



# Policy Development and Review Committee

Committee Position Description

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## **Overview:**

This Committee is a governance body comprising Elected Officials, students-at-large, and a non-voting Students' Union staff member. The Policy Development and Review Committee (PDRC) is delegated authority from the Students' Legislative Council to make or recommend high-level policy changes for the Students' Union, typically involving in-depth discussion about policy options to reflect diverse viewpoints prior to finalizing an official policy or stance.

Depending on the needs of the SU as an organization and current student priorities, PDRC undertakes work reviewing existing policies, such as the *Union Bylaw* or existing SU advocacy policies that formalize the SU's stance on post-secondary issues and recommends amendments when necessary to ensure SU policies are inclusive, resilient, and reflective of student and organizational needs. PDRC may also work to develop new policies when necessary or as directed by the Students' Legislative Council.

## **Supervisor:**

Colson Buchanan

Policy Analyst

[colson.buchanan@ucalgary.ca](mailto:colson.buchanan@ucalgary.ca)

## **Time Commitment:**

- PDRC typically meets every two weeks during the Fall and Winter terms for approximately 90 minutes per meeting.
- Additional preparatory work in advance of meetings includes reading Committee documents, such as briefing notes or policy drafts, with specific time commitment varying based on the content of the meeting, typically around an hour in advance of a given meeting.
- Committee members will spend approximately 20 to 30 hours of time for this committee, depending on the reading requirements.

## **Responsibilities:**

- Read and deeply consider provided policy documents and supporting materials in advance of a meeting.
- Consider diverse viewpoints and backgrounds to reflect student needs in decision-making processes.
- Articulate thoughts and perspectives by actively contributing during Committee meetings.
- Make reasonable, rational decisions when voting on Committee matters.

## **Important Dates:\***

- 3:00 – 4:30 PM, Thursday, September 22, 2022 (Orientation Session)
- 3:00 – 4:30 PM, Thursday, October 6, 2022 (First Committee Meeting)
- 3:00 – 4:30 PM, Thursday, October 20, 2022 (Committee Meeting)
- 3:00 – 4:30 PM, Thursday, November 3, 2022 (Committee Meeting)
- 3:00 – 4:30 PM, Thursday, November 17, 2022 (Committee Meeting)
- 3:00 – 4:30 PM, Thursday, December 1, 2022 (Committee Meeting)
- 3:00 – 4:30 PM, Thursday, January 12, 2022 (Committee Meeting)
- 3:00 – 4:30 PM, Thursday, January 26, 2022 (Committee Meeting)



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- 3:00 – 4:30 PM, Thursday, February 9, 2022 (Committee Meeting)
- 3:00 – 4:30 PM, Thursday, March 9, 2022 (Final Committee Meeting)

\* Committee meeting dates are subject to change or cancellation.

## **Benefits:**

- Gain policy evaluation and development skills.
- Develop issue analysis skills.
- Learn how to interpret and work with official policy documents.
- Impact high-level governance decisions at the Student's Union.
- Build professional meeting and committee experience.
- Meet like-minded students.