

## **University and Government Relations Committee Terms of Reference**

*Students' Legislative Council (66.39)*

Created: October 21, 2008 (66.39)

Amended: September 28, 2010 (63.25);  
August 28, 2012 (70.15); March 4, 2014 (71.65);

February 23, 2016 (73.42);

May 9, 2017 (75.02)



### **Definitions**

*Advocacy Policy* refers to how the Students' Union (SU) represents the interests of Active Members regarding post-secondary education issues to external groups, including university administration, government, media, and other organizations. Advocacy Policy may seek to challenge the development of, improve existing, or establish new, policies or legislation that may impact undergraduate students.

### **Authority & Mandate**

- 1 (1) The University and Government Relations Committee's main purpose is to:
  - (a) Acknowledge that decisions made by university and government officials greatly affect students and that there is a considerable amount of information and protocol to be learned and understood;
  - (b) Share relevant information amongst elected officials on matters related to the relationship between the Students' Union, Graduate Students' Association, University of Calgary, and government;
  - (c) Provide institutional memory and support for incoming elected officials;
  - (d) Coordinate the individual efforts of elected officials and executives related to university and government relations in a cohesive and professional manner; and
  - (e) Provide an informed response regarding:
    - i. How the university makes decisions;
    - ii. How government and university decisions may affect post-secondary students; and
    - iii. Policies and positions that may be taken by any municipal, provincial, or federal lobby group of which the SU is a member.
- (2) The committee may refer issues to the Policy Development Review Committee in order to develop Advocacy Policy.
- (3) The Committee shall recommend to SLC the strategic direction of the SU regarding university relations and the SU's position on tuition.

### **Membership**

- 2 (1) The committee shall be composed of:

- (a) President, as Chair and Committee Spokesperson;
- (b) Vice President Academic;
- (c) Vice President External;
- (d) Vice President Operations and Finance;
- (e) Vice President Student Life;
- (f) One member of the SU Student Services department (non-voting); and
- (g) One member of the SU Communications department (non-voting).

(2) Committee members shall be appointed by virtue of office.

### **Meetings**

- 3 (1) The committee meetings shall be closed to the public; however, guests may attend at the discretion of the Chair.
- (2) The committee shall hold at minimum one meeting a month.
- (a) Additional meetings may be called by the President at the request of any member of the Executive.
- (3) Quorum for the committee shall be composed of:
- (a) Three SU Executives; and
- (b) One member of either the SU Student Services department or SU Communications department.
- (4) Committee motions shall be passed by a simple majority of voting members present.
- (5) The Committee Chair may designate an interim chair that is a member of the committee, in the case of absence.
- (6) The Chair shall provide at least 24 hours' advance notice of the next meeting, using any communicative means as reasonable.
- (7) The Chair shall designate a committee member responsible for recording meeting minutes, which shall be kept In Camera.

### **Duties and Responsibilities**

- 4 (1) The committee will undertake the following duties and responsibilities:
- (a) Review and respond to pertinent University of Calgary and government documents, announcements, and positions;
- (b) Provide feedback and advice to committee members regarding meetings with university and government officials;
- (c) Make recommendations on any university and government related issue as requested by SLC;

- (d) Discuss government decisions that affect post-secondary students and communicate any relevant information with affiliated lobby groups;
- (e) Receive reports and updates from committee members regarding interactions with university and government officials;
- (f) Receive updates on correspondence between the SU, the University of Calgary, and government; and
- (g) Consider the outcomes of the tuition consultation process and recommend the SU's position on tuition and fees to SLC for approval annually.