

# COFA Senior Board Terms of Reference -FINAL DRAFT-

## Mandate/Purpose

The COFA Senior Board shall act as the Council of Faculty Associations as defined in Students' Union Bylaw 8100.

In support of its responsibilities as laid out in bylaw, the Senior Board will also be responsible for supporting, coordinating and overseeing the work of the Advocacy Working Group, Finance and Administration Working Group, and the Member Services Working Group.

## Powers/Duties

1. The Senior Board shall oversee the business of the Advocacy Working Group, Finance and Administration Working Group, and the Member Services Working Group by
  - a. Receiving reports
  - b. Approving recommendations
  - c. Issuing directives to the Working Groups as needed
  - d. Approving the terms of reference of the Working Group and approving subsequent amendments by simple majority
2. Provide advice to the Students' Union with respect to
  - a. The adoption of recommendations from the Working Groups
  - b. Changes to Students' Union bylaws respecting faculty associations
  - c. The annual Student Faculty Association Changeover Retreat hosted by the Students' Union
  - d. Support provided to student faculty associations
  - e. Advocacy issues and initiatives of the Students' Union.
  - f. Issues and initiatives of the University.
  - g. Matters of interest to the members of the Senior Board and/or their constituents.
3. The Terms of Reference of the Senior Board may be amended by a 2/3-majority vote of the Board or by a motion of Students' Union Students' Council.

## Membership

1. Each faculty association will have voting membership in accordance with Students' Union Bylaw 8100.
2. The President, equivalent, or designate of each faculty association recognized under Students' Union Bylaw 8100 will be the voting representative to the Senior Board.
  - a. Members wishing to appoint a designate must do so in writing at least 24 hours prior to the meeting(s) that the designate will attend.
3. The Students' Union Vice President (Academic) is a voting member.
4. The Students' Union President is the Chair and a non-voting member.
5. The President of the Residence Hall Students' Association is a non-voting member.
  - a. The President of the Residence Hall Students' Association may send a designate by providing notice to the Chair in writing of the designate's name at least 24 hours prior to the meeting(s) that the designate will attend.
6. The Students' Union Student Governance Officer is a non-voting member.
7. The Senior Board may appoint other non-voting members as it sees fit.
  - a. The term of non-voting members appointed under (7) will expire on April 30.

## Meetings

1. Regular meetings of the Senior Board will be held once in the Fall term and once in the Winter term.
2. Additional meetings may be called by the Chair, provided that notice of at least seven (7) calendar days is given to all members.
3. Quorum of the Senior Board will be seven (7) voting members, one of whom must be the Chair.

## Structure of Sessions

1. Business of the Senior Board will be conducted using the agenda template adopted as Appendix A of these terms of reference.
2. Any voting member of the Senior Board may add an item to the agenda by providing notice in writing to the Chair at least two (2) business hours in advance of the meeting.

3. The Working Groups may add an item to the agenda of the Senior Board provided the item is recommended in accordance with the terms of reference of the Working Group.
4. The Senior Board may hear presentations from the University Community provided that
  - a. The presentation is germane to the mandate of the Senior Board
  - b. The presentation was submitted for consideration at least two (2) business days prior to the meeting
  - c. The presentation submission included a title, brief description, and contact information for the person acting as the liaison between the Senior Board and the presenters
  - d. The presentation does not exceed twenty (20) minutes in length excluding time for questions and discussion.
5. Meetings will follow Robert's Rules of Order, which can be relaxed by the Chair or upon the request of three (3) members.