee
- e) Provide an annual report to SEEC at the end of the term outlining strengths, weaknesses, opportunities and obstacles of the subcommittee
- f) Call for members

Membership

Membership of the subcommittee shall be composed of the following:

- a) Maximum of 15 people
- b) Must be Active Members of the GSA

Responsibilities of Members

Members of the subcommittee are to:

- a) Attend monthly subcommittee meetings
- b) Assist with the events, programs, and initiatives of the subcommittee

Non-Compliance

- a) 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 Board for adjudication.
- b) Matters concerning performance of a Subcommittee member shall be handled internally by the Chair, in consultation with the Board. After consultation, the Chair has the authority to issue a written warning or to replace the Subcommittee member as needed.
- c) Matters concerning performance of a Chair or Vice Chair shall be handled by the Responsible Board Member in consultation with the Board. The Board has the authority to issue a written warning or to replace the Chair or Vice Chair as needed.

Events, Programs, Initiatives

[The Subcommittee may run its own events, programs, and initiatives. The Subcommittee must apply to the Student Experience and Engagement Committee for event approval and funding. At the conclusion of the event, the Subcommittee is required to provide an after-action report to the Student Experience and Engagement Committee.](#)

The Subcommittee [may also](#) be required to execute events [under the guidance of](#) the Student Engagement Coordinator of the GSA. The subcommittee [on occasion](#) will be assigned events or event series by the Student Engagement Coordinator and the VPSL. The Student Engagement Coordinator will provide all of the documentation required to execute the event.

Review and Evaluation

This Terms of Reference shall be reviewed every year at the discretion of the Board. Recommendations for the Terms of Reference should be made at the end of the Chair and Vice-Chairs term.

Appendix

Past Successful Events:

- Ice Skating 101
- Speed Friending
- Welcome Events

- Curling
- Cross Country Skiing
- Field Trips
- Scavenger Hunt
- Letter to Home

Other Initiatives: Advocacy for International Students