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| <i>Policy</i> |
| Created: 2011 |
| Last Revised or Reviewed: March 2021 |

10. Policy 10: Committees

10.1. Organizational Review and Development Committee

- 10.1.1. The Organizational Review and Development (ORD) Committee shall be responsible for the review of any TDSA By-Laws, policies, and stances, pursuant to the By-Laws for the betterment of the community.
- 10.1.2. This standing committee shall be chaired by a Board Director, and shall consist of the Vice President of University Affairs and no fewer than two (2) appointed students at large.
- 10.1.3. This committee shall meet no fewer than twice a semester, with notice of meetings given at least seven (7) days in advance. Emergency meetings are an exception, requiring only 24 hours notice.
- 10.1.4. This committee shall act as an advisory body to the TDSA Board of Directors. The recommendations made by this committee shall be presented to the TDSA board of directors, at which point the Board of Directors shall choose to approve or deny said recommendations.
- 10.1.5. Projects and content generated from this committee will be handed over to the VPUA of the TDSA at the end of every term.

10.2. Finance Committee

- 10.2.1. The Finance Committee shall be responsible for the direct overview of the finances of the corporation by receiving monthly reports from the President. This committee shall also be responsible for the long-term finances of the corporation, budget development consultation, and any investments.
- 10.2.2. This standing committee shall be chaired by a Board Director, and shall consist of the President, and no fewer than two (2) students at large.
- 10.2.3. This committee shall meet every month to receive reports, with notice given at least seven (7) days in advance. Emergency meetings are an exception, requiring only 24 hours notice.

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- 10.2.4. This committee shall act as an advisory body to the TDSA Board of Directors.
- 10.2.5. Committee meetings are to allow for members of the TDSA to freely comment, ask questions, seek clarity, and critically analyze the TDSA executives' budgetary decisions, past and present.
- 10.2.6. Should members feel uncomfortable openly criticizing the executives' decisions and plans, anonymous queries shall be presented to this committee through the Chair and given fair consideration in the meeting.
- 10.2.7. Projects and content generated from this committee will be handed over to the President at the end of every term to serve as reference for the next Chair of the Finance Committee.

10.3. *Student Engagement Committee*

- 10.3.1. The Student Engagement Committee shall be responsible for providing a platform for students to bring ideas for events for the student body at large. The committee is also tasked with approving new clubs and large funding requests and events from existing clubs.
- 10.3.2. This standing committee shall be chaired by a Board Director, and shall consist of the Vice President of Campus Life and no fewer than three (3) appointed students at large.
- 10.3.3. This committee shall meet no less than twice a semester to receive reports from the Vice President of Campus Life, with notice given at least seven (7) days in advance. Emergency meetings are an exception, requiring only 24 hours notice.
- 10.3.4. This committee shall have the power to approve any new clubs, de-ratify existing clubs, approve club expenditures over \$500, and enforce all other powers and responsibilities given to it as laid out in clubs policy.
- 10.3.5. Projects and content generated from this committee will be handed over to the Vice President of Campus Life at the end of every term.

10.4. *Academics Committee*

- 10.4.1. The Academics Committee shall be responsible for providing a space for students to share grievances and concerns related to academics. The committee shall either directly help with or direct students to bodies that can help with academic concerns.
- 10.4.2. This standing committee shall be chaired by a Board Director, and shall consist of one representative from each of the completable majors on the Trent Durham-GTA campus.
- 10.4.3. This committee shall meet no fewer than twice a semester, with notice given at least seven (7) days in advance. Emergency meetings are an exception, requiring only 24 hours notice.
- 10.4.4. This committee holds no power within the confines of the TDSA or the university itself. Rather, this committee shall act as the intermediary between the student body and already established

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student services and associations who could assist students with any academic matters and concerns.

- 10.4.5. Projects and content generated from this committee will be handed over to the President of the TDSA at the end of every term.

10.5. *Outreach Committee*

- 10.5.1. The Outreach Committee shall be responsible for engaging the Trent Durham-GTA Community.
- 10.5.2. The committee will edit and conduct surveys in the Trent Community in consultation with the Vice President of University Affairs, ad hoc outreach initiatives, as well as seeking out and maintaining community partnerships.
- 10.5.3. This standing committee shall be chaired by a Board Director, and shall consist of the Vice President of University Affairs and no fewer than three (3) appointed students at large.
- 10.5.4. This committee shall meet no fewer than twice a semester, with notice given at least seven (7) days in advance. Emergency meetings are an exception, requiring only 24 hours notice.
- 10.5.5. Projects and content generated from this committee will be handed over to the President of the TDSA at the end of every term.

10.6. *TDSA CARES (Campaigns, Advocacy, outReach, Equity, Support) Committee*

- 10.6.1. TDSA CARES shall be responsible for overseeing political and community-based campaigns, offering TDSA opportunities to further engage with the community, and providing Trent Durham-GTA students a meaningful platform to become involved.
- 10.6.2. This standing committee shall be co-chaired by a Board Director, and shall consist of the President and no fewer than three (3) appointed students at large.
- 10.6.3. This committee shall meet no fewer than twice a semester with notice given at least seven (7) days in advance. Emergency meetings are an exception, requiring only 24 hours notice.
- 10.6.4. This committee shall have the power to provide funding for student events focused on social issues.
- 10.6.5. Projects and content generated from this committee will be handed over to the VPUA at the end of every term.

10.7. *Human Resources Committee*

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- 10.7.1. The Human Resources Committee shall be responsible for hiring of employees, performance reviews, job descriptions and employment best practices. This committee shall also be responsible for any and all disciplinary measures (audits, banked hours, performance, etc.).
 - 10.7.2. This standing committee shall be chaired by a chosen Board Director, and shall consist of the Chair of the TDSA Board of Directors, two (2) additional Board Directors, an external advisor (when applicable), and no fewer than one (1) appointed student at large.
 - 10.7.3. This committee shall meet no fewer than twice a semester, with notice given at least seven (7) days in advance. Emergency meetings are an exception, requiring only 24 hours notice.
 - 10.7.4. The Committee shall have the power to issue verbal or written warnings without the consultation of the board. Any action resulting in monetary, extra-curricular (workshops), or impeachment actions shall be subject to board hearing processes.
 - 10.7.5. Projects and content generated from this committee will be handed over to the President of the TDSA at the end of every term.
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- 10.8. *Executive Committee*
 - 10.8.1. The Executive Committee shall be responsible for the day-to-day affairs of the Trent Durham Student Association.
 - 10.8.2. The Executives and the Chair shall comprise the Executive Committee.
 - 10.8.3. The Executive Committee shall meet on a minimum of a biweekly basis.
 - 10.8.4. The Executives shall disclose all actions performed from the previous executive meeting and indicate weekly priorities.
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- 10.9. *Ad Hoc Committees*
 - 10.9.1. The President or Executive Committee has the power to strike ad hoc committees.
 - 10.9.2. The President shall act as Chair unless otherwise specified.