



## **POLICIES AND PROCEDURES**

<b>Section Title:</b> Board of Directors	<b>Section Reference:</b> BD
<b>Policy Title:</b> Finance and Commercial Affairs Committee - Terms of Reference	<b>Policy Number:</b> BD-004

### **Policy Statement:**

The Board of Directors shall appoint a committee to oversee the financial and commercial affairs of the Student Centre Corporation.

**PURPOSE:** The Board of Directors at its first meeting shall appoint a Finance and Commercial Affairs Committee.

**PROCEDURE:** In accordance with policy BD-005, the Board of Directors shall, at its first meeting, appoint a Finance and Commercial Affairs Committee.

**MEMBERSHIP:**

- Treasurer (Chair)
- 1 Directors elected by the Board
- 1 Director who is a University representative on the Board
- YUSC Chairperson (*ex officio*)(*voting*)

**DUTIES:** The Finance and Commercial Affairs Committee shall:

1. Establish and oversee the annual budgetary process.
2. Ensure ss. 15 and 16 of the Management Agreement (ie. reporting requirements and financial agreement) are performed properly and thoroughly.
3. Recommend to the Board adjustments to the Student Centre levy in accordance with s. 12 of the Management Agreement.
4. Recommend policies to the Board governing fund raising.

5. Recommend action and policy regarding all financial matters, including investments.
6. Oversee the commercial operations of the Student Centre in accordance with s. 17 of the Management Agreement.
7. Recommend policies to the Board regarding the commercial operations of the Student Centre.
8. Recommend policies to the Board regarding the selection of tenants for any commercial areas in the Student Centre.
9. Recommend for approval to the Executive the selection of tenants for any commercial areas in the Student Centre in accordance with policies approved from time to time by the Board.
10. Recommend any alterations in the configuration of commercial space in the Student Centre including the expansion of commercial space.

<b>Contact Person (title):</b>	Chairperson / Executive Director / Treasurer
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board, Executive and Finance Minutes
<b>Relevant Forms:</b>	N/A

<b>Board Approval Date:</b>	24 October 1991
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	25 October 2000; 20 June 2007 (administrative edits for policy reference errors)
<b>Last Reviewed By:</b>	YUSC Vice-Chair