**SENIOR OPERATIONS COMMITTEE INTERIM TERMS OF REFERENCE**

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| 19 July 2015 | USC Council |

**1. Mandate**

The Senior Operations Committee of Council shall be a standing committee of Council responsible for informing the strategic and political direction of the organization, assessing existing and potential risks to the organization, serving as a tool for executive review and accountability, and any matters relating to Council operations.

**2. Membership**

1. Speaker of Council, *ex-officio* as chairperson.[[1]](#footnote-1)
2. Council Clerk and/or Deputy Speaker, *ex-officio*, secretary.[[2]](#footnote-2)
3. Five (5) Committee Chairs as Elected by Council, voting.
4. Chair of the Board of Directors, *ex-officio*, non-voting.
5. President of the USC, *ex-officio*, non-voting.
6. Secretary Treasurer of the USC, *ex-officio*, non-voting.
7. Any members of the Western undergraduate student body as observers appointed by the chair at the discretion of the committee, non-voting.
8. Any Ordinary Member, Executive Officer, Director, and Officer of the corporation may attend any public sessions of the Senior Operations Committee and shall be afforded speaking rights at the discretion of the Chair.

**3. Responsibilities**

The Senior Operations Committee shall,

1. Be a Standing Committee of the Council.
2. Receive all items for review before they are presented for information or consideration by Council.
3. Organize the business of the Council through the preparation of the Agenda and the dissemination to members of the Council of information pertinent to the Agenda.
4. Supervise the operation of the Council and make any recommendations on rules of order as well as any other matters of internal reform.
5. Determining the time and location of meetings and the allocation of relevant budget and resources for Council operations as outlined in the USC budget.
6. Evaluate and recommend any proposed changes to the USC’s governance structure including the number of Directors, the nature of Executive Portfolios, and Committees of Council including the creation or dissolution of Committees as necessary.
7. Act as the primary consultative body with regards to any changes to the USC By-Laws.
8. Identify training and development needs of Councilors and oversee the implementation of an effective training and development program.
9. Oversee the selection process for Directors, Executives, and Members of the Appeals Board through the Nominating Committee and make recommendations to Council on changes to the selection process.
10. Inform Council of relevant business conducted by the Board of Directors.
11. Recommend changes to the Executive Portfolios to meet the needs of Council.
12. Exercise the authorities and perform any duties delegated to it by the Council.

**4. Special Rules of Procedure**

1. No voting member of the Senior Operations Committee shall assign a proxy for voting or attendance purposes.
2. Due to the nature of some of the issues the Senior Operation Committee can preside over, all meetings of the Senior Operations Committee shall be open to the public unless dealing with matters deemed sensitive by any of the following:
	1. The President of the USC.
	2. The Secretary Treasurer of the USC.
	3. The Speaker of Council.
	4. The Chair of the Board of Directors.
	5. A majority of the Directors.
	6. A majority of Voting Members of the Committee.
	7. A majority of the Ordinary Voting Members of Council.

**5. Context and Enactment**

1. Documents Repealed –
2. Supporting/Related Documents –
3. Date Passed –
4. All previous Amendments –
1. The Chairperson shall exercise the right to table a motion in the case of a tie. [↑](#footnote-ref-1)
2. The choice of either Council Clerk and/or Deputy Speaker shall be at the discretion of the Speaker. [↑](#footnote-ref-2)