



EXECUTIVE COUNCIL

12 November 2015

USC President; General Manager; and Executive Council

1. Preface

With the creation of the external Board of Directors; the slate system; the hiring process of Communications Officer and Secretary-Treasurer; and the declining power of the President, the Executive's position in the organization has not been accurately reflected. Executive authority and jurisdiction has not been recently defined to ensure Executives have the proper scope and jurisdiction to execute their objectives and goals.

2. Objective

The Executive Council is to allow Executive members to advise the President on matters relating to the Executive side of the organization, address any concerns they have with executive strategy of the USC and collaborate with their fellow Executives.

3. Mandate

The Executive Council shall,

1. Allow for open discussion amongst the Executive on the matters of finance, strategy, and policy.
2. Advise the President on matters pertaining to organizational affairs of the USC.
3. Prioritize Executive initiatives that are beyond the scope of individual discretionary funding.
4. Allow for the opportunity of cross-portfolio collaboration of Executives, on issues and projects.
5. Receive reports from each Executive portfolio on major day-to-day operations, and ongoing goals.
6. Receive and provide consultation on the USC's Annual Budget.
7. Collaborate with the General Manager and the Managing Directors on broad issues, objectives and project management.

4. Composition

1. The Executive Council shall be comprised of the following:
 - i. USC President, *ex-officio*, chair.
 - ii. Vice-President, *ex-officio*, voting.
 - iii. Student Programs Officer, *ex-officio*, voting.
 - iv. Communications Officer, *ex-officio*, voting.
 - v. Secretary-Treasurer, *ex-officio*, voting.
 - vi. General Manager, non-voting.
 - vii. Council Clerk, non-voting.
2. At the discretion of the Chair, any of the Managing Directors of the organization can be asked to attend the meetings of the Executive Council.
3. At the discretion of the Chair, any of the Associates to the Executives can be asked to attend the meetings of the Executive Council.
4. The Council Clerk is in the position of secretary for the Executive Council and to provide administrative support in regards to agendas, minutes and action items.

5. Duties of the Chair

The duties of the Chair shall be,



1. To call all meetings of the Executive Council.
2. Ensure all contributions of the membership are heard and received fairly.
3. Produce an annual report, which may be a part of the President's Final Report, on the business of the Executive Council.
4. Set the agenda of the Executive Council meetings, with collaboration from the Executive members and the General Manager.
5. Develop and suggest internal controls and procedures for the Executive, and Executive-General Manager projects.
6. Ensure all members are informed of communications surrounding ongoing projects of the Executive, the General Manager, and the overall organization.

6. Meetings and Confidentiality

1. There shall be at least one (1) meeting held each month, at the discretion of the Chair. The location and time of the subsequent meeting shall be determined prior to adjournment.
2. If the Chair wishes to call additional meetings, notice of seven (7) days must be given to the membership.
3. All Executive meetings are confidential, however, the Chair with the approval of the Executive can set public sessions as well as post public minutes.

7. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – By-law #5.
3. Date Passed – 11 November 2015
4. All Previous Amendments – N/A