

Finance and Administration Working Group Terms of Reference –FINAL DRAFT–

Mandate/Purpose

The Finance and Administration Working Group shall act as a subcommittee of the COFA Senior Board. Its purpose is to

1. Advise and lobby the Students' Union on matters related to financial oversight and administration of student faculty associations
2. Advise the Students' Union on matters related to FAMF/FASF/FMF/CATP creation, renewal, negotiation, and oversight
3. Act as a forum for collaboration on matters related to the promotion of good governance in student faculty associations.

Powers/Duties

1. The Finance and Administration Working Group shall
 - a. Invite the Chair of the Students' Union Audit Committee to attend the Fall term meeting of the Working Group to discuss expectations with respect to financial reporting.
 - b. Invite the Students' Union Chief Returning Office to attend the Winter term meeting of the Working Group to discuss elections processes and marketing.
 - c. Collaborate with the Students' Union to develop and provide oversight with respect to the enforcement of FA financial reporting requirements.
 - d. Provide advice to the Students' Union with respect to
 - i. Support provided by the Students' Union to enhance student faculty association financial practices and financial reporting compliance
 - ii. Support provided by the Students' Union on organizational year-end, including transition planning, year-end reporting, and budget preparation.
 - iii. Support provided by the University with respect to Faculty Association finances.
 - iv. Changes to Students' Union Bylaw 8200 and 8400
 - v. Changes to those sections that have a direct impact on student faculty associations in other Students' Union Bylaw including 3000, 5600, 8100, or the elections bylaws.

- vi. Matters of interest to the members of the Finance and Administration Working Group and/or their constituents with respect to finance, administration, internal procedures, and general good governance.
 - e. Share best practices with respect to financial practices, information sharing, administrative process, and good governance.
 - f. Respond promptly to directives from the Senior Board.
2. If an issue arises that the Working Group feels will be too time-consuming or require too focused a discussion to be addressed effectively at meetings of the Working Group, the Finance and Administration Working Group may create a task force by a simple majority vote at a quorate meeting using the COFA task force template adopted as Appendix B of the Senior Board Standing Orders.
3. The Terms of Reference of the Finance and Administration Working Group may be amended by a 2/3-majority vote of the Working Group that is subsequently approved by the Senior Board.

Membership

1. Each faculty association will have one (1) vote on the Working Group.
2. A maximum of three (3) members can attend on behalf of each faculty association.
 - a. Members are expected to be familiar with their faculty association's operations as they relate to finance, fundraising, fee administration, internal communications, or office administration.
 - b. Representatives of each faculty association will be appointed by whatever method each faculty association deems suitable, and by submitting the name and contact information in writing to the Students' Union Vice President Academic by September 30 of each year.
3. The Students' Union Vice President (Academic) will be a non-voting ex-officio member.
4. The Students' Union Vice President (Operations & Finance) will be a non-voting ex-officio member.
5. The Students' Union Student Governance Officer will be a non-voting member ex-officio member.
6. The Finance and Administration Working Group may appoint other non-voting members as it sees fit.
 - a. The term of non-voting members appointed under (6) will expire on April 30.
7. The Students' Union Vice President (Academic), in conjunction with the Students' Union Student Governance Officer and the meeting facilitator will be responsible for the administrative needs of the Working Group

- including setting the time and place of meetings, booking space, and creating and disseminating agendas.
8. The responsibility for facilitation of meetings will rotate amongst the members of the Working Group.
 - a. Either voting or non-voting members of the Working Group may serve as meeting facilitators.
 - b. Members may facilitate as few as none or as many as all of the meetings of the Working Group in a given year.
 - c. Members may co-facilitate meetings, provided both facilitators agree in advance to do so.

Meetings

1. The Finance and Administration Working Group is expected to be advisory and collaborative. As such, it is expected that meetings will be conducted informally, with a view to fostering dialogue and active participation from all members. All members share responsibility for ensuring that the meetings of the Working Group are inclusive, empowering and productive experiences.
2. Meetings will be facilitated using whatever method the facilitator deems appropriate.
3. Regular meetings of the Finance and Administration Working Group will be held once in the Fall term and once in the Winter term.
 - a. The Fall term meeting will take place before October 31.
 - b. The Winter term meeting will take place at least five (5) business days before the Nomination Deadline for the Students' Union Executive and Board of Governors Elections.
4. Additional meetings may be called
 - a. At the request of no fewer than three (3) student faculty associations, provided that a request in writing is provided to the Students' Union at least ten (10) calendar days prior to the proposed date and notice of at least seven (7) calendar days is given to all members of the Working Group.
 - b. At the call of the Students' Union, provided that notice of at least seven (7) calendar days is given to all members of the Working Group.
5. Quorum of the Finance and Administration Working Group will be four (4) student faculty associations.
 - a. If the Finance and Administration Working Group fails to achieve quorum, the members present may choose to continue with the items on the agenda that are relevant to professional development, provided that the Working Group takes no substantive decisions in the absence of quorum.

6. Except as otherwise stated in these terms of reference, motions require a majority vote of a quorate meeting to pass.