

POL-005: Terms of Reference for the Strategic Engagement Committee (SEC)

1. Purpose

The Strategic Engagement Committee (SEC) fosters community, inclusivity, engagement, and well-being among AUSU members while advancing initiatives outlined in the Council Workplan. The Committee leads programs and activities that strengthen belonging, promote equity and accessibility, support reconciliation, and enhance holistic student success.

2. Scope

These Terms of Reference apply to all activities of the Strategic Engagement Committee, including the planning, delivery, and evaluation of student engagement, wellness, and inclusion initiatives under AUSU's governance framework. The Committee also oversees all subgroups established under its mandate, in accordance with AUSU's Subgroups Operational Procedures.

3. Policy Statement

The Committee is committed to enhancing the student experience by:

- Workplan implementation: Advancing Council Workplan initiatives related to engagement, community building, health, and wellness.
- Inclusivity and accessibility: Ensuring all activities reflect the diversity of the student body and are accessible to all members.
- Equity lens: Applying a GBA Plus lens to identify barriers and advance equitable outcomes.
- Well-being: Supporting student wellness through proactive programming and responsive initiatives.
- Subgroup oversight: Managing subgroups with consistency, transparency, and accountability in alignment with AUSU governance priorities.
- Subgroups may not approve spending, create initiatives, or represent AUSU. All subgroup work must be approved by SEC and Council.

4. Definitions

Council Workplan: The strategic plan adopted by AUSU Council that outlines annual objectives, initiatives, and priorities.

GBA Plus: Gender-Based Analysis Plus, used to assess impacts of policies and initiatives on diverse groups.

Subgroup: A team of student members working under a Councillor's direction to advance Council Workplan objectives or other governance priorities.

Quorum: The minimum number of voting members required for decision-making.

5. Membership

a. Voting members:

- i. Council Chair
- ii. Digital Citizenship & Community Councillor
- iii. Equity Belonging & Reconciliation Councillor
- iv. Learning & Success Councillor
- v. Wellness & Accessibility Councillor
- vi. Policy & Advocacy Councillor
- vii. Financial Support & Access Councillor

b. Non-voting participants:

Advisors, including the organizational health consultant and bookkeeper, who provide guidance and support as needed.

c. Term and appointment:

- i. Appointments are made by Council in accordance with bylaws and applicable policies.
- ii. Vacancies are filled by Council as needed.

d. Committee Chair:

The role of Committee Chair shall rotate among voting members in accordance with Bylaw 5.57. The Committee Chair acts solely as a facilitator and holds no additional governance authority beyond that of other members, as required by Bylaw 5.59.

6. Meetings and Communication

a. Regular Meetings:

- i. Cadence: At least monthly.
- ii. Operational sessions: Weekly sessions may be convened for focused operational tasks.

- iii. Cross Functional Groups Meeting: Held at least once during the subgroup term, bringing together portfolio leads and all subgroup members, chaired by the Council Chair.
- iv. Online asynchronous engagement: Committee members may collaborate through approved secure online platforms (e.g., Google Workspace) between meetings to review documents, provide feedback, and progress action items. Asynchronous participation is considered part of official Committee work and is subject to the same confidentiality and record-keeping requirements as virtual or in-person meetings.

b. Quorum:

Quorum is a simple majority (fifty percent plus one) of the voting members.

c. Agenda and materials:

- i. Agenda is shared with all Councillors in the assigned Google Drive folder; any Councillor may observe the meeting.
- ii. Agendas, minutes, and reports are stored in a repository shared with all Councillors for transparency.
- iii. All records created by the Committee and its subgroups are AUSU property and must be stored under OP-004: Records Management.

7. Reporting

- a. The Committee carries out delegated execution of initiatives that have been allocated a budget by the Operations and Financial Health Committee (OFHC) and approved by Council. The Committee must report all activities, subgroup progress, and outcomes to Council for review.
- b. Any proposal for a new initiative must first be submitted to the OFHC. The OFHC is responsible for conducting the budget review, financial allocation, and risk assessment. Following this review, the OFHC may recommend the initiative to Council for approval.

8. Authority

- a. The Committee has authority to execute initiatives and events that have received a budget allocation from the OFHC and approval from Council. This includes planning, delivering, and evaluating engagement, wellness, inclusion, and community-building activities within the approved scope and budget.
- b. The Committee may provide advice and recommendations to OFHC and Council on student engagement, community building, wellness, inclusion, and subgroup activities.
- c. The Committee does not have authority to initiate new initiatives or approve spending, honoraria, or fund new initiatives; all new proposals must be submitted to the OFHC for financial review and risk assessment prior to consideration by

Council and must follow the project approval process defined in POL-013:
Council Governance.

9. Policy Responsibility

Council is the sole authority to approve, amend, or rescind this policy.

10. Related References, Policies, Procedures and Forms

a. References:

This Policy References:

- Bylaws
- POL-013: Council Governance
- OP-004: Records Management

This Policy is Referenced by:

- None

b. Policy History:

- Original Approval Date: March 06, 2026
- Last Review Date: March 06, 2026
- Review by Date: July 2029