

## Residence Advisory Committees

### Terms of Reference

#### Purpose

Residence Advisory Committees (RACs) are established to provide residents with a structured platform to express their ideas and opinions, fostering communication and dialogue between residents and residence staff. The committees serve as an essential communication channel between residents and staff, ensuring that student voices are heard in shaping the living learning environment.

RACs are empowered to discuss, deliberate, and make recommendations in the following areas: residence services; residence programming and education; policies and procedures; facilities projects; communications; and budgetary priorities.

#### Meetings

Residence Advisory Committees shall meet no less than three times per year, on dates/times that seek to maximize attendance. Agendas and any materials needed for informed discussion will be shared in advance with members. Meetings will be open to all residents and advertised in the residence newsletter.

#### Membership

A Residence Advisory Committee will be formed for each Spaces & Experiences' residence. The standing membership of each Residence Advisory Committee shall include:

- Dean of Residence & Director of Student Life or designate
- Director of Residence Operations or designate
- 2 residence life staff
- 2 residence operations staff
- 3 Residence Council members
- 4 Residents
- 1 Residence Don
- 1 other student-staff

Reasonable efforts will be made to ensure a minimum of six student attendees at all RAC meetings.

#### Roles & Responsibilities

A Chair and a Secretary will be assigned prior to the first RAC meeting following the start of the new academic year.

- The Chair is responsible for scheduling and leading committee meetings, facilitating discussions, and ensuring that all agenda items are addressed. The Chair also serves as the primary liaison between the committee and residence staff, ensuring that recommendations are communicated effectively.
- The Secretary is responsible for recording minutes, tracking attendance, and maintaining records of committee decisions and recommendations. The Secretary will ensure that minutes are circulated to all members and relevant stakeholders and posted promptly after each meeting.

**Amendments to the Terms of Reference**

These terms of reference may be amended by the committee at the first meeting of the new academic year, with approval from the Dean of Residence & Director of Student Life.