

**USASA Governance Committee  
Terms of Reference**

**Purpose**

The Governance Committee is an advisory Committee, with the purpose of assisting the USASA Board with approval and ongoing oversight of:

1. Matters relating to annual student representative elections, election regulations, and processes.
2. Constitutional matters.
3. Policy Review
4. Relevant matters the board may refer to the Committee.

**Authority**

The Committee shall make recommendations to the Board on all matters unless the Board expressly delegates authority to the Committee to make decisions.

**Membership**

The Committee will consist of at least three elected USASA Board members, with one of these members acting as the convener of the Committee. These positions should be filled as soon as practical after the election of a new Board. The President, CEO, and the Board’s Legal Advisor are ex-officio members of the Committee.

If a committee member cannot attend a meeting, they must notify the convener.

**Meeting Arrangements**

The convener of the Committee will be responsible for the organising of all the meetings, including room bookings and sending out communications to committee members. The Governance Committee will meet at least once per month.

Quorum will consist of no less than 50% of total filled representative positions on the committee.

**Decisions made by the Committee**

The committee will make resolutions to issues based on a majority vote of the members present in the meeting. Ex-officio members will have voting rights.

**Reporting**

The minutes of the meetings are to be recorded by a member of the Governance Committee, either through self-nomination or appointment. The Convener will be responsible for submitting a report (minutes) for the next Board meeting following the Committee Meeting.

**Review**

The impetus for this committee should be reviewed annually

<b>This version adopted:</b>	March 2022
<b>Last reviewed by the committee:</b>	February 2022