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*From the offices of the...*

## Executive Assistant & Administrative Services Coordinator

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**TO:** MSU General Members & Members of the Assembly  
**FROM:** Daniela Stajcer, Executive Assistant & Victoria Scott, Administrative Services Coordinator  
**SUBJECT:** Information on Standing Committees and Other Committees

Thanks for your interest in getting involved with one of the many committees the MSU has! Your involvement is valuable. Below is a list of the committees that will be elected at the second SRA meeting of the year, which will take place April 16, 2023 at 10am EDT in Council Chambers (GH 111).

If you're an MSU member and interested in being part of a committee, please fill out this [form](#) to nominate yourself. If you're not able to attend our meeting please send in your statements to the Speaker ([speaker@msu.mcmaster.ca](mailto:speaker@msu.mcmaster.ca)), and they will be read out at the meeting.

### **Standing Committees of the Student Representative Assembly (SRA):**

These committees will meet approximately once a week during the academic year. For more information on any Standing Committee, refer to [Bylaw 3/B – Standing Committees of the SRA](#).

#### **Finance (4 SRA seats, 2 MSU seats):**

The Finance Committee will assist and advise the VP Finance and the MSU's accounting team regarding the financial operations. This committee is responsible for reviewing, analyzing, and recommending some financial motions to the SRA, undertaking wage reviews, and actively raising awareness on financial matters among McMaster students.

What kind of people would be well suited:

- Attention to detail and experience reviewing financial documents;
- Able to see how details work into the bigger picture

#### **Internal Governance (4 SRA seats, 2 MSU seats):**

The Internal Governance Committee is tasked with updating, changing, and making recommendations on the governing documents of the MSU, as well as dealing with policy statements, which outlines the MSU's position on a wide variety of matters. This committee is important to the MSU and the greater student population because it looks after the long-term considerations of the MSU. Without long term planning now, tomorrow will not be nearly so organized!

What kind of people would be well suited:

- Attention to detail, consistence, style, nuances of meaning;
- Able to see the big picture while maintaining attention to detail;
- Enjoy abstract discussions on governance, and legislative principles.

**Municipal Affairs (4 SRA seats, 2 MSU seats):**

The Municipal Affairs Committee oversees the MSU's relations with bodies that are not located on McMaster's campus, specifically Hamilton City Council and sub-committees. This Committee will proactively participate in external municipal organizations and lobbying efforts that further the interests of the MSU and its members lobbying agendas, and makes recommendations to the VP Education. Advocacy is handled by three committees (Municipal Affairs, Provincial and Federal Affairs, and the University Affairs Committee), and all work towards the betterment of quality of education at McMaster.

What kind of people would be well suited:

- Interest in lobbying, writing and reviewing policy, and defining advocacy priorities;
- Have experience in consensus-building and decision making in groups.

**Provincial & Federal Affairs (4 SRA seats, 2 MSU seats):**

The Provincial & Federal Affairs oversees the MSU's relations with any bodies that are not located on McMaster's campus. This Committee will monitor provincial and federal events that may have an impact on the academic or non-academic life of McMaster students, aid the Assembly in taking appropriate responses, and proactively participate in provincial and federal organizations and lobbying efforts that further the interests of the MSU and its members, and makes recommendations to the VP Education. Advocacy is handled by three committees (Municipal Affairs, Provincial and Federal Affairs, and the University Affairs Committee), and all work towards the betterment of quality of education at McMaster.

What kind of people would be well suited:

- Interest in lobbying, writing and reviewing policy, and defining advocacy priorities;
- Have experience in consensus-building and decision making in groups.

**Services (4 SRA seats, 2 MSU seats):**

The Services Committee is responsible for MSU services on a macro scale. The committee reviews the long-term goals and efficacy of services in order to make recommendations to the SRA. Services Committee is responsible for conducting services reviews, as well as reviewing the criteria and process used to conduct these departmental reviews.

What kind of people would be well suited:

- Able to set a strategic direction for a department and see it through to completion;
- Interested in improving service operations.

**University Affairs (4 SRA seats, 2 MSU seats):**

The University Affairs Committee oversees the MSU's relations with bodies located on McMaster's Campus. The UA advocates on issues that affect both academic and non-academic interests of students. Traditionally, UA has looked at the quality of education of students on campus.

What kind of people would be well suited:

- Interest in lobbying, writing and reviewing policy, and defining advocacy priorities;
- Have experience in consensus-building and decision making in groups.

**Other Committees:****Child Care Centre Advisory Committee (2 MSU/SRA seats):**

The Child Care Centre Advisory Committee seats can go to EITHER MSU or SRA members. The Child Care Centre Advisory Committee acts as an advisory body to the Child Care Centre, and allows for consultative management of the service. This advisory committee allocates money received through fundraising, promotes the interest of the Child Care Centre, and makes recommendations to

the SRA on continued improvements to the centre. For more information, refer to **Operating Policy – Child Care Centre Advisory Committee**.

**Clubs Advisory Council (5 SRA seats, 5 MSU seats):**

The Clubs Advisory Council (CAC) provides a forum for clubs to exchange information and pool resources. The CAC also acts as the Clubs Administration Advisory Board. Additionally, the CAC acts as a judicial and appeal body for clubs. The CAC will assist the Assistant Clubs Administrator to plan and promote events by the Clubs Administrator (e.g. Clubsfest), assist in the selection of clubs deserving of the Annual Awards for Outstanding Clubs and planning the MSU Clubs Awards and Appreciation Night. This committee meets a minimum of twice a semester. For more information, refer to **Operating Policy – Clubs Advisory Council**.

**Elections Committee (3 SRA seats, 5 MSU seats):**

The Elections Committee (EC) is responsible for adjudicating MSU elections and referenda in a fair and just manner. The EC develops electoral rules to supplement the existing documentation (**Bylaw 7 – Elections & Bylaw 7/A – Electoral Procedures**). The EC must be unbiased, and shall consider all appeals. This committee meets for FYC Elections, SRA By-elections, Presidential, and SRA General Elections, and at the call of the Chief Returning Officer (CRO). Members are expected to be present for all fines meetings, and hours of meetings may exceed expectations. For more information, refer to **Operating Policy – Elections Committee**.

**General Assembly Planning Committee (1 SRA seat, 1 MSU seat):**

The General Assembly Planning Committee provides recommendations regarding the promotion, organization, and execution of GA meetings. The committee assists with promotion, organization, and execution of GA meetings, as well as determining the schedule, date, and location of GA meetings. For more information, refer to **Bylaw 6 – General Assembly**.

**MSU Governance & You Committee (1 SRA seat, 2 non-SRA MSU seats):**

The MSU Governance & You Committee was created to increase the diversity and representation of student government at McMaster in terms of but not limited to gender, race, sexuality, ability, Indigenous status, and other underrepresented groups. The working group shall focus on governing bodies of the MSU including the SRA, the Executive Board, and the Board of Directors, while also recognizing the need for and advocating for increased diversity and representation in McMaster governing bodies outside of the MSU. The working group meets at least twice per month, with the Chair being elected from the membership of the working group. For more information, refer to **Operating Policy – MSU Governance & You Committee**.

**MSU Sustainability Education Committee (2 SRA seats, 2 non-SRA MSU seats):**

The MSU Sustainability Education Group was created to represent undergraduate student interests on sustainability issues, and will be focusing on raising awareness of environmental issues, assisting in developing and implementing the MSU and university environmental policies, and creating educational campaigns and resources that create a more environmentally aware and sustainable campus. For more information, refer to **Operating Policy - MSU Sustainability Education Committee**.

**Teaching Awards Committee (3 SRA seats, minimum 4 MSU seats)**

The Teaching Awards Committee (TAC) recognizes and encourages excellence in teaching at McMaster by awarding the MSU Teaching Awards, on behalf of MSU members. The TAC shall support the TAC Coordinator in completing their responsibilities, which include promoting that nominations are open, ensuring that the classes of nominees are contacted and evaluation forms are handed out, and assist in planning the ceremony. For more information, refer to **Operating Policy – Macademics and Operating Policy – Teaching Awards**.

**University Bookstore Committee (3 MSU/SRA seats):**

The University Bookstore Committee seats can go to EITHER MSU or SRA members (or a couple of both). The University Bookstore Committee meets a few times a year to discuss the finances of the bookstore, as well as the future plans of the department. Many of the changes that happen at the bookstore affect students because they affect service delivery; for example, changing the locations of where textbooks are sold. It is important to have student representatives who can speak frankly and honestly about how any proposed changes will affect student life.

For more information, contact the Vice-President (Finance) at [vpfinance@msu.mcmaster.ca](mailto:vpfinance@msu.mcmaster.ca).

**Welcome Week Faculty Cup (1 SRA seat, 1 non-SRA MSU Seat):**

If you are interested in being on the Welcome Week Awards Selection Committees, you must not have a conflict of interest (e.g. being a residence rep), and you must be available during Welcome Week. The Selection Committees reviews and approves the judgment criteria for each Welcome Week event for the Residence Cup (for residences and SOCS), and Faculty Cup (for academic divisions), and acts as judges for these events. For more information, refer to **Operating Policy – Welcome Week Faculty Cup**.

**Additional Committees (Only SRA Seats Available)****EFRT Advisory Committee (1 SRA seat):**

The EFRT Advisory Committee shall make recommendations to the Executive Board on budgeting, selection of members, suspension / discipline appeals, operation, and overall improvement of EFRT. The Advisory Committee meets as necessary, by recommendation of the EFRT Program Director or Medical Director. For more information, refer to **Operating Policy - EFRT Advisory Committee**.

**First Year Council (1 SRA seat):**

The SRA member elected to the First Year Council (FYC) has official observer status on the council. This member should understand FYC's mandate, and be prepared to advise FYC as required. For more information, refer to **Bylaw 12 – First Year Council**.

**Information Technology Advisory Committee (1 SRA seat):**

The Information Technology Advisory Committee is responsible for planning, monitoring, and evaluating the MSU network and any related information technologies. The ISC receives all requests for technological improvements, and makes recommendations to the SRA. This committee meets at least twice per academic term. For more information, refer to **Operating Policy – Information Technology Advisory Committee**.

**Interfaith Council (1 SRA Seat):**

The Interfaith Council is responsible for bringing together representatives from student faith-based associations at McMaster University, working to address issues of common concern that affect the greater McMaster community, building connections between students of different spiritual affiliations, furthering the goal of a more unified campus community, and to facilitate and encourage religious dialogue within the McMaster community. For more information, refer to **Operating Policy - Interfaith Council**

**MUSC Board of Management (1 SRA seat):**

The MUSC Board of Management (MUSC BOM) is responsible for the day-to-day operations of the MUSC. This board ensures that the MSU and student interests are represented in decisions concerning the operation of the MUSC. These representatives shall report to the SRA for consultation and direction. The SRA can direct the MSU representatives to vote in a particular way. For more information, refer to **Bylaw 11 – McMaster University Student Centre**.

***The Silhouette* Board of Publication (1 SRA seat):**

The Board of Publication represents the Editorial Board to the McMaster community and the SRA. The Board of Publication reviews the budget of *The Silhouette*, and will serve as an arbitrator in cases of possible violation of the laws of libel or other grievances. The Board of Publications makes recommendations to the Editorial Board regarding the editions of *The Silhouette* that have been published, and will meet at least once per term. For more information, refer to **Operating Policy – *The Silhouette* Board of Publication.**

**Sponsorships and Donations (1 SRA seat):**

The Sponsorships and Donations committee reviews all sponsorship and donation request forms, and makes recommendations to the Executive Board for approval. This committee meets weekly during the academic year. For more information, refer to **Operating Policy – Sponsorships and Donations.**