University Students' Council Of Western University

Clubs Advisory Committee Terms of Reference

Authority: Clubs Governance Board	**Date Ratified:** February 11, 2026
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Related Document(s):	
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Delegates:	

PREAMBLE

The Clubs Advisory Committee shall be responsible for providing insights and comments on the clubs system to the Clubs Governance Board and the Student Organizations Support staff responsible for administering the clubs system.

1. DEFINITIONS

1.1. **Clubs Governance Board (CGB)** is the governing body responsible for overseeing the clubs system, including making policy decisions and hiring student members for the Clubs Advisory Committee.

1.2. **Ex-officio** means a member by virtue of their office.

1.3. **Student Organizations Support Staff** is the full-time permanent staff team that supports Clubs.

2. COMPOSITION

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

2.1.1. Manager, Student Community, ex-officio, as Chair

2.1.2. Student Organizations Advisor, ex-officio

2.1.3. Associate Vice-President Student Services (or delegate), ex-officio

2.1.4. Five (5) to ten (10) students who are current members of a USC ratified club

3. SELECTION PROCESS OF STUDENT MEMBERS

3.1. The Clubs Governance Board will hire the five (5) to ten (10) current club members to sit on the Clubs Advisory Committee

3.1.1. The Clubs Governance Board will determine the hiring processes each year by a simple majority vote of the members.

1. The CGB will strive to hire students that represent a diverse set of club experiences.

4. MEETING FREQUENCY

4.1. The Clubs Advisory Committee will meet a minimum of once per term or at the call of the chair with a minimum seven calendar day notice.

5. RESPONSIBILITIES OF THE COMMITTEE

5.1. The committee shall provide feedback to the staff and students that administer the USC Clubs System.

5.2. The student members can provide feedback on any aspect of the clubs system

5.3. Feedback received by the committee is non-binding

5.4. The Clubs Governance Board and USC Board of Directors shall complete all policy changes required as a result of feedback received at the Clubs Advisory Committee.

5.5. The Chair must provide an annual report to Clubs Governance Board and the Chair of the Governance Committee no later than April each year that includes the following;

5.5.1. List of student members on the committee

5.5.2. Generalized feedback received during the year meetings

5.5.3. Policy recommendations as a result of feedback received

5.5.4. The results of the Clubs Feedback Survey