

Students' Union

Social and Environmental Responsibility Committee

Terms of Reference

Recommendations for structure as compiled by the Social Responsibility Working Group, 2012

Mission:

Aid the Students' Union in its ongoing efforts to be socially and environmentally responsible in the administrative, political, and business arenas.

Help promote the organization as a leader in economic, environmental, and social sustainability as aspired to in the Students' Union's Strategic Plan 2011-2014 by offering consensus based recommendations to the SU Executive Committee.

Provide tools for the Students' Union to serve as a model example of global citizenship for students, the University, and the broader community in a rapidly globalizing world.

Mandate:

Report: Review: Review various components of the Students' Union through a social and environmental lens and propose recommendations based on findings on how to improve its operations.

Advice: Offer tangible suggestions to the Students' Union on being a global citizen after exploring economic, social and environmental consequences.

Membership:

Membership of the committee shall include:

1. One member of the Students' Union executive
 - a. This member will be selected by the Student's Union executive committee on a yearly basis or as vacancies occur.
2. One member of the Student Umbrella for Social Justice
 - a. This member will be selected by the Student Umbrella for Social Justice on a yearly basis or as vacancies occur.
 - b. This individual must be an undergraduate student at the University of Alberta
3. One member of the Alberta Public Interest Research Group.
 - a. This member will be selected by the APIRG board on a yearly basis and/or as vacancies occur.
4. Up to three (3) Students' Union employees.
 - a. This member will be selected by the General Manager of the Students' Union and ratified by the Students' Union executive and selected on a yearly basis and/or as vacancies occur.
5. Up to four (4) Students-at-Large.

- a. At minimum two (2) and up to four (4) undergraduate students will be selected via an application process that will be designed and administered by the other members of the committee on a yearly basis and/or as vacancies occur
- b. The committee should seek out individuals who have training, education, or strong interest in one or more of social, environmental, or economic sustainability.

The committee membership will be determined every year by the last day of April for the following May – April terms.

Student-at-Large (SAL) Selection Process:

SAL seats are open to any undergraduate student at the University of Alberta with a successful application. Students' Council members, SustainSU volunteers, APIRG board members, and SUSJ members are eligible to apply for SAL seats on the committee.

The committee shall set an application and selection timeline and advertise a request for applications. Interviews may be conducted at the committee's discretion after reviewing applications.

The application shall consist of a short letter of intent and a resume/CV.

The SAL selection process occurs annually in April and would be conducted by the non-SAL members.

The SAL applications will be due the last day of March.

Meetings:

Quorum will be five (5) members

The committee shall operate from May to April. A meeting schedule shall be determined at the first meeting of the year and will be determined on a per-trimester basis with the semesters being defined as the following:

- a. May to August,
- b. September to December and
- c. January to April.

The Chair may call additional meetings, provided that the members are given seventy-two (72) hours notice.

All recommendations and decisions of the committee will be made by consensus.

Chair:

The Chair shall be selected by the committee through consensus at the first meeting of the year

The Chair shall be responsible for the following:

- a. Producing an agenda prior to each meeting and emailing it to all members in advance of the meeting;
- b. Securing a location for meetings;
- c. When necessary, moderating debate;
- d. Facilitating the committee's ability to achieve its mandate
- e. Delegating such responsibilities to committee members as are appropriate for its stated mandate;
- f. Recommending to the committee changes to its terms of reference when they are in conflict with higher legislation;

Should the position of Chair become vacant, the committee shall select a new Chair by consensus at its earliest opportunity.

Reporting:

The committee must produce a written record of its proceedings. Minutes of each meeting will be provided to the executive committee of the Students' Union as an information item.