

Terms of Reference

HOMECOMING STAFF

Effective: October 28, 2008

Supersedes: April 12, 2005

1.00 PREAMBLE AND MANDATE

- (1) The Homecoming Staff shall act as a forum for discussion of matters concerning Homecoming programs and events facilitated by Homecoming representatives of the USC, faculty, residence and affiliate councils at the University of Western Ontario (“UWO”).
- (2) The Homecoming Staff shall serve as a brainstorming body in the development of all Homecoming programs and events, including but not limited to the Royalty competition and the Homecoming parade.
- (3) The Homecoming Staff shall establish clearly defined goals by considering the demographic needs of students on campus.
- (4) The Homecoming Staff shall serve as a promotional body for Homecoming programs occurring across campus.
- (5) The Homecoming Staff shall solicit volunteers for Homecoming programs and events taking place on campus.
- (6) The Homecoming Staff shall evaluate programs and events and make recommendations to the membership and the Chair.
- (7) The Homecoming Staff shall maintain frequent communication in order to foster healthy relationships amongst themselves and strive to develop cross-jurisdictional, joint programming efforts.
- (8) The Homecoming Staff shall organize a Homecoming training session for all residence, faculty and affiliate Homecoming representatives.
- (9) The Homecoming Staff communicate with and coordinate the efforts of the offices and departments of the UWO who will be involved in delivering Homecoming, including, but not limited to, the Alumni Association and Intercollegiate Athletics.
- (10) The Homecoming Staff shall exist as an opportunity for students to get involved.
- (11) The Homecoming Staff shall act as liaison between the USC and the Homecoming representatives from faculty, residence and affiliate councils.

2.00 MEMBERSHIP

(1) The membership the Homecoming Staff shall be as follows:

- i. Homecoming and Athletics Coordinator, ex-officio, as Chair;
- ii. Vice-President Student Events, ex-officio;
- iii. Commissioner-at-Large Vice-President Student Events, ex-officio, as Secretary;
- iv. Four (4) students of the University, who are not members of Council; and,
- v. Student Life Manager, ex-officio.

3.00 DUTIES OF MEMBERS

- (1) All members shall make a strong effort to attend duly called meetings.
- (2) Members may solicit advice or opinions of the membership on any matter of interest.

4.00 OFFICERS OF THE HOMECOMING STAFF

- (1) There shall be two officers of the Homecoming Staff: the Chair and the Secretary.

5.00 DUTIES OF OFFICERS

- (1) The Chair shall:
 - i. call regular meetings;
 - ii. set the agenda for meetings;
 - iii. facilitate discussion of the membership regarding issues of interest;
 - iv. be responsible for the enforcement of these terms of reference; and,
 - v. provide an oral report at the beginning of each Homecoming Staff meeting.
- (2) The Secretary shall:
 - i. be responsible for the recording of all minutes of meetings;

- ii. be responsible for retaining records of all Homecoming Staff correspondence in conjunction with the Chair;
- iii. submit copies of all minutes and other documentation for filing in the USC Front Office;
- iv. maintain a record of attendance at meetings; and,
- v. assume all other duties as assigned by the Chair.

6.00 MEETINGS

- (1) There shall be at least two meetings of the Homecoming Staff per academic semester.
- (2) Any member may submit to the Chair a request for a special meeting to address a pressing issue affecting the membership as a whole.

7.00 REPORT OF THE HOMECOMING STAFF

- (1) The Vice-President Student Events shall include a brief summary of highlights and issues discussed at Homecoming Staff meetings in her report to Council following each meeting.