



The Graduate Students' Association of the University of Calgary  
1030 ES, 844 Campus Place NW  
Calgary, Alberta T2N 1N4  
(403) 220-5997  
[www.gsa.ucalgary.ca](http://www.gsa.ucalgary.ca)

## **Student Experience and Events Committee Terms of Reference**

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### **Establishment**

The Board of Directors establishes a standing committee called the Student Experience and 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 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 Committee. The Board of Directors of the Graduate Students' Association has the ultimate authority.

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### **Statement of Purpose**

The purpose of the Student Experience and Events Committee is to enhance the life and graduate school experience of all members at large of the GSA of the University of Calgary. This committee also acts as a consultative body for the VP Student Life.

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

The committee may:

- a) Vote to approve the spending of the SEEC Quality Money budget
- b) Vote to approve the allocation of the SEEC Operating budget
- c) Appoint members to the subcommittee
- d) Others as applicable

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## **Chair**

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The Chair and Vice-Chair of SEEC must be a non-executive member 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.

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## **Specific Chair Responsibilities**

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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) Provide the agenda for all SEEC meetings.
  - b) Lead SEEC meetings and take minutes.
  - c) Provide the VPSL with the annual report at the end of the Chair's and Vice-Chair's term.
  - d) Ensuring that all the subcommittees are working effectively in their own tasks as well as promoting collaborations between the subcommittees.
  - e) Acting as a link between the committee members, the Chairs and/or Vice-Chair of the SEEC sub-committees and the Responsible Board Member.
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## **Membership**

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Membership of SEEC shall be composed of the following (in addition to those outlined in the General Terms of Reference):

1. Chairs and/or Vice-Chairs of each of the subcommittees that derive their mandate from SEEC (voting), which includes but is not limited to:
  - a) Events Subcommittee,
  - b) The Newcomers and International Students' Subcommittee,
  - c) The Mental Health and Wellness Subcommittee, and
  - d) The GSA Gender and Sexuality Alliance (GSA<sup>2</sup>) Subcommittee
  - e)
2. The Responsible Board Member (non-voting): The Responsible Board Member may delegate this authority to another Active Member.
3. The GSA Student Engagement Coordinator (non-voting) to provide guidance and support.

4. From time to time, other UCalgary stakeholders may be invited as guests.

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### **Responsibilities of Members**

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Please refer to the General Committee Terms of Reference

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### **Quorum**

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Quorum shall consist of a minimum of fifty percent (50%) of the total number of members:

- a) One of whom must be the Chair or Vice-Chair of the Committee;
- b) One member from each subcommittee

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### **Review and Evaluation**

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The SEEC 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.