



GOVERNANCE POLICY

Title: CCSAI Advising Council Policy

Responsibility: Advocacy and Research Coordinator

Created: March 29, 2021

Approved by Governance: August 19, 2021

Approved by CCSAI Full Board:

PREAMBLE

The Centennial College Student Association Incorporated (CCSAI) provides services to the students of Centennial College both directly through their campus offices, through service and community partners, and social media platforms, as well as collaboratively with Centennial College.

The Advising Council is a committee which acts to enhance and strengthen the information provided to the CCSAI Board of Directors by giving advice and feedback based on the members' experiences, conversations with peers, and proposed solutions. The Advising Council was created to help further represent the diverse student population at Centennial College.

1.0 COMPOSITION

- 1.1 5-8 at-large students will be appointed to the Advising Council on the recommendation of the board/staff. The appointment of these students will be through a public process and on the basis of their interest in helping improve CCSAI, the student experience, and the diversity of their life experiences.
- 1.2 The basis for appointment should complement the make-up of the CCSAI Board of Directors. This can include, but is not limited to, representation from indigenous students, students with accessibility needs, LGBTQ students, mature students, and domestic students.
- 1.3 All appointed members, except one, shall be currently enrolled Centennial College students. One appointed member may be a recent graduate of Centennial College (graduated in the last three semesters).
- 1.4 Students appointed to the Advising Council will serve from when they are selected until April 30. Members are welcome to apply again to remain on the council, as long as they remain Centennial College students or become graduates.
- 1.5 Graduates may serve for a maximum of three semesters after graduating.
- 1.6 The process for recruiting new members shall begin in March/April of each year, after the CCSAI elections, to ensure positions are filled in a timely manner and Advising Council members have the opportunity to participate in relevant training over the summer. Outgoing members during the school year shall be replaced on an on-going basis through a process outlined by the board/staff.
- 1.7 The CCSAI President and the Advocacy and Research Coordinator shall act as co-chairs of the council.

2.0 EVALUATION PROCESS OF CANDIDATES

- 2.1 Candidates will submit their applications for consideration through a form on www.ccsai.ca/advising-council. A committee of CCSAI student leaders will be formed to decide on questions, scoring, criteria, minimum thresholds, and other deciding factors which may include, but is not limited to, resumes, video submissions, personal statements, etc. Once decided, the form may open.
- 2.2 Following the evaluation process, the committee will meet and decide which candidates will be offered the opportunity based on highest score, diversity of lived experiences, and experience working with marginalized communities.

3.0 DUTIES OF THE COUNCIL

- 3.1 The council will be responsible for making recommendations related to all aspects of the organization's activities by preparing for, attending, and participating in Full Board meetings and providing their feedback on issues that are being discussed.
- 3.2 Members of the council will be expected to complete assigned training as part of their service.
- 3.3 Members will be expected to attend focus groups and committee meetings where the general student voice is needed.
- 3.4 Members are expected to respond in a timely manner to emails and other communications from CCSAI board/staff.

Recommendations of the Council

- 3.3 The committee shall forward any recommendations to the CCSAI Board through writing, or speaking at the Full Board meeting.

4.0 MEETINGS/ATTENDANCE

- 4.1 Advising Council members are expected to attend all Full Board Meetings (schedule permitting), and other meetings as requested, to continue being part of the council.
- 4.2 The Advising Council may schedule their own meetings, through the co-chairs, to discuss issues or ideas in an independent forum.
- 4.3 Robert's Rules of Order are not necessary however, the intent of Robert's Rules of Order shall be observed at all times to ensure a respectful atmosphere.

5.0 HONORARIUM

- 5.1 Members of the Advising Council shall be eligible for a \$1000/semester stipend, as long as they continue to meet their expectations and the eligibility requirements. This amount may be prorated depending on start date.

6.0 GENERAL

- 6.1 The policy may be amended at any time, as deemed necessary, to facilitate the ongoing effective operation of the council.
- 6.2 Members of the council can be removed at any point at the discretion of the co-chairs. Reasons for removal may include, but are not limited to: if a member cannot give the council the time or effort required;

if a member is inconsistent in attending meetings; or if a member no longer meets the requirements as set out in section 1.0. Removal from the council means members will no longer be eligible for the honorarium.

- 6.3 The outgoing council shall forward any recommendations to the incoming council.
- 6.4 When recruiting members for the Advising Council, college partners at Centre for Global Citizenship, Education & Inclusion (GCEI), HireCentennial, Student Life, Engagement, and Development (SLED), Centre for Accessible Learning and Counselling Services (CALCS), the Eighth Fire, Centennial Advising and Pathways Services (CAPS), the Learning Centre, eMentors, and others will be asked to help promote the application to ensure a wide range of applicants. Internally, CCSAI Clubs and our volunteer list will also be made aware of the opportunity.

7.0 REVISION LOG

Date	Summary of Changes