## Transportation Terms of Reference Template

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| Committee Name: | Transportation Student Advisory Committee | Type: | Student Advisory Committee - Advocacy |
| Chairperson: | Advocacy Engagement Coordinator | **Vice-Chair:** | AVP, Advocacy |
| Responsible to: | Sr. Manager, Advocacy |  |  |

# Purpose

Through membership inclusion and consultation, CSI can ensure that its advocacy efforts are supported and representative of its members and assist in fulfilling Board End 3.1: Students are heard and represented. To improve CSI’s outreach and ensure continued conversation on important elements of the student experience are ongoing, the Transportation Student Advisory Committee was developed to:

1. Provide student feedback on transportation issues related to the student experience
2. Create connections to the student population of all major campuses on transportation issues
3. Elevate the personal stories of students for the greater good
4. Provide consultative bodies for the development of solutions to transportation issues identified by advisory committees and broader membership

# Compostion

Each committee will be co-chaired by the Advocacy Engagement Coordinator and the Associate Vice-President of Advocacy.

All committees will aim to have representation from all major campuses and allow for general student membership. The composition of the committees will include:

* The Advocacy Engagement Coordinator (Co-Chair)
* CSI’s Associate Vice President of Advocacy (Co-Chair)
* Brantford Representative
* Cambridge Representative
* Doon Representative
* Downtown Kitchener Representative
* Guelph Representative
* Milton Representative (Fall 2023)
* Reuter Representative (Fall 2022)
* Waterloo Representative
* 3 General Student Members

All student committee members must be a member in good standing of CSI.

# Terms of Office

All student committee members will serve a maximum of a one-year term. Members will not be eligible to reapply to the same committee after the expiry of their term.

Committee member terms will not be restricted to a specific time of year to allow for ongoing change of membership to align with the varied intakes of Conestoga semesters.

# meetings

The committee will meet once per month for approximately 1-2 hours. Additional meetings may be called by either co-chair when required.

# Mandate

Transportation is a necessary part of the student experience for academic and personal day-to-day commitments. Transportation is not limited to personal vehicles, but is also inclusive of public transportation and active transportation (walking, biking, and other forms of non-motorized vehicular transportation).

The Transportation Student Advisory Committee would focus its scope on analyzing the available transportation options available in Conestoga campus communities, identifying current and emerging issues and barriers to accessing and using transportation methods, and brainstorming solutions to improve the affordability and accessibility of transportation services and infrastructure.

#### Mandate:

* Receive and discuss student transportation issues and suggestions made by the Conestoga community
* Create and foster an open channel of communication for Conestoga students to share their transportation issues and concerns
* Evaluate existing transportation supports and services to identify gaps and areas for improvement to recommend changes where warranted
* Identify and share transportation resources accessible to students
* Determine key areas for student education related to transportation
* Provide local student voices to advocacy-related efforts when required
* Provide representation and input for any broader stakeholder committees and groups focused on transportation

# Unique Duties of designated committee roles

The Advocacy Engagement Coordinator will be a co-chair. Their duties include:

* Scheduling each advisory committee’s monthly meeting.
* Issuing a call for agenda items from committee members for discussion at least 5 business days in advance of the monthly meeting.
* Creating and distributing an agenda at least 2 business days prior to the meeting
* Creating and distributing minutes for each meeting to all committee members and the Senior Manager of Advocacy within 5 business days after the committee meeting.
* Organizing and planning for recruitment in collaboration with CSI’s HR department.
* Informing members of the committee of CSI’s advocacy initiatives and activities within the committee’s scope.
* Creating a semesterly summary report of the feedback, advice, and solutions that is generated by the committee.
* Facilitating and maintaining a respectful, safe, and inclusive environment for all committee members.

The Associate Vice President of Advocacy will serve as the other co-chair for each student advisory committee and contribute to facilitating the meetings and the creation of the semesterly summary report. They will not have administrative duties assigned related to the monthly operations of the student advisory committees.

# Authority & Decision Making

These advisory committees have no authority or decision-making power. They are to act as a collective advisory group only by providing knowledge, critical thinking, and analysis to the issues within the scope of their committee.

# records

The Advocacy Engagement Coordinator is responsible for accurate record keeping. Records will be maintained in digital files and copies of these files will be kept indefinitely on the CSI SharePoint site.

Minutes of meetings will be posted on CSI’s website for membership to review at their convenience to remain transparent as a membership driven organization.