GRADUATE STUDENT SOCIETY
UBC VANCOUVER

GSS Committee and Caucus Policy

Last revision: October 2026

1 General

1.1 The Objective of the Committee and Caucus Policy is to house all policies and procedures related to the Committees and Caucuses, previously found in the Graduate Student Society (GSS) Policy Manual. This manual will be available online at all times and can be accessed by anyone.

1.2 All Policies and Procedures in this manual are an extension of the GSS Policies as defined by Bylaw 13. All changes must be made in accordance with the GSS Policies. Recommended changes shall be brought to the Code and Policy Committee to ensure correct wording and that no conflicts in policy will be created. Policy changes will be brought to GSS Council in the usual manner of Policy changes as per GSS Policies.

2 Abbreviations and Definitions

AMS	Alma Mater Society
Centre	Graduate Student Centre of The University of British Columbia - Vancouver
FO	Financial Officer
GM	General Manager
Society	Graduate Student Society of The University of British Columbia – Vancouver
VP Students	Vice-President, Students
VP UAA	Vice-President, University and Academic Affairs
VP External	Vice-President, External Relations

3 General Committee Policy

3.1 General

3.1.1 Every standing Committee shall have a Terms of Reference that must be included in this Policy Manual and posted on the Society's website.

3.1.2 A meeting of a Committee may be called by the Chair of the Committee or any two members of the Committee.

3.1.3 Any member of a Committee, except the Chair, may appoint a proxy from among the ordinary members of the Society. The Chair may designate a Deputy Chair as per Policy 3.8.3.

3.1.4 The quorum of a Committee shall generally consist of at least greater than one half of the members of the Committee but no less than three. Committee members who gave regrets in advance of the meeting to the Chair and have a legitimate reason for missing the meeting are excluded from the calculation of quorum.

3.1.5 No member shall hold more than one vote at any Committee meeting, even in the case of joint meetings of two or more Committees.

3.1.6 A Committee member other than an *ex officio* member who misses a total of three Committee meetings without providing regrets and a legitimate reason for missing the meeting may be removed from the Committee, at the Chair's discretion.

3.1.7 All Committee meetings must be called at least forty-eight hours in advance with the time and place posted on the Society website. An agenda consisting of a list of topics to be discussed must be provided to Committee members at least forty-eight hours in advance, and the Chair or members calling the meeting must endeavour to provide any relevant supporting documents at this time. Modifications to the agenda after this time are permissible by ordinary resolution of the committee.

3.1.8 Any ordinary member of the Society may attend any open Committee meeting with voice but without vote.

3.1.9 No Committee member may be excluded from any meeting of the Committee to which they belong and Committee members shall have both voice and vote at all meetings of their Committee.

3.1.10 Meetings of the Committees can consist of two sessions, an open session and an *in camera* session:

(a) The business of the Committee will normally be conducted during the open session unless the nature of the business necessitates otherwise. Minutes of the open session will be publicly available.

(b) *In camera* sessions shall be open to Committee members and invited guests only. Minutes of any closed session will be available only to the members of the Committee and the Executive Committee. A Committee needs to record the result of an *in camera* session decision (if any) as part of the minutes of an open session and is encouraged to do so whenever possible.

3.1.11 All standing committees of Council, except the Executive Committee and All-Chairs Committee, shall be required to submit written SMART goals to the Governance &

Accountability committee in December, and update Governance & Accountability on their progress towards these goals.

3.1.12 All Committees should keep detailed minutes of Committee meetings. Committees shall:

(a) provide electronic copies to the President within seven days of the meeting,

(b) approve Committee minutes within two Committee meetings,

(c) submit approved minutes to Council.,

3.1.13 Committee minutes shall be posted online once approved by council.

3.1.14 Any resolution agreed to in writing by greater than one half of the members of the Committee, and placed in the minutes of the next Committee meeting, shall be considered valid as if regularly passed during a Committee meeting.

3.2 Committee Structure

3.2.1 Every standing Committee shall have the following number of seats

(a) five (5) seats for Councillors,

(b) five (5) seats for ordinary members not seated on council, and

(c) as many as required in the Committee's terms of reference for *ex officio* members.

3.2.2 Notwithstanding Policy 3.2.1, a committee may define specific numbers of Councillor and ordinary member seats in its Terms of Reference, in which case this will override Policy 3.2.1.

3.3 Appointment of Committee Members

3.3.1 Committee members are appointed by ordinary resolution at Council.

3.3.2 Nominations can be made either in person at Council or by prior request to the Speaker of Council.

3.3.3 Should the number of Councillors nominated exceed the number of vacant seats, there will be an election in council of which the speaker of Council shall determine the procedure.

3.3.4 Prior to attending any committee meeting in their capacity as a member of that committee, any person appointed to a committee must submit to the Society Office Completed copies of the Confidentiality Agreement" and "Protection of Personal

Information Agreement" found in Appendix XII of the Policy Manual, if they have not otherwise done so.

3.3.5 Any person appointed to a committee who fails to submit completed copies of the "Confidentiality Agreement" and "Protection of Personal Information Agreement" found in Appendix XII of the Policy Manual within thirty (30) days of being appointed as a member of said committee shall be automatically removed from that committee.

3.3.6 Excluding positions occupied by Executive Officers, all standing committee memberships shall be re-seated at the October Council meeting.

3.3.7 Should a vacancy occur in a Council-elected position on a Committee, Council shall elect a replacement member as soon as possible to complete the term of the previously appointment member

3.3.8 All committee members shall conduct themselves according to the "GSS Code of Conduct" found in Appendix XI of the GSS Policy Manual.

3.4 Standing Committees

3.4.1 Standing Committees of the Society are as stated in Bylaw 9.1.1.

3.4.2 All Standing Committees shall operate according to Policy 3 and their respective terms of reference, as set out in Policy 4.

3.5 Ad-Hoc Committees

3.5.1 Ad-Hoc Committees shall be created by ordinary resolution at Council

3.5.2 The recommendation to establish an Ad-Hoc Committee must include a mandate of the proposed Ad-Hoc Committee, duration with an approximate end date, the member composition, and proposed recruitment.

3.5.3 Ad-Hoc Committees are required to follow the same procedures outlined in Policy 3.

3.5.4 The mandate of Ad-Hoc Committees shall expire at the Annual General Meeting.

3.6 Sub-Committees

3.6.1 Any Committee can establish a Sub-Committee by a majority vote of the Committee.

3.6.2 The recommendation to establish a Sub-Committee must include a mandate of the proposed Sub-Committee, duration with an approximate end date, the member composition, and the proposed recruitment strategy.

3.6.3 All Sub-Committees are required to provide regular reports to the Committee they were established by.

3.6.4 The Committee that established the Sub-Committee shall be responsible for any action taken by the Sub-Committee and must ensure that Society policy and procedures are followed.

3.6.5 The Sub-Committee may not take any action that would contravene the Committee that established the Sub-Committee's Terms of Reference.

3.7 Caucuses

3.7.1 Caucuses are defined as groups of representatives appointed by the GSS to represent the GSS to an external governing body ("the external body").

3.7.2 Caucuses currently recognized by the GSS, to which this policy applies, are:

(a) the Graduate Council Caucus, for which the external body is the Graduate Council of the Faculty of Graduate and Postdoctoral Studies, and

(b) the AMS Caucus, for which the external body is the AMS.

3.7.3 Caucuses shall function according to General Committee Policy, as described in Policy 7.1. Caucuses shall not have Terms of Reference, as their specific functions are to participate in the external body. Caucus structure shall only include representatives to their respective external bodies unless otherwise noted.

3.7.4 The responsibilities of the Caucus to Council shall consist of:

(a) representing the interests of GSS members to the external bodies,

(b) providing updates on their activities and meetings, and

(c) conveying GSS interests to the external body at the direction of Council.

3.7.5 From the members of each Caucus, Council shall elect a Caucus Chair who is responsible for the function of the caucus, unless otherwise stated in 3.7.6. Caucus Chairs shall function as Committee Chairs, as described in Policy 3.8, including receiving an honorarium and being able to appoint a Deputy Caucus Chair, unless otherwise stated in 3.7.6. In addition to the general responsibilities of chairs, a Caucus Chair shall provide to Council a briefing note for each meeting of the external body, summarizing the main business of that meeting with respect to the GSS.

3.7.6 The Graduate Council Caucus shall not have an elected chair, and rather shall be chaired by the VP UAA., who shall not receive an honorarium for chairing the Caucus as per Policy 4.3.3.

3.7.7 Caucus members are expected to actively engage and contribute to the committees of the external body and the Caucus Chair shall also encourage members to do so.

3.7.8 Vacancies on a Caucus, including those resulting from unseating, may be filled by appointment by Council, provided such appointments are advertised. Such appointments are effective until the next October Council.

3.7.9 A Caucus member, other than an *ex officio* member, who misses a total of three Caucus meetings without providing regrets and a legitimate reason for missing the meeting may be removed from the caucus, at the Chair's discretion.

3.7.10 AMS Caucus shall only include the three (3) AMS Representatives..

3.8 Committee Chairs

3.8.1 Council may elect a Committee Chair by ordinary resolution from among the members of the committee who are either Councillors or Ordinary Members.

3.8.2 If Council does not elect a chair within sixty (60) days of the position becoming vacant, then a Committee shall elect a Chair from among its members who are also members of Council, unless a different procedure has been included in the Committee's Terms of Reference.

3.8.3 In the event of the absence or anticipated absence of a Chair to fulfill their duties, the chair or committee should appoint a Deputy Chair from among the members of the committee. A Deputy Chair:

(a) is primarily intended to provide a backup in the event that a Chair is temporarily absent and to ease the transition between Chairs;

(b) is appointed by the Chair or by a quorate meeting of the Committee, and acts until removed by the Chair or quorate Committee unless otherwise specified at the time of appointment;

(c) assumes all of the duties of the Chair in the event that the Chair is absent or unseated;

(d) shall not receive remuneration if they assume the duties of the Chair for less than one month; in the event that they fulfill these duties for one month or longer they should receive the remuneration due to the Chair, and be elected Chair as per Policy 3.8.1 or 3.8.2 if possible.

3.8.4 Except where a Committee's Terms of Reference state that the Committee should be chaired by an executive, any executive who holds a chair position will be unseated automatically at the beginning of every Council meeting. The executive may be re-

elected chair at the meeting at which they are unseated, but preference must be given to a qualified alternative candidate outside the executive if one is available.

3.8.5 Chairs shall receive an honorarium of two hundred (200) dollars per month, except for cases in which the Committee Terms of Reference specify that an executive will chair the Committee. In this case, the Chairship is considered part of the Executive duties, and no additional remuneration shall be given.

3.8.6 The honoraria of the Committee Chairs shall be adjusted annually according to Consumer Price Index (CPI), , in accordance with House Finance Policy Appendix IV.

3.8.7 The Chair of each Committee shall:

(a) submit their Committee's goals as described in Policy 3.1.11,

(b) submit to each Council meeting a brief written report about the Committee's work. In the case of a standing Sub-Committee, updates of the Sub-Committee's progress must be included in this report,

(c) provide notification of Committee meetings as described in Policy 3.1.7,

(d) be responsible for Committee minutes as described in Policy 3.1.12,

(e) liaise with other Committees when appropriate, including endeavouring to attend group meetings with other Committee Chairs,

(f) be responsible for the orientation of Committee members, advising them of their duties, and

(g) be responsible for the effective operation of the Committee including:

i. designate a substitute Chair for meetings the Chair is unable to attend,

ii. fill out a Chair Transition Report and appoint a Deputy Chair, in the event they must step down,

iii. strive to have the Committee meet at regular times and places,

iv. run meetings efficiently, and address complaints from Committee members about conduct at meetings,

v. encourage members to actively contribute to the work of the Committee, and

vi. encourage open discussion of items or topics.

3.8.7 The Chair has the discretion to apply Robert's Rules of Order at Committee meetings.

3.9 Committee Disputes and Deadlocks

3.9.1 Any ordinary member of the society may appeal any Committee decision to Council with the exception of the Engagement and Elections Committee whose decision shall be final.

3.10 Committee Restructuring

3.10.1 If a Committee, in the view of a single member of the Society, has not been functioning according to the letter and spirit of the Constitution, Bylaw or the Policy Manual, the member may recommend to Council that the Committee's membership be reconstituted.

3.10.2 Council may by special resolution remove a member of a Committee, including the chair, if the member to be removed has been given written notice of the motion ten days before the Council meeting, including reasons for which their removal is being considered.

3.10.3 A Committee Chair who undergoes a prolonged absence may be removed from their position by special resolution of Council under the recommendation of the Governance and Accountability Committee.

3.10.4 A prolonged absence for Committee Chairs is defined as a period of more than two (2) months in which the Chair is not fulfilling their duties. The Governance and Accountability Committee shall determine whether a chair is fulfilling their duties. If a determination of prolonged absence is made, then the Chair or Deputy Chair of the Governance and Accountability Committee must notify Council and the Committee within twenty-four (24) hours, along with the reasons for declaring the position vacant. Council must affirm the declaration of absence by special resolution before appointing a new Chair.

3.10.5 The Governance and Accountability Committee shall consider all aspects of Chairship when determining if a Chair is fulfilling their duties including but not limited to:

(a) SMART goal submissions and updates,

(b) completion of the KPI surveys,

(c) holding one meeting every six weeks, and

(d) all tasks and duties listed in Policy 3.8.7.

3.10.6 Notwithstanding 3.10.3, the Chairs of the following Committees and Caucuses are exempt from removal due to prolonged absence:

(a) Executive Committee,

(b) Graduate Council Caucus, and

(c) AMS Caucus.

4 Standing Committees: Terms of References

4.1 Executive Committee

4.1.1 The Executive Committee shall:

(a) be chaired by the President as per Bylaw 8.5.2.d.iii notwithstanding the terms of Policy 3.8.1-3.8.3,

(b) consist of all Executive Officers as voting,

(c) not consist of any Councillors or ordinary members, unless Council appoints a Councillor to sit as a voting member on the Executive Committee, by special resolution. In this case Council will define a period of time for the appointment, and at the end of the appointed period, Council may re-appoint the Councillor by the same process,

(d) prepare policy and budget proposals for consideration by Council, and

(e) not be empowered to make decisions on behalf of the Society unless specifically directed by Council.

4.2 Academic and External Committee

4.2.1 The purpose of the Academic and External Committee is to gather input from graduate students, provide advocacy recommendations, and ensure continuity in advocacy efforts. It focuses on academic and external matters, involves various GSS entities, and adapts advocacy goals as needed.

4.2.2 The Academic and External Committee shall:

(a) implement data collection methods to actively gather information and present these findings about the graduate student experience. This includes conducting surveys and questionnaires, engaging with faculty, administration, and external stakeholders, fostering constructive feedback, researching policies and funding opportunities, and addressing other matters relevant to graduate students. To ensure widespread engagement with graduate students, utilize diverse communication channels, such as email, social media, newsletters, meetings, focus groups, and feedback sessions.

(b) offer advocacy recommendations, facilitate a synchronized approach for strategically tackling academic and external challenges, and establish

enduring action plans for recognized advocacy priorities. Regularly assess and adjust these plans for maximum effectiveness in response to changing circumstances.

(c) guarantee the persistence of advocacy objectives and initiatives by documenting and generating resources that delineate the committee's advocacy endeavours' history and aim. This includes the development of progress dashboards and related materials.

(d) provide oversight to GSS Peer Support Services, Graduate Student Financial Aid, and Housing Security Aid.

(e) support the VP External in lobbying the municipal, provincial, and federal government on behalf of graduate students and build relationships with key stakeholders who can influence policy decisions.

(f) support the President and VP UAA in arranging student representatives to other university committees or task forces.

(g) support the Graduate Council Caucus and AMS Caucus to work with university administrators and relevant bodies to advocate for policy changes that align with the committee's recommendations.

(h) perform other duties related to its purpose as directed by the Council.

4.2.3 *Ex officio* members of the Academic & External Committee shall be:

(a) the President,

(b) the Vice-President, University and Academic Affairs,

(c) the Vice-President, External Relations, and

(d) the Chair of the AMS Caucus

4.3 Code and Policy Committee

4.3.1 The purpose of the Code and Policy Committee is to review the Constitution, Bylaws, and Policy Manual of the GSS (Code), recommend amendments to the Code as necessary, and provide assistance to other GSS bodies in revising and interpreting the Code.

4.3.2 The Code & Policy Committee shall:

(a) review the Code, perform consultation as necessary, and draft suggested changes, including,

ii. ensuring the Code complies with rules, regulations and other policies that are expected of the Society by UBC, the provincial government, and other stakeholders, recommending hiring of consultants as necessary,

ii. embedding the Strategic Plan within the Code,

(b) review wording of changes to the Code suggested by other Committees or members of Council, without revising the spirit of the motion,

(c) bring suggested changes to the Policy Manual to Council meetings,

(d) bring suggested changes to the Bylaws and Constitution to Council meetings for review by Council before a general meeting of the Society,

(e) update and maintain a current version of the Code, and ensure it is made available to members of the Society,

(f) once per year, review web-based forms to ensure they comply with Policy 1.3,

(g) provide assistance in interpreting the Code to Councillors and other Committees,

(h) provide policy writing training for Councillors,

(i) at the discretion of the Committee, provide consultation or training regarding policy documents to Affiliate Organizations, and

(j) perform other duties related to the Code, as directed by Council.

4.3.3 *Ex officio* members of the Code and Policy Committee shall be the President.

4.4 House-Finance Committee

4.4.1 The House-Finance Committee shall:

(a) annually:

i. review annual updates on GSS insurance coverage from the General Manager, for sufficiency,

ii. ensure the annual audit is organized at the end of the fiscal year and is completed for presentation to Council before the commencement of the Annual General Meeting,

iii. recommend to the Annual General Meeting the name of the Auditor for the upcoming fiscal year, and review the choice of auditor every 5 years,

iv. assist the incoming GSS Executives and the GSS General Manager to prepare their corresponding annual budgets, by sharing expertise regarding GSS finances and budgets,

v. review and make recommendations to Council on all budgets,

vi. prepare an annual report on the use of the physical facilities and equipment of the Centre, to be presented at the May Council meeting, alongside the budget, and

vii. review the Society Booking Policy and ensure it is updated.

(b) on an ongoing basis, or at specified time intervals:

i. ensure the financial stability, sustainability and accountability of all Society operations, seeking out additional revenue sources as necessary,

ii. ensure monthly profit and loss statements are generated and reviewed by the committee, and sent to staff and executives by the committee or a designate,

iii. review overall progress with regards to the achievement of budget expectations,

iv. ensure that accounting for the Society is performed according to Canada and British Columbia requirements and best accounting practices,

v. review annual reports from the General Manager on usage of physical facilities,

vi. oversee the implementation of facility improvement proposals, and

vii. oversee the implementation and completion of projects under the GSS Capital Projects Improvement Fund.

(c) as required:

i. review the budget presentation format, and recommend improvements as necessary,

ii. review any need to change the GSS Capital Projects Improvements Fund's scope;

iii. advise on the maintenance and operation of the physical facilities of the Centre,

iv. advise on any business activities of the Society,

v. liaise with other committees on all financial matters,

vi. obtain advice from the Society's Lawyer regarding any House-Finance committee issues requiring legal input, and

vii. formulate the rules of the Centre subject to the Bylaws and the Policy Manual.

4.4.2 *Ex officio* members of the House-Finance Committee shall be the President and the FO.

4.5 Engagement and Elections Committee

4.5.1 The Engagement and Elections Committee shall:

(a) carry out the duties on organizing elections and referenda as outlined in Section 12 of this manual,

(b) strike the Elections Policy Panel as an ad-hoc committee at least one week prior to the campaigning period,

(c) write and annually update a graduate student engagement plan (e.g. increase event participation, election visibility and accessibility, voter turnout, and candidate nominations) to be presented no later than October in a Council meeting. The plan will be developed in consultation with the executives,

(d) assist VP Students, other executives, and staff members in the implementation of the engagement plan,

(e) assist in the planning and implementation of programs for the academic, social, cultural, recreational, and wellness needs (e.g. the emotional and financial health) of the members of the Society,

(f) oversee the annual Society Orientation, advise how to improve it, and endeavour to provide welcoming events for students entering at all academic terms,

(g) evaluate events, classes and programming based on collected data and make suggestions for improvement,

(h) contribute to marketing of programs and event including the social media, and

(i) assess student proposals for events, classes and programming.

4.5.2 The Electoral and Student Engagement Officer is unable to complete their duties or a suitable candidate is not available to be appointed, the Elections and Engagement Committee Chair shall fulfill the duties of the Electoral and Student Engagement Officer until the end of the election period. The Elections and Engagement Committee Chair shall receive the Electoral and Student Engagement Officer pay while completing the duties and will not receive the Chairship honourarium until the end of the election period.

4.5.3 The Elections and Engagement Committee Chair Deputy Chair, if available, shall perform the duties of Elections and Engagement Committee Chair until the end of the election period if the Elections and Engagement Committee Chair must fulfill the duties of the Electoral and Student Engagement Officer. If no deputy chair is available, the Elections and Engagement Committee Chair must appoint a temporary Chair to fulfill the duties until the end of the election period. This person will receive the Chairship honourarium until the end of the election period.

4.5.4 The *ex officio* members of the Elections and Engagement Committee Chair shall be the President, the Electoral and Student Engagement Officer, and the Vice President Students.

4.6 Executive Oversight Committee

4.6.1 The purpose of the Executive Oversight Committee is to provide a review of the functioning of the elected Executive Officers as both individuals and as a group, and identify ways for the Executive Officers to enhance their performance as individuals and as a group.

4.6.2 The Executive Oversight committee shall:

(a) support executive professional development and the development of communications channels between Executive Officers and with other relevant parties in the university,

(b) develop assessment criteria for the performance evaluations of Executive Officers,

(c) create templates for Executive Officers to help guide setting effective goals related to the Strategic Plan and facilitate goal setting training sessions for incoming Executive Officers in the month of April,

(d) conduct one initial goal review session and two formal performance evaluations:

i. initial goal review session in June,

ii. midterm performance evaluation in November, and

iii. final performance evaluation in March.

(e) present a summary of the performance evaluations to Council at the first Council meeting following each evaluation,

(f) provide an annual update on executive performance to members at the GSS Annual General Meeting,

(g) provide informal performance evaluations and feedback to Executive Officers on a monthly basis or when necessary,

(h) ensure the completion of Executive Transition as stated in the Executive Policy. As part of the transition, the Executive Oversight Committee Chair shall, with the support of the committee:

i. meet with the outgoing Executives to identify ongoing projects that have not been completed during their term,

ii. meet with incoming Executives within one month of them taking office to provide them with an update on these projects, and,

iii. provide incoming Executives with guidance on completing their own SMART goals.

(i) support conflict and complaint resolution with respect to activities of the Executive Officers by:

i. receiving complaints and discussing these with the appropriate interested parties,

ii. taking steps to discuss issues of conflict in confidence whether or not a specific complaint has been made, and

iii. facilitating meetings between the interested parties, the Chair of the Executive Oversight Committee, and two other members of the Executive Oversight Committee to resolve the conflict or complaint.

(k) maintain confidentiality over the subject matter of any conflict or complaint whether real or apprehended, and

(l) make recommendations to Council, as appropriate, to improve executive performance or address concerns.

4.7 Human Resources Committee

4.7.1 The purpose of the Human Resource Committee (HRC) is to be dedicated to the well-being of all members and employees of the Society by partnering with the Executive Committee.

4.7.2 The Human Resource Committee shall:

(a) evaluate and follow up with the performance review of all GSS employees by half a year and annually, and report to the GSS Council.

(b) amend and oversee the observance of the Human Resources procedures and policies, including:

i. advising and assisting the Executive Committee and General Manager in developing and implementing human resources policies, strategies, and practices that align with the GSS goals and values,

ii. reviewing and recommending changes to the GSS Human Resources Manual, policies, procedures, and practices as necessary to ensure they are current, compliant, and effective, and

iii. reviewing and recommending to the GSS Council approved performance measures and targets, compensation strategies, any new program design to an existing structure, incentive plans, benefit policies, other human resources strategies for GSS employees in consultation with the Executive Committee and General Manager.

(c) promote the GSS's mission and serve the needs of its members by upholding best practices in human resources management including:

i. ensuring that the GSS human resources function is adequately resourced, staffed, and marshal the resources to meet the GSS's needs and goals,

ii. overseeing and monitoring the implementation of human resources initiatives, including recruitment, performance management, employee development, and succession planning,

iii. reviewing and recommending changes to the GSS employees' compensation and benefits programs to ensure they are competitive, equitable in the job market, and aligned with the GSS's goals and values,

iv. maintaining a professional and equitable work environment that aligns with the GSS's goals and values,

v. overseeing and monitoring the GSS's cultural initiatives of diversity and inclusion to ensure they are effective in creating a respectful, inclusive, and diverse workplace,

vi. advising and assisting the Executive Committee on matters relating to employee relations, including labour relations, collective bargaining, and dispute resolution, and

vii. ensuring the practice of the GSS compliance with relevant labour laws, regulations, and standards.

(d) approve full-time and part-time GSS staff hiring and terminations, including the GM.

4.8 Governance and Accountability Committee

4.8.1 The purpose of the Governance and Accountability Committee is to provide best practices for governance at the GSS and to ensure accountability of committees and caucuses to Strategic Plan goals and to GSS Council.

4.8.2 The Governance and Accountability Committee shall:

(a) obtain, create, and maintain resources on best governance practices, such as:

i. organizational flow charts showing the relationships between different bodies of the organization,

ii. a 'roles and responsibilities' document outlining the responsibilities of all committees and individuals associated with the GSS, such as Councillors, Executives, Committee members, and Chairs,

iii. mechanisms for improving institutional memory, and

iv. training materials for Councillors and Committee members,

(b) perform an ongoing review of the state of GSS governance, in consultation with GSS Executives, Councillors, and committees as

appropriate, to determine where gaps exist in the governance and reporting structures, and as appropriate to evaluate options for restructuring the GSS,

(c) recommend to Council the commissioning of an external governance review when deemed in the best interest of the Society. If it has been longer than five (5) years since an external review was last performed, this should be brought to Council every academic year, along with the committee's recommendation and rationale,

(d) provide recommendations on:

i. governance improvements to GSS Council and

ii. amendments to the GSS Policy Manual or Bylaws in collaboration with the Code and Policy Committee,

(e) oversee the implementation of Council-approved governance recommendations,

(f) monitor progress on the strategic plan by:

i. informing Council annually on the progress on implementing the GSS strategic plan and

ii. providing progress reports at the GSS Annual General Meeting and post updates at least annually on the GSS website, and

iii. ensure that the Strategic Planning Ad-Hoc Committee is formed two (2) years before the end of the current strategic plan to produce successive strategic plans,

(g) assist standing committees and external caucus representatives in setting annual goals, and inform Council on their progress, specifically conducting midterm reviews for committees and caucuses between January-March and provide a final report in October,

(h) ensure completion of transition reports for incoming Committee Chairs,

(i) when necessary, bring Council's attention to governance issues related to committee performance (e.g. not holding meetings, holding non-quorate meetings, not submitting meeting minutes to Council) in order to prompt Council to request committee minutes or re-seat dysfunctional committees, as appropriate, and

(j) once a year in February, recommend multiple potential oversight bodies so that Council can select a mechanism to review the Governance and

Accountability Committee's annual goals and performance on their goals.

(k) address complaints and conflicts between Councillors, Committee/Caucus members, and/or a Committee/Caucus utilizing the procedures in Appendix XXI (GSS Conflict Resolution Policies and Procedures.

4.9 All-Chairs Committee

4.9.1 The purpose of the All-Chairs Committee is to provide an avenue for seamless communication and collaboration between the GSS Committee and Caucus Chairs.

4.9.2 The All-Chairs Committee shall:

(a) be chaired by the President, and responsibility for taking meeting notes be with the Administrative Assistant of the GSS,

(b) consist of all Committees and Caucus Chairs,

(c) not consist of any Councillors or ordinary members, unless Council appoints a Councillor to sit as a voting member on the All-Chairs Committee by special resolution. In this case, Council will define a period of time for the appointment, and at the end of the appointed period, Council may re-appoint the Councillor by the same process,

(d) convene monthly to provide updates to all Committee and Caucus Chairs and to provide feedback on topics before being brought to Council,

(e) not be empowered to make decisions on behalf of the Society unless specifically directed by Council, and

(f) Committee Chairs may appoint an Ordinary Member who is part of their respective Committee as a proxy at the All-Chairs Committee meetings.