



University Students' Council of Western University

Clubs Support Committee Terms of Reference

Authority: Council	Date Ratified: April 4, 2018
	Previous Amendments: August 1, 2017

1. Objective

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Support Committee (CSC) is the body of the Clubs Community that supports collaboration among student organizations and seeks to enhance communication between student organizations and the USC. The committee is responsible for organizing community-wide initiative such as Clubs Week and workshops for the benefit of club executives and members. The CSC is influential in supporting the yearlong working dynamic within club executive teams (specifically regarding finances and promotion) and ultimately for the long-term development of the club within the Clubs Community. This policy applies to all members of the CSC by outlining general responsibilities to create a community of leadership and support.

2. Composition

2.1. The Clubs Support Committee (CSC) shall be composed of:

2.1.1. Associate Clubs, *ex-officio*, as Chair;

2.1.2. Clubs Support Coordinator, *ex-officio*;

2.1.3. Up to five (5) students of the University who are not General or Executive members of a club within the USC Clubs Community;

2.1.4. Up to ten (10) students of the University who are not members of an Executive Committee of a Club within the USC Clubs Community;

2.1.5. Associate Finance, *ex-officio*, non-voting

2.2. The Student Programs Officer and Compliance Department shall be available as resource support to the CSC

2.3. A USC Ratified Club can only have representation from one (1) Committee Member.



3. Member Responsibilities

3.1. A committee member of the CSC shall:

- 3.1.1. Report to the CSC;
- 3.1.2. Attend meetings as determined by the Chair;
- 3.1.3. Respect the rights, personal privileges and affiliations of all Club Executives, general members and USC administration and staff;
- 3.1.4. Perform duties, as determined by the Chair, in carrying out all responsibilities and goals of the CSC; and,
- 3.1.5. Be committed to providing support to clubs and related activities throughout the academic year

4. Responsibilities of the Committee

4.1. All Members shall:

- 4.1.1. Work, and be compensated for, Clubs Week (if available);
 - 4.1.2. Be a sub-committee of the Clubs Governance Committee (CGC);
 - 4.1.3. Report to the CGC and make recommendations based on feedback from specific clubs;
 - 4.1.4. Make general decisions and recommendations based on a consensus model;
 - 4.1.5. Serve as a brainstorming and active body in the development of the USC Clubs Community;
 - 4.1.6. Organize, promote and plan club related initiatives which include but are not limited to Clubs Week (September and January), seminars, workshops, open-forms, town halls, clubs gala;
 - 4.1.7. Plan one (1) Clubs Community wide initiative per academic term; and
 - 4.1.8. Enhance and providing ongoing means of communication among all USC clubs and the USC.
-



4.2. Finance Members shall:

4.2.1. Consist of:

4.2.1.1. Up to five (5) students who are not current General or Executive club members in the USC Clubs Community;

4.2.1.2. **The Associate Finance as a resource member**

4.2.2. Assist clubs with financial procedures as necessary (Related document: Club Financial Procedures); and

4.2.3. Conduct reviews of clubs as directed by the CGC or Student Programs Officer

4.3. Online Activities Members shall:

4.3.1. Consist of up to three (3) students who are not members of an Executive Committee of a Club within the USC Clubs Community;

4.3.2. Focus on assisting on the maintenance, development and promotion of Western Clubs social media accounts; and

4.3.3. Will operate the Western Clubs online feedback form.
