



OPERATIONS POLICY

Title: CCSAI Advising Council Policy

Responsibility: Advocacy Coordinator and Research Coordinator

Created: March 29, 2021

Approved: April 12, 2021

Approved by Full Board: June 20, 2023

Approved by Governance Committee: July 10, 2023

Approved by CCSAI Full Board: July 24, 2023

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 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 5-7 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 based on their interest in helping improve CCSAI and the student experience.
- 1.2 The basis for appointment can include, but is not limited to, representation from Indigenous students, students with accessibility needs, LGBTQ students, mature students, international students, BIPOC, 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.
- 1.4 Students appointed to the Advising Council will serve from when they are selected until the next April, renewed semesterly. Members are welcome to apply again to remain on the council, as long as they remain Centennial College students at the time of applying.
- 1.5 Graduates may serve for a maximum of three semesters after graduating.
- 1.6 Outgoing members shall be replaced on an on-going basis through a process outlined by the board/staff.
- 1.7 The Student Advocates shall act as co-chairs of the council, reporting to the Advocacy Coordinator and the Executive Director/CEO.

2.0 DUTIES OF THE COUNCIL

- 2.1 The council will be responsible for making recommendations related to the Board's activities by preparing for, attending, and participating in Full Board meetings, Special, and General meetings by providing their feedback on issues and initiatives that are being discussed.
- 2.2 Members of the council will be expected to complete assigned training as part of their service including but not limited to; board orientation, workplace discrimination and violence prevention, health and safety, conflict/dispute resolution, mental health awareness, WHMIS.
- 2.3 Members will be expected to attend meetings to provide student insights and perspectives on Board activities, actions, and initiatives.
- 2.4 Members are expected to respond in a timely manner to emails and other communications from CCSAI board/staff.
- 2.5 Understands and acts in compliance with the CCSAI bylaws, policies and procedures, the Corporations Act, Human Rights Legislation and all applicable laws, as well as all Centennial College rules, regulations, statements and policies
- 2.6 Members of the council must maintain a high degree of confidentiality and discretion when handling sensitive information that is deemed personal or sensitive in nature.

Recommendations of the Council

- 2.3 The council shall forward any recommendations to the CCSAI Board through a written report and present their findings at Full Board, Governance, or Special meetings if requested by the co-chairs or the Advocacy Coordinator.

3.0 MEETINGS/ATTENDANCE

- 3.1 Advising Council members are expected to attend Board Meetings, Governance Meetings and other meetings as requested, to continue being part of the council. Failure to maintain consistent attendance is cause for removal. The co-chairs and Advocacy Coordinator shall collaborate with the council to determine a specific schedule.
- 3.2 The Advising Council may schedule their own meetings, through the co-chairs, to discuss issues or ideas in an independent forum.
- 3.3 A member may be removed from the Council if they are absent from three (3) committee meetings or Board meetings without justification to the Chairs and Advocacy Coordinator. This excludes reasons of academic nature which includes exams, tests, and rescheduled classes.

Robert's Rules

- 3.3 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.

4.0 HONORARIUM

- 4.1 Members of the Advising Council shall be eligible for a \$250/month stipend, if they continue to meet their expectations and the eligibility requirements.

5.0 GENERAL

- 5.1 The policy may be amended at any time, as deemed necessary, to facilitate the ongoing effective operation of the council.
- 5.2 Members of the council can be removed at any point at the discretion of the co-chairs, Advocacy Coordinator, and the Executive Director/CEO. 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.
- 5.3 The council shall review the policy yearly during the co-chairs' term of office.
- 5.4 The outgoing council shall forward any recommendations in the form of a report to the incoming council. The outgoing council may be required to participate in on-boarding for the incoming council.
- 5.5 Students appointed to the Advising Council will serve from when they are selected until the next April. Members are welcome to apply again to remain on the council, as long as they remain Centennial College students.
- 5.6 This role will be renewed on a semester-by-semester basis, for up to two years. A member may serve a maximum of 3 semesters after they graduate.

6.0 REVISION LOG

Date	Summary of Changes
April 2024	<ul style="list-style-type: none">• Minor changes – formatting and updating CCSAI branding
Sept 2024	<ul style="list-style-type: none">• Minor changes – formatting