

**TERMS OF REFERENCE
CLUBS STAFF**

Effective:

Supercedes:

1.00 MANDATE

1.01 The Clubs Staff shall:

- (1) report to the Clubs Coordinator;
- (2) work to discuss matters concerning the organization, promotion, and execution of Clubs Weeks (September and January), Club Executive Training, and any Club related programming/workshops;
- (3) serve as a brainstorming body in the development of programming details surrounding and associated with the abovementioned activities and events;
- (4) attend meetings as determined by the Clubs Coordinator; and,
- (5) respect the rights, personal privileges, and affiliations of all Club Executives, general members, and USC administration.

1.02 A Member of the Clubs Staff shall:

- (1) maintain a high level of performance, as determined by the Clubs Coordinator, in carrying out all portfolios and duties as assigned by the Clubs Coordinator;
- (2) be committed to organizing Club related activities throughout the academic year; and,
- (3) submit a final report by the date outlined by the Clubs Coordinator.

2.00 MEMBERSHIP

2.01 All members of Clubs Staff must be registered as undergraduate students when becoming a member and must remain an undergraduate student until no longer a member.

2.02 The Clubs Staff should consist of no less than four members (including the Clubs Coordinator).