

Students' Union

Social and Environmental Responsibility Committee

Terms of Reference

Mission:

Support the Students' Union in its ongoing efforts to be socially and environmentally responsible in its administrative, political, and business endeavors, in accordance with the values of the Students' Union.

Guide the Students' Union in becoming a leader in economic, environmental, and social sustainability; and a model of global citizenship for the University, and the broader community.

Provide meaningful opportunity for students to have real impact in their communities and show them they have the ability to affect change in the world.

Mandate: Execute the goals established by the previous year's iteration of the Social and Environmental Responsibility Committee

Starting from a review of the Students' Union Strategic Plan, identify operational sectors of the Students' Union to investigate using a social and environmental lens.

Develop SMART goals, in the areas identified through this review, for the following year's Social and Environmental Responsibility Committee to

accomplish.

The Social and Environmental Responsibility Committee may also be tasked with initiatives and objectives by the Executive Committee.

Membership:

Membership of the committee shall include:

1. One member of the Students' Union executive
 - a. This member will be selected by the Student's Union executive committee on a yearly basis or as vacancies occur.
2. One member of the Student Umbrella for Social Justice
 - a. This member will be selected by the Student Umbrella for Social Justice on a yearly basis or as vacancies occur.
 - b. This individual must be an undergraduate student at the University of Alberta
3. One member of the Alberta Public Interest Research Group.
 - a. This member will be selected by the APIRG board on a yearly basis and/or as vacancies occur.
4. One member of the Aboriginal Student Council.
 - a. This member will be selected by the ASC on a yearly basis and/or as

vacancies occur.

5. Up to two (2) Students' Union employees.

a. This member will be selected by the General Manager of the Students' Union and ratified by the Students' Union executive and selected on a yearly basis and/or as vacancies occur. Preference will be given to employees from departments or services related to the mandate of SERC.

6. The Students' Union Team Lead - Operations

7. Up to four (4) Students-at-Large.

a. Up to four (4) undergraduate students will be selected via an application process, defined below, on a yearly basis and/or as vacancies occur

b. The committee should seek out individuals who have training, education, or strong interest in one or more of social, environmental, or economic sustainability.

c. Ideally the selection process will be administered by the previous year's SERC and concluded by May 1st.

Student-at-Large (SAL) Selection Process:

SAL seats are open to any undergraduate student at the University of Alberta with a successful application. Students' Council members, SustainSU volunteers, APIRG board members, and SUSJ members are eligible to apply for SAL seats on the committee.

The committee shall create an application, set a selection timeline, and advertise a request for applications based on the goals set by the previous year's Social and Environmental Responsibility Committee. Interviews may be conducted at the committee's discretion after reviewing applications. The committee may request the Nominating Committee of Students' Council to advertise and administer the selections process based on the timeline established by the Social and Environmental Responsibility Committee

The application shall consist of a short letter of intent, focusing on why they are interested in the current goals, and a resume/CV, or any other process as determined by the committee.

Meetings:

Quorum will be five (6) members and occur bi-weekly.

The committee shall operate from May 1st to April 30th. A meeting schedule shall be determined at the first meeting of the year and will be determined on a per-trimester basis with the semesters being defined as the following:

- a. May to August,
- b. September to December and
- c. January to April.

The Chair may call additional meetings, provided that the members are given seventy-two (72) hours notice.

All recommendations and decisions of the committee will be made by consensus. The version of consensus used by the committee will be Seeds For Change (2010).

Chair:

The Students' Union Team Lead - Operations shall serve as the de facto chair of the committee. The Chair shall be responsible for the following:

- a. Producing an agenda prior to each meeting and emailing it to all members in advance of the meeting;
- b. Securing a location for meetings;
- c. When necessary, moderating debate;
- d. Facilitating the committee's ability to achieve its mandate
- e. Delegating such responsibilities to committee members as are appropriate for its stated mandate;
- f. Recommending to the committee changes to its terms of reference when they are in conflict with higher legislation;

Should the Chair be absent, an interim Chair may be appointed.

Reporting:

Minutes of each meeting will be provided to the executive committee of the Students' Union as an information item. They will also be made available online for the general student population through the University of Alberta Students' Union website.

Committee Timeline:

May: Review goals set by previous year's SERC

June to August: Conduct research required by goals and compile information for recommendations

September to December: Compile report to the Executive Committee on SERC goals.

December 31st: Submit report to the Executive Committee

January to March: Develop goals for following year's SERC. Goals should be set in accordance with the mandate of SERC and the SU Strategic Plan.

April: Advertise and select Student at Large members for following year's SERC