



## **JOB DESCRIPTION: CLUB POLICY REVIEW COMMITTEE (CPRC) MEMBER-AT-LARGE**

2 STUDENTS-AT-LARGE

2 CURRENT CLUB EXECUTIVES

*(PRESIDENT, VP EVENTS, VP FINANCE, VP COMMUNICATIONS)*

### **DUTIES & RESPONSIBILITIES:**

1. Review the Clubs Policy on an annual basis;
2. Aid in the communication of clubs policy changes to clubs in conjunction with the CGC;
3. Maintain updated records of official clubs policy documents and changes;
4. Serve to draft and review clubs policy based on the recommendations of the CGC and to report back to the CGC with policy recommendations;
5. Conduct reviews of clubs policy as directed by the CGC or the AVP Clubs;
6. Make recommendations to the CGC on new club applications based on the provisions of Clubs Policy: Procedure for Ratification; and,
7. Maintain updated records of all Club Constitutions and relevant club documents.