

### **Name of the Policy**

1. This policy shall be referred to as the "Vice President Student Services Advisory Committee".

### **Composition**

2. The Vice President Student Services Advisory Committee shall be composed of the following permanent *voting* members:
  1. BUSU's Vice President Student Services
  2. Six (6) members of BUSAC as appointed by BUSAC
  3. Two (2) Students-at-Large from the student body
3. The Vice President Student Services Advisory Committee shall be composed of the following permanent *ex-officio, non-voting* members:
  - c. BUSU's President
4. Full time staff and student staff may attend committee meetings as requested to provide support and guidance. Full time staff and student staff will be *non-voting*
5. The Vice President Student Services shall act as the committee Chair and be responsible for:
  - a. Call and chair all meetings of the committee;
  - b. Report to BUSAC on the actions of the committee;
  - d. Ensure that all committee members receive accurate information relevant to the business of the committee in a timely manner;
  - e. Ensure the committee meets its responsibilities as outlined in this policy.
6. At the first meeting, the Vice President Student Services Advisory Committee shall elect a Vice Chair who will be responsible for taking detailed minutes during each meeting

### **Committee Responsibilities**

The Vice President Student Services Advisory Committee shall:

7. Advise on matters pertaining to the Vice President Student Services platform
8. Be provided opportunities to volunteer at BUSU events (when available). This could include Orientation Week, Frost Week, Wellness Weeks, etc.
9. Assist in circulating and reviewing feedback surveys related to BUSU programming

### **Annual Report**

10. The Vice President Student Services Advisory Committee shall be responsible for compiling a final report presented to BUSAC all activities that were undertaken throughout the year by the committee. Furthermore, the said report will make recommendations on how the committee could better fulfill its mandate in the future.