

## Student Experience and Engagement Committee Terms of Reference

### Statement of Purpose

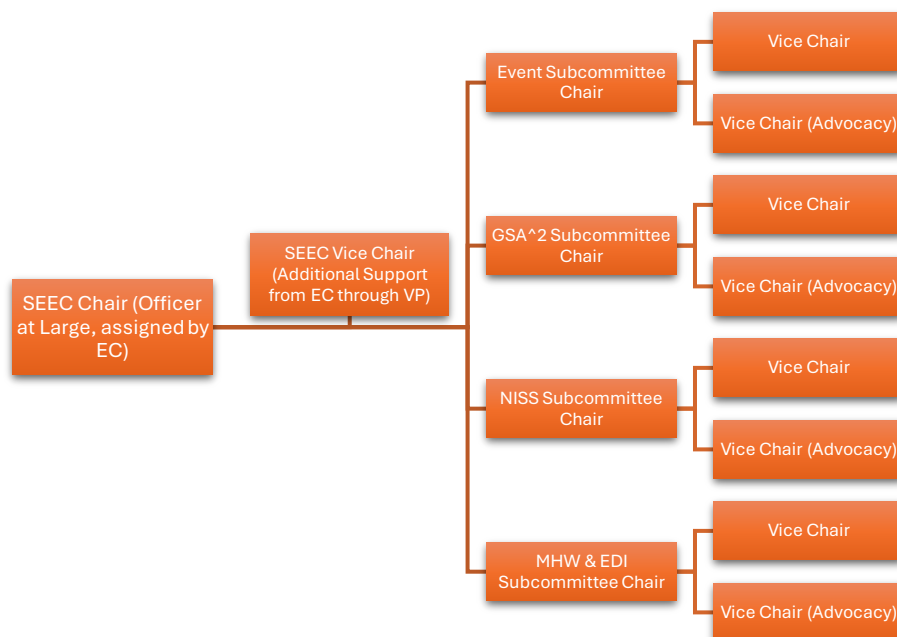
All committees of the Graduate Students' Association (GSA) at the University of Calgary were established by the Executive Council (EC) to support the affairs of the GSA in accordance with the current GSA Bylaws. Each committee has limited authority to operate within guidelines provided by the EC and reports to the EC or their designated representative.

The purpose of the Student Experience and Engagement Committee is to enhance the graduate student experience and student life of members of the Graduate Students' Association of the University of Calgary. This committee also acts as a consultative and coordinating body supporting student engagement initiatives, events, wellness programming, advocacy efforts, and community building opportunities for graduate students.

### Committee Structure and Membership

The **Chair** of SEEC shall be an Officer at Large appointed by the Elected Council. The vice chair of SEEC shall be appointed by the **Chair** of SEEC. All committee members, including Chair and Vice-Chair, must be an active graduate student at the University and active member of the GSA as defined in the GSA Bylaws.

The Elected Council has approved the following committee structure, membership numbers, and initiatives for 2026 – 2027:



---

## Roles and Responsibilities

---

**Elected Council** provides strategic oversight through the SEEC. The Elected council retains the authority to directly intervene in the operation of SEEC to ensure continued alignment with GSA strategic priorities, ensure responsible use of funding, mediate conflicts amongst chairs and members, or dissolve the committee. The Vice President of the GSA shall sit on the SEEC committee in an advisory role for advocacy initiatives.

An Officer at Large appointed as the **Chair of SEEC** and the liaison, holding the authority and responsibility to approve or decline all SEEC initiatives. The Chair holds the responsibility for presenting and revising this Term of Reference and the final committee member list (including chair and vice-chair) for EC approval.

1. Ensuring committee initiatives are carried out,
2. Selection and of all Chair and Vice Chairs of subcommittees,
3. Holding regular meetings with committee members,
4. Reporting ongoing initiatives to elected council,
5. Submitting annual committee report to elected council.

**Sub-Committees** shall be established and dissolved by the GSA elected council. A sub-committee shall operate to serve its purpose as set by the elected council. Each sub-committee shall set their own terms of reference to be approved by the SEEC committee and elected council.

SEEC shall have the following **4** sub-committees: Events Subcommittee, Gender and Sexuality Subcommittee (GSA<sup>2</sup>), Newcomers and International Students Subcommittee (NISS), and Mental Health and Wellness Subcommittee & Equity, Diversity and Inclusion Subcommittee (MHW&EDI).

Each subcommittee shall consist of a **chair, vice chair, vice chair of advocacy and sub-committee members.**

**The Chair and Vice Chairs** (including Vice Chair of Advocacy) of each sub-committee shall work to support the Chair of SEEC to ensure initiatives are carried out. All Sub-committee Chairs and Vice Chairs shall report to the SEEC Vice Chair. The Chair and Vice Chair's Term shall begin May 1<sup>st</sup> and continue to July 31<sup>st</sup> of the following year to allow for continuity and transition between sub-committees.

Specifically, the **Vice-Chair of Advocacy** responsibilities include supporting the advocacy initiatives of SEEC subcommittee. The Vice-Chair Advocacy shall also work closely alongside the Vice President of the GSA.

---

**Sub-Committee Members** are volunteers who support the Chair and Vice Chair to ensure SEEC's initiatives are carried out. Member's terms and commitment shall be determined by the Chair but cannot exceed the term of the Chair.

**Membership of SEEC** shall be composed of the Chair, Vice Chair, and Vice Chair of Advocacy from each subcommittee. Quorum shall be met if at least one member of each subcommittee is present. The Chair, Vice Chair, and any Elected council representative are not voting members.

Each subcommittee must receive approval of yearly budget and events by a majority of vote from SEEC and approval from SEEC Chair.

---

### Review and Evaluation

---

The SEEC Terms of Reference shall be reviewed periodically at the discretion of the Elected Council. Recommendations for amendments to the Terms of Reference may be brought forward by SEEC to the Elected Council at any time.

Approved: June 2026  
Revised: June 2026