

# A G E N D A

2011-2012/CAC/07

---

## *Council Administration Committee*

*Tuesday, July 26, 2011*

*5:00 PM*

*SUB 6-06*

1. Approval of the Agenda
2. Approval of Minutes
3. Announcements
4. Old Business
  1. Councillor Mentorship Program
    - i. Appendix 4 updates (see attached excerpt of the current Standing Orders)
    - ii. Creation of apolitical promotional material
  2. Campus Saint-Jean hosted Council Meeting
    - i. Logistical considerations and planning
  3. Tabling at Clubs Fair
5. New Business
  1. Council group on Bears Den
    - i. Minor question of responsibility re: event posting (wherein the CAC Chair will ask permission from the Committee to post Council Meetings as events on Bears Den)
  2. Proxy pool
6. Discussion Period
7. Confirmation of Next Meeting Date – August 16, 2011 @ 5:00 pm
8. Adjournment

From Students' Council Standing Orders, page 11:

#### **APPENDIX 4: COUNCILLOR MENTORSHIP PROGRAM**

##### **Participation**

**1** Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.

**2** Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.

**3** Requests to participate in a given meeting of Students' Council must be received by the Thursday prior to the meeting.

##### **Advertising**

**4** This program shall be advertised in the Fall and Winter term.

##### **Processing Requests**

**5** First attempts shall be to pair mentees with mentors from the same faculty, but if this is not possible, then mentees shall be paired randomly with available mentors for the requested meeting of Students' Council.

**6** A mentor may have only one mentee for any given Students' Council meeting.

##### **Mentor Responsibilities**

**7** After being paired with a mentee, the mentor shall be responsible for:

- (i) establishing contact with the mentee prior to the scheduled Students' Council meeting,
- (ii) enlisting another eligible mentor as a replacement if unable to carry out the responsibilities to the mentee,
- (iii) attending the scheduled meeting of Students' Council with the mentee, and
- (iv) familiarizing the mentee with the role and proceedings of Students' Council.