



TERMS OF REFERENCE FOR SLC COMMITTEES

INTRODUCTION

Committee Name

SLC Events Committee

Term Length

May 1, 2023 – April 30, 2024

Overview

The SLC Events Committee is a standing committee of the Student Leadership Council (SLC) established to enhance the AUArts SA membership experience by organizing specialized events. The committee aims to foster a strong student community on campus and provide professional development and volunteer opportunities to the AUArts SA membership.

Reason for Terms of Reference

The Terms of Reference for the SLC Events Committee provide a clear framework for the committee's operations and activities by defining the committee's purpose, objectives, membership, responsibilities, and governance structure. The Terms of Reference ensure accountability, transparency, and effective coordination among committee members, while serving as a reference point for stakeholders and evaluating the committee's performance.

MEMBERSHIP

Chair

Vice President – Student Life (VPSL)

Responsibilities:

- During the summer, the chair is responsible for developing the student life budget, planning an event timeline, and recruiting committee members.
- Year-round, the chair is responsible for scheduling committee meetings, writing meeting agendas, overseeing the student life budget, delegating tasks to committee members, making purchases, booking various services and equipment (A/V, security, venue), and handling communication requests. The chair is also responsible for ensuring that printed promotional material is prepared and distributed to support the events.
- Reports to Executive Committee (EC)

Voting Members

Voting members are comprised of both SLC Representatives (SLC Reps) and Students-at-Large.

Responsibilities:



- Provide the chair with year-round support in planning events, attend events, act as a point of contact for attendees, recruit volunteers, set up décor and supplies for events, assist in hosting the event, assist in preparing and distributing printed promotional material and merchandise for events, and assist with reaching out to external communities and artists.
- Provide the committee with governance support by recording meeting minutes, completing event debrief, and reporting to SLC as necessary.
- All voting members are required to take at least 2 – 3 volunteer shifts per semester using SignUp Genius. The volunteer commitment is estimated to take approximately 1 – 3 hours per month.
 - If voting members are unable to attend their shift, they are responsible for finding a replacement and notifying the chair at least 3 days in advance.
- Meeting commitment is estimated to take approximately 1 hour per month.
- **IMPORTANT NOTE: Eligibility for honoraria and prizes:**

SLC Representatives	Students-At-Large
SLC Reps who serve on the SLC Events Committee are eligible to receive an SLC honorarium, as specified in our bylaws.	Students-at-Large do not receive an honorarium unless they are appointed as an SLC Representative.
<p>Honoraria are provided to SLC Reps for their attendance at committee meetings exclusively.</p> <p>SLC Reps who volunteer by engaging in event preparations, assisting during events, and participating in event cleanup can log their hours to be eligible for prize draws held during the Fall and Winter Semesters. For every four hours of volunteering outside of committee meetings, SLC Reps will receive one draw ticket for the prize draws.</p>	To be eligible for prize draws held during the Fall and Winter semesters, Students-at-Large must report all volunteer hours. For every four hours of volunteering, including attending committee meetings, preparing for events, assisting during events, and participating in event cleanup, students will receive one draw ticket.

Non-Voting Members

Executive Assistant

Responsibilities:

- Trains voting members on administrative and governance tasks during the summer, provides ongoing support as needed, ensures timely payment of SLC Reps, assists the chair with various administrative and financial duties.

Programs Manager

Responsibilities:

- Attends committee meetings as needed, provides input on plans, assists the chair with task delegation, and works closely with the chair on overlapping projects.



Show + Sale Representative

Responsibilities:

- Attends committee meetings as needed, provides input on plans to ensure effective and transparent scheduling with Show + Sale events.

OBJECTIVES

Scope

It is within the authority of the committee and its members to:

- Source materials, vendors, and/or equipment and supplies for submission to the chair
- Be mindful of issues arising at events requiring intervention or support from security services, and notify security if necessary
- Maintain an inventory of all AUArts SA owned supplies, materials and equipment related to events
- Issue a warning for misconduct and, if necessary, remove the member from the committee.

Deliverables

The SLC Events Committee will plan and facilitate the following activities for the 2023/24 academic year:

- SA Fair
 - Confirmed Date: September 14, 2023
 - Assist the Chair with strategic planning
 - Participate in the SLC Events Committee booth
 - Assist the SA staff in facilitating the event
- Sexy Bingo
 - Projected Date: October 27, 2023
 - Assist the chair with strategic planning
 - Assist in facilitating the event
 - Assist in outreach to external communities and drag artists as needed
- Drag Ball
 - Projected Date: February 2024
 - Assist the Chair with strategic planning
 - Assist with facilitating the event
 - Assist with outreach to external communities and drag artists as needed
- Other Events
 - Puppy rooms
 - Art Hide-and-Seek
 - Free Breakfast
 - Holiday Carts
 - Winter semester events will be announced at a later date

GOVERNANCE



Meetings

- Committee members will receive training on how to conduct committee meetings in accordance with the Association's bylaws.
- Meeting Frequency and Location:
 - Meetings will typically occur once a month, towards the end of the month.
 - The specific dates will be announced by the chair through email communication.
 - All meetings will be held via Microsoft Teams, unless otherwise specified.
- Voting:
 - The chair will serve as a neutral facilitator during meetings and will only vote when a non-voting member assumes the role.
 - In order to conduct official business and vote on matters, a minimum of 75% of voting members must be present.
- Meeting Preparation:
 - Meeting notifications will be sent to members at least five days in advance.
 - Agendas and relevant information will be provided to members at least three days in advance.

Reporting

The SLC Events Committee reports to SLC and the EC, and is responsible for:

- Submitting any changes to the approved budget and plan to the Executive Committee for approval
- Submitting reports to SLC in SLC meetings
- Submitting items for approval and/or discussion to be included in the SLC meeting agenda
- Recording minutes of all business conducted within the committee meeting

Conduct

- Committee members are expected to refrain from being intoxicated at events where they are volunteering.
- The Chair will have the authority to make all purchases and final decisions related to the events.
- Committee members are responsible for accurately reporting their volunteer hours.
- Committee members are expected to represent AUArts SA in a respectful and professional manner throughout their term on the committee.

AUArts Students' Association