



Brock University Graduate Students' Association

Document 055A

The Graduate Students' Association Communications and Advancement Committee Policy

Name:

1. This Document shall be referred to as the "Communications and Advancement Committee Policy".

Function and Purpose:

2. The Communications and Advancement Committee is a standing committee of the Board of Directors under Document 050 and is responsible for assisting the Board of Directors in fulfilling its oversight responsibilities in relation to overall management and direction for the Brock University Graduate Students' Association (GSA), as well as providing goal setting, general support and guidance.

Composition:

3. The Communications and Advancement Committee of the Brock University Graduate Students' Association (GSA) shall be composed of the following
 - a. *voting members*:
 - i. Elected Directors, two (2) members;
 - ii. Graduate Students-at-large, two (2) members;
 - b. *ex-officio, non-voting members*:
 - i. The Executive Director, or their designate;
 - ii. The Vice-President, Communications and Advancement;
 - iii. The President & CEO, or their designate;
 - iv. The Board Chair or Vice-Chair, one (1) member
4. Student-at-large committee members, as defined by Document 050, shall be appointed by the board upon the recommendation of the Executive Committee.

Committee Leadership Election:

5. The Committee shall normally select a chair and vice-chair from amongst the eligible members of the committee at their first meeting. The election of the chair and vice-chair shall utilize the same election process utilized for the Board Chair and Vice-Chair as outlined in Document 017.
6. The Committee Chair shall be a non-executive member of the Board of Directors.
7. The Committee Vice-Chair shall be a non-executive member of the Board of Directors or a Student-at-large.
8. Should the role of Chair become vacant the Vice-Chair may serve in their stead until the next meeting of the committee where a permanent chair shall be elected from amongst the eligible members.
9. Should both the roles of Chair and Vice-Chair become vacant the Vice President, Communications and Advancement shall act as interim Chair until



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the committee or board elects a suitable Chair and Vice-Chair of the committee.

Committee Leadership Responsibilities:

10. The Chair of the Communications and Advancement Committee shall be responsible for:
 - a. Calling all meetings of the Committee, including scheduling of committee meetings with assistance from staff;
 - b. Reporting to the Board of Directors, on behalf of the committee;
 - c. The general operation, and oversight of the committee, on behalf of the Board of Directors;
 - d. Assisting in supporting the distribution of all relevant information pertaining to committee business to members of the committee in advance of any meetings
 - e. Ensuring the committee remains focused on its agenda and responsibilities as outlined in this policy and any other relevant legislation.

Committee Responsibilities:

11. The Communications and Advancement Committee shall be responsible for:
 - a. providing the Vice-President, Communications and Advancement with guidance and feedback on the overall communications, marketing, promotions, and public relations of the GSA;
 - b. discussing and formulating communication initiatives or projects that further organizational stances and communications or advancement-related strategic goals of the GSA;
 - c. helping to develop and/or monitor short and long-term communication planning, recommending priorities to the Board in respect to organizational outreach and advancements; and
 - d. performing such other duties as assigned from time-to-time by the Board, by bylaw, resolution, or policy.

Committee Actions:

12. All decisions made by the committee shall be in the form of recommendations to the Board of Directors. Recommendations for action must be presented to the Board of Directors for approval unless specified elsewhere in policy or approved through a relevant motion by the Board of Directors.
13. A simple majority of fifty percent plus one (50%+1) shall be required for the approval of any items at the committee level.

Meetings:



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14. The Committee will meet at least twice per month, or more frequently if required. Such meetings will normally be scheduled the week prior and the week following the meetings of the Board of Directors.
15. Should the Chair be unable to attend a meeting of the Communications and Advancement Committee and fulfill their role as Chair, the Vice-Chair of the Communications and Advancement Committee shall perform of the role of chair in their place.

Attendance:

16. All Committee Members must follow the attendance requirements stipulated for members of the Board of Directors and outlined in relevant GSA legislation, whereas failure to abide by these requirements shall result in the removal from the Committee.

Quorum:

17. A simple majority of fifty percent plus one (50%+1), of the voting Committee Members shall form a quorum for the transaction of business. No business shall be transacted at a Committee meeting unless a quorum is present.

Vacancies:

18. Vacancies on the Committee shall normally be filled within one month of the vacancy.
19. Resignation(s) shall be directed to the Chair of the Committee or the Executive Director and must be received via email or other writing. The Board of Directors shall be notified of the resignation.
20. Vacancies shall be filled in accordance with the GSA Legislation and shall be ratified by the Board at the next regularly scheduled meeting.

Resources and Support:

21. The GSA Executive Director shall assign resources to support the Committee as needed or requested.

Reporting:

22. The Committee is directly responsible to the Board and will report to the Board after each committee meeting at the next scheduled Board Meeting via the Committee Chair.
23. Minutes of the Committee meetings may be made available to the Board.

Term of Office:



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24. The term of office for all Committee members, except the ex-officio, non-voting members is for a period of one (1) year, running from May 1st until April 30th the following year.