



Date Submitted: August 2017

Reason for Submission: (Check One)

Update

Re-evaluation of Position

New Position, Initial Evaluation

POSITION DESCRIPTION

Position Title: Review Board and Tribunal Student Member
Position Status: SLC Appointment
Honoraria: None

POSITION SUMMARY (Overview and Purpose)

The Review Board and Tribunal are responsible for the judicial functions within the jurisdiction of the Students' Union. Students can apply to the Review Board to appeal SU decisions that they believe were unfair or in violation of the SU's Constitution, Union Bylaw, policies, or procedures. The Tribunal has jurisdiction over decisions of the Review Board. A student who is dissatisfied with a decision of the Review Board can appeal to the Tribunal.

The Review Board consists of nine persons, at least five of whom must be current undergraduate students. The Tribunal consists of five persons, at least one of whom must be a current undergraduate student. Student members of the Review Board and Tribunal are appointed for two-year terms and serve with a minimal time commitment. Each body meets only when its chair receives an application.

KEY RESPONSIBILITIES

Student members of the Review Board and Tribunal have the responsibility to do the following:

- Attend meetings as called by the Chair;
- Declare conflicts of interest;
- Review applications;
- Determine whether to hold a hearing on an application;
- Participate in hearings;
- Review and interpret the SU's Constitution, Union Bylaw, policies and procedures;
- Examine evidence; and
- Render decisions.

RECOMMENDATIONS, DECISION AND AUTONOMY OF ACTION

The Review Board and Tribunal operate independently from the rest of the SU and follow their own procedures to ensure fair and just processes.

The Review Board and Tribunal make decisions based on facts or issues disclosed during a hearing. The processes for making a decision and communicating it to relevant parties and the public must be consistent with procedural fairness.

LEADERSHIP

Review Board and Tribunal appointees gain administrative law experience and learn about governance processes. This volunteer position is ideal for current or prospective law students.

ELIBILITY

A student is not qualified to be a member of the Review Board or Tribunal if that student:

- Is an SU Elected or Appointed Official (i.e. a member of SLC, a student representative on the Board of Governors or Senate, or a student-at-large on any SU committee);
- Is a Gauntlet, NUTV, or CJSW board member, executive, or employee;
- Is an SU employee;
- Is an executive in an SU club;
- Has been a member of SLC within the past year or an SU Executive within the past three years;
- Has taken an active role in any Union Election within the past year other than casting a vote (i.e. ran as a candidate, acted as an official agent, etc.);
- Is the Chief Returning Officer (CRO) for Union Elections; or
- Is the SLC Speaker.

EDUCATION AND EXPERIENCE

Minimum Requirements: Full- or part-time undergraduate student at the University of Calgary over the next two years.

Additionally, applicants should demonstrate that they can be objective, thoughtful, reasonable, and thorough in the consideration of issues in dispute.

Prepared By:

Name: Jessica Polivchuk

Title: Policy Analyst

Date: December 2014

Amended By:

Name: Jonathan Olfert

Title: Policy Analyst

Date: August 2017