Brescia University College Students’ Council

**Governance Officer Terms of Reference**

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**EFFECTIVE:** November 2017 **SUPERSEDES:** N/A

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2017

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**RELATED DOCUMENTS:** By-Law #1 **Page 1 of 3**

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**PREAMBLE:**

The Brescia University College Students’ Council (BUCSC) Governance Officer exists as an expert in BUCSC policy, and enforces, augments or corrects it as needed. This Officer is non-political and works as a bureaucratic-judicial function. The Governance Officer serves to ensure a high level of transparency, accountability, and democracy in the BUCSC.

**1. SCOPE**

**1.1** This document articulates the rights and responsibilities that come within the role of the Governance Officer within the BUCSC.

**2. GENERAL**

**2.1** The Governance Officer shall act in accordance with all BUCSC By-Laws, Policies, Procedures, any relevant BUCSC documents, the BUC Student Code of Conduct, and all Municipal, Provincial and Federal laws; and,

**2.2** Shall act in a manner consistent with the BUCSC mission and vision;

**2.3** The Governance Officer shall:

1. Report to the President and/or the BUCSC Executive;
2. Assist the Executive with research, execution of duties, implementation of projects, and provide assistance as required;
3. Attend the entire first Executive Council meeting of each month to ensure transparency and accountability to Council and the BUC population by the Executive members;
4. Not be comprised of any individual who is less than 18 years of age;
5. Be entering at least their second year at BUC;
6. Not be comprised of any members who have a status of bankrupt;
7. Upon completion of their constitutional duties, the Governance Officer may be granted an Honoraria of $500, as determined by the Honorarium Policy.

**3. MANDATE**

**3.1** The Governance Officer shall be empowered to ensure all Policies and Procedures are consistent with the By-Laws, and shall make recommendations to Council and the Executives on these matters;

**3.2** Shall provide training to council members if desired or needed, including but not limited to:

1. Writing, preparing and amending policy or policy-related documents;
2. Robert’s Rules of Order; and,
3. Implementation of procedural aspects relating to policy.

**3.3**  The Governance Officer shall oversee:

1. the Chief Returning Officer;
2. Speaker:
	1. The Governance Officer shall act as the Speaker, in the absence of the appointed Speaker, at BUCSC General meetings.
3. The Elections Committee.

**4. POWERS**

**4.1**  The Governance Officer shall be granted the power to interpret and enforce existing policy or policy-related documents in a manner that is both binding and precedent setting:

1. In the event of a controversial or difficult decision regarding interpretation of policy, the Governance Officer must make a recommendation to the Speaker of Council and the President for their joint decision and provide a written statement expressing the guiding logic on the decision, to be kept on record and available to all students for no less than five (5) years, as per By-Law #1.

**4.2** The Governance Officer has the right to attend and exercise speaking rights during any and all BUCSC, Council, Committee, or Executive Board meetings:

1. Notwithstanding above, if a conflict of interest or any other relevant, specific circumstance as determined by the Chair exists, the right to attend and exercise speaking rights can be denied;
2. In the event that attendance or speaking rights are revoked, the Governance Officer has the right to request a written statement explaining the Chair’s decision.

**5. FURTHER RESPONSIBILITY TO COUNCIL**

**5.1** Train and serve as an assistant to the incoming Governance Officer for a minimum of one month, prior to BUCSC turnover and inaugural;

**5.2** Responsible for a report to Council, to be presented at each general meeting.

**6. PROCEDURAL AUTHORITY**

**6.1** Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council:

1. The scope of such Procedures is limited to the scope of this policy;
2. In the event of any conflict, this Policy supersedes any document created under it;
3. Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect;
4. Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.