



Policy Name: Capital Campaign Committee	Policy Number B6
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Policy Statement

The SAOC's involvement in Olds College Capital Campaigns shall be handled by the Capital Campaign Committee.

Purpose:

The Capital Campaign Committee shall guide the decision making process related to the Students' Association of Olds College's (SAOC) involvement in the current Olds College Capital Campaign.

Related Policies	
Review Plan: Annually	Review Date: March 2022
	Ratification Date: March 1, 2017



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Terms of Reference

1. Title

The name of this Committee shall be the *Capital Campaign Committee*. This Committee is established under the authority of the Student Board of Directors of Olds College.

2. Purpose

The Committee shall guide the decision making process related to the Students' Association of Olds College's (SAOC) involvement in the current Olds College Capital Campaign.

3. Membership

The Committee is comprised of no less than four (4) and no more than eight (8) members, one of whom is the current SAOC President who will act as Committee Chair.

A minimum of five (5) Committee members shall be chosen by the Executive Council upon enactment of this Committee, and shall retain their seat on the Committee for the duration of the Capital Campaign they were chosen for, or such time they wish to resign their seat. The remaining two (2) seats shall have one year terms and may remain open or be filled at the discretion of the current Executive Council.

Members of the Committee must be appointed by the Executive Council and must be current or former Olds College students. Replacement members for any member that has resigned their seat will be chosen by the current Executive Council based on recommendations from the remaining Committee members. On behalf of the Committee, the Committee Chair may invite internal or external persons to attend meetings, in a non-voting capacity, to provide advice and assistance where necessary.

A majority of the members of the committee shall constitute a quorum at any meeting.

4. Functions

The functions of the Capital Campaign Committee are:

- a) To provide year over year consistency and follow through on matters relating to the SAOC's involvement in the Olds College Capital Campaign;
- b) To act as liaison between Olds College and the SAOC on matters relating to the Olds College Capital Campaign;
- c) To make decisions on behalf of the SAOC regarding the Olds College Capital Campaign, including but not limited to decisions regarding scope of work, planning and design work related

to proposed construction and renovation projects, and negotiation of contracts and/or leases in relation to the project for approval by the SAOC Executive and/or the Student Board of Directors;

- d) To have at least one member of the Committee attend Olds College Capital Campaign Cabinet meetings;
- e) To ensure adherence to contracts signed between Olds College and the SAOC related to the Olds College Capital Campaign;
- f) To represent and act within the best interests of the students of Olds College in all decisions;
- g) To provide reports to the Executive Council outlining activities in January, April, and September of each year;
- h) The Committee does not have the authority to enter into contracts, secure financing, or incur any type of debt on behalf of the SAOC.

5. Meetings

The Capital Campaign Committee shall meet a minimum of once per month. A meeting may be cancelled by a majority vote of the Committee. Additional meetings may be called by any member of the Committee with a minimum notice of seven (7) calendar days.

6. Compensation

Committee members shall be compensated through an honorarium of \$200 per month, with the exception of the current SAOC President or anyone holding a seat on the Committee while also holding a position on the current Executive Council. Honorariums can be docked by a majority vote of the current Executive Council based on a recommendation from the Committee by agreement of the majority. Reasons for dockage may include missed meetings and non-performance of duties.

Travel expenses for attendance of meetings or other Capital Campaign Committee business where telephone, skype, etc. are not sufficient may be reimbursed, subject to approval by a majority vote of Committee members.

7. Minute Taker / Secretary

The SAOC Administrative Coordinator (or someone appointed by them) shall be responsible for preparing agendas and issuing notices for Committee meetings, ensuring all necessary documents requiring discussion or comment are included with the agenda.

Meeting minutes will be recorded and distributed in draft form to all Committee members by the SAOC Administrative Coordinator (or someone appointed by them). Minutes will be accepted by Committee members as a true and accurate record at the commencement of the next meeting.

8. Amendments

The Terms of Reference shall be reviewed annually from the date of approval. It may be

recommended that they be altered to meet the current needs of the Committee by agreement of the majority. The Committee can be dissolved by a majority vote of the current Student Board of Directors.

This Committee shall be assembled at the beginning of the SAOC's involvement in an Olds College Capital Campaign, and shall be disbanded at such time that work related to that Capital Campaign has concluded. The Committee shall be assembled and disbanded based on a majority vote by the Student Board of Directors.