

# POLICY COMMITTEE TERMS OF REFERENCE

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## 1. INTRODUCTION

The Policy Review Committee is intended to be a forum for review and development of organizational policies and shall be a standing committee of Board. The objective of this committee is to strengthen the Board's role in understanding and leading policy governance of UOIT Student Union (UOIT SU).

## 2. REPORT

The Policy Review Committee reports to UOIT SU Board of Directors.

## 3. COMMITTEE MEMBERSHIP

3.1 The committee membership shall consist of:

- 3.1.1 President, Vice-President of Affairs, Vice-President of Downtown, Vice-President of Student Service;
- 3.1.2 Board Member (2);
- 3.1.3 UOIT student member at large (2);
- 3.1.4 General Manager; and
- 3.1.5 Financial Controller or Manager.

## 4. QUORUM

4.1 Quorum shall consist of:

- 4.1.1 President or Executive delegate;
- 4.1.2 Board Member; and
- 4.1.3 General Manager.

## 5. MEETING PROCEDURES

5.1 The committee shall meet as often as necessary to fulfil its mandate.

5.2 Meetings shall be closed to the public.

5.3 Minutes shall be available to the public upon request.

- 5.4 The committee may move *in-camera* by a simple majority vote; however, during *in-camera* sessions, the committee shall not have the power to pass any resolution.

## 6. DUTIES & SCOPE

The specific functions of the committee shall be as follows:

- 6.1 The nature of this governance committee is support the Board in taking a strategic approach to policy development;
- 6.2 To review annually, or as necessary, and recommend for approval to the Board new and/or revised governance policies to ensure that documents:
- 6.2.1 are in accordance with the UOIT SU Bylaws;
  - 6.2.2 are compliant with *Canada Not-for-profit Corporations Act*, governing laws, or legal agreements of the organization;
  - 6.2.3 are aligned with current organizational priorities;
  - 6.2.4 are effective in achieving their mandate;
  - 6.2.5 are free of errors, contain no outdated references; and
  - 6.2.6 are consistent with other existing requirements within the document or UOIT SU policies.
- 6.3 The committee has the authority to review and vote to approve non-substantive revisions. Non-substantive revisions may include, but are not limited to:
- 6.3.1 correcting typographical errors;
  - 6.3.2 correcting grammatical errors;
  - 6.3.3 document formatting changes;
  - 6.3.4 updating hyperlinks;
  - 6.3.5 updating references to the UOIT SU Bylaws or other UOIT SU policies; and
  - 6.3.6 editing text for the purpose of clarifying or being consistent with existing requirements within the document or other UOIT SU policies.
- 6.4 To review and recommend for approval to the Board the annual schedule for policy review within a five-year framework to ensure an ongoing process of policy review;
- 6.5 In the review and development of UOIT SU policy, the committee shall engage stakeholders and conduct research where necessary and appropriate;
- 6.6 The committee shall receive updates from the General Manager, regarding the policy landscape of UOIT SU, including but not limited to:
- 6.6.1 UOIT SU terms of reference and procedures;
  - 6.6.2 UOIT SU administrative policies and procedures that may impact students;
  - 6.6.3 UOIT policies and procedures that may impact students, as requested; and/or
  - 6.6.4 government decisions that may impact students.