



STUDENT ADVOCACY ADVISORY COMMITTEE (SAAC) TERMS OF REFERENCE

1. INTRODUCTION

The Student Advocacy Advisory Committee (SAAC) is a committee of the Ontario Tech Student Union (OTSU) and shall be a standing committee of the board. The committee is dedicated to addressing advocacy concerns of Ontario Tech students.

This committee will strive to actively identify issues relevant to Ontario Tech students and advise the executives on appropriate next steps. Furthermore, the committee will review the advocacy policy written by the executives and provide feedback and recommendations as they see fit, before making their recommendation to the board for final approval.

By advising the executive team and reviewing the advocacy policy before the board, the SAAC will serve a critical role in the direction of the OTSU as it relates to student advocacy and will assist the executives in ensuring a strong advocacy process at an institutional, municipal, and provincial level.

The SAAC provides students-at-large with the opportunity to work directly with the OTSU, its executives, and members of the board. Members of the SAAC will also develop friendships, establish strong networks, and a deeper understanding of the OTSU's operations.

2. REPORT

The Student Advocacy Advisory Committee reports to the OTSU board of directors.

3. DUTIES & SCOPE

3.1 The specific functions of the committee shall be as follows:

- 3.1.1 Recommend proposed additions or amendments to the advocacy policy library for approval to the board of directors;
- 3.1.2 Provide feedback and guidance on the status of advocacy priorities as set by the OTSU executive team;
- 3.1.3 Act as the OTSU executive's consultants in issues relevant to Ontario Tech students;
- 3.1.4 Share information about OTSU initiatives, programs, and services that are under development and provide feedback, input, and guidance for those activities; and
- 3.1.5 Share information about university-wide student concerns which negatively impact the student quality of life at Ontario Tech University.

- 3.2 The VP Student Affairs or designate of the committee will submit an annual report to the OTSU board of directors, outlining the committee's activities throughout the preceding year; and
 - 3.2.1 Act as the main policy owner that will review and recommend changes to the terms of reference and related procedures (if necessary) to the OTSU board of directors.
- 3.3 The committee shall not duplicate other services or events that run in conjunction with Ontario Tech University or the OTSU.

4. COMMITTEE MEMBERSHIP

- 4.1 The committee membership shall consist of:
 - 4.1.1 President or designate,
 - 4.1.2 VP Student Affairs,
 - 4.1.3 Board member (2), and
 - 4.1.4 Student-at-large (5).
- 4.2 As the committee's primary mandate is to observe and provide guidance to the OTSU on advocacy concerns, a holistic approach is ideal when selecting committee members.
- 4.3 It is preferable that the two (2) board members and five (5) student-at-large positions would be filled by one (1) student from each faculty, thus properly representing the entirety of the student body.
- 4.4 Each representative that sits on the committee are considered voting members and are subject to only one vote. Members serve on a voluntary basis for a one (1) year period.

5. CHAIR & VICE CHAIR

- 5.1 Each year, the chair will be designated to the elected individual who serves as the VP Student Affairs, or another OTSU executive, as appointed by the OTSU. If this individual is unable to designate a chair, the board of directors may appoint an alternative designate. The members of the SAAC will vote to appoint an individual to the role of vice chair who is a current member of the committee.
- 5.2 The responsibilities of the chair will include:
 - 5.2.1 Chairing meetings,
 - 5.2.2 Maintaining committee files, and
 - 5.2.3 Acting as a contact person for the committee.

The chairperson will also work alongside staff and university administration to provide the necessary supports and resources to the committee and the OTSU.
- 5.3 The responsibilities of the vice chair will include:
 - 5.3.1 Communicating with the chair between committee meetings, if necessary or needed; and
 - 5.3.2 Help facilitate discussions during committee meetings.

The vice chair will be responsible for filling the above duties in the absence of the chair.

6. MEETING PROCEDURES

- 6.1 The committee shall meet a minimum of once per month, however, additional meetings are to be scheduled as often as necessary to fulfil the mandate of the committee.
- 6.2 Quorum of 50% of the membership is required for all meetings. Where a vote/decision is affecting the operations of the committee, a quorum of 100% is necessary.

7. COMMITTEE LIMITATIONS

These limitations are to ensure accountability to all students and to the membership. The OTSU executive team, as a collective, have the right to automatically halt committee activities and or committee member participation depending on the severity of the incident.

- 7.1 The SAAC and/or its members can be sanctioned for, but not limited to the following reasons where cause and severity is determined by the OTSU executive:
 - 7.1.1 Committing an offense which contravenes any federal, provincial, or municipal laws;
 - 7.1.2 Committing an offense which contravenes Ontario Tech University Student code of conduct;
 - 7.1.3 Committing an offense or engaging in an activity that damages the reputation of the OTSU or Ontario Tech University;
 - 7.1.4 Breach of any OTSU by-laws or OTSU clubs policies or procedures;
 - 7.1.5 Breach of any Ontario Tech University policies or procedures;
 - 7.1.6 Misuse of OTSU services or privileges; and/or
 - 7.1.7 Failure to take adequate precautions to limit liability while hosting or participating in events or activities.