

**University Students' Council of the University of Western Ontario  
Clubs Policy**

**CLUBS SUPPORT COMMITTEE: TERMS OF REFERENCE**

**Effective:**

**Supersedes: None**

**PREAMBLE:**

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Support Committee (CSC) is the body of the Clubs Community that supports collaboration among student organizations and seeks to enhance communication between student organizations and the USC. The committee is responsible for organizing community-wide initiatives such as Clubs Week and workshops for the benefit of club executives and members. The CSC is influential in the supporting the year-long working dynamic within club executive teams and ultimately for the long-term development of the club within the Clubs Community. This policy applies to all members of the CSC by outlining general responsibilities to create a community of leadership and support.

**1.00 COMMITTEE COMPOSITION**

1.01 The Clubs Support Committee (CSC) shall be composed of:

- (1) Clubs Coordinator, *ex-officio*, as Chair;
- (2) Clubs Governance Commissioner, *ex-officio*;
- (3) Clubs Finance Coordinator, *ex-officio*;
- (4) Three (3) students of the University who are members of an Executive Committee of a club within the USC Clubs Community;
  - a. Selection of students will be through an application process administrated by the Clubs Coordinator.
- (5) Three (3) students of the University who are not members of an Executive Committee of a club but a member of one (1) or more club(s) within the USC Clubs Community;
  - a. Selection of students will be through an application process administrated by the Clubs Coordinator.

(6) One (1) Student of the University who will focus on maintenance and development of the USC clubs website in collaboration with USC staff responsible for website maintenance.

a. Selection of students will be through an application process administered by the Clubs Coordinator.

1.02 The Vice President Student Events and Student Organizations Advisors shall be available as resource support to the CSC.

1.03 A USC Ratified Club can only have representation from one (1) Committee member.

1.04 A Committee Member cannot be the President of a USC Ratified Club.

## **2.00 MEMBER RESPONSIBILITIES**

2.01 A committee member of the CSC shall:

- (1) Attend meetings as determined by the Chair;
- (2) Respect the rights, personal privileges and affiliations of all Club Executives, general members and USC administration and staff;
- (3) Perform duties, as determined by the Chair, in carrying out all responsibilities and goals of the CSC; and,
- (4) Be committed to organizing CSC-related activities throughout the academic year .

## **3.00 RESPONSIBILITIES OF THE COMMITTEE**

3.01 The CSC shall:

- (1) Be a sub-committee of the Clubs Governance Committee (CGC);
- (2) Report to the CGC and make recommendations based on feedback from specific clubs;
- (3) Serve as a brainstorming body in the development of the USC Clubs Community, including actively working with club executives;
- (4) Organize, promote and plan club related initiatives which include but are not limited to Clubs Week (September and January), Student Organizations Training (September and January), seminars, workshops, open-forums;

- (5) Plan one (1) Clubs Community wide initiative per academic term; and
- (6) Enhance and provide ongoing means of communication among all USC clubs and the USC.