



Global Student Council Terms of Reference Document output

Global Student Council
201 Park Washington Court
Falls Church, VA 22046-4527, USA
E-Mail: info@iaem.com
Web: www.iaem.com

BACKGROUND

The International Association of Emergency Managers (IAEM) Global Student Council (GSC) was formed in 2007 as part of the re-structuring of the organization. Since 2007, the GSC has been represented as one of the seven councils of the IAEM Global Board. Reporting to the IAEM GSC are the IAEM Student Regions that exist to support, facilitate and benefit opportunities for students within their territory. Currently three student regions exist: Canada, Oceania and USA.

RAISON D'ETRE

The IAEM GSC has consistently been the fastest growing council of IAEM year-over-year – representing over 1,500 student members globally – and the second largest IAEM council. IAEM Student Members are critical as the future practitioners and academics of the field. While IAEM maintains a strong program that supports student members (e.g., IAEM Scholarship program), an independent student run and led council has proven more effective to support, facilitate and benefit student-related activities.

MISSION

The mission of the IAEM GSC is to support, facilitate and benefit IAEM Student Regions and members by promoting the following:

- Support for the vision and mission of IAEM;
- Creating and maintaining successful Student Regions within IAEM;
- Facilitating and coordinating the common interests of Student Members and Student Regions;
- Advocating the issues that are important to Student Members;
- Growth and diversity within the Student Membership and IAEM as a whole;
- Effective and efficient communication and information sharing within the IAEM Student Council and with all parts of IAEM; and
- Involvement in all parts of IAEM as a strong, equal, and mutually beneficial member.

PROJECTS

Students may put forward a project for review by the GSC Board of Directors (BoD). The project will be reviewed at the next meeting, if it is considered to meet the scope of the GSC, the Executive Committee will work with the Student and/ or Emergency Manager to clarify and develop a specific Terms of Reference for each project, and commence with appropriate structures to implement the project.

A list of projects has been identified below, they can be used as a guide for future projects and are not in any particular order nor exhaustive of potential projects, and include the following:



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- Develop a mentoring program;
- Develop a resource to identify and share information on emergency management internships;
- Developing an annual student conference and events;
- Develop and organize networking events; and
- Develop and implement an emergency management volunteer network.

OUTPUT

This will be accomplished through the utilization of Best Practice (BP), Evidenced Based Practice (EBP), and appropriate referencing system (i.e.; APA style – latest edition) that improves transparency in an effort to move emergency management towards a fully-fledged profession and the emergency manager to a recognized position.

Quantifiable results are desirable, utilizing the SMARTER principle developed by Meyer (2003) as a guide to setting and evaluating goals and outcomes. The components of the SMARTER principle include:

- **Specific** – stresses the need for a specific goal over and against a more general one. This means the goal is clear and unambiguous; without vagaries and platitudes.
 - What: What do I want to accomplish?
 - Why: Specific reasons, purpose or benefits of accomplishing the goal.
 - Who: Who is involved?
 - Where: Identify a location.
 - Which: Identify requirements and constraints
- **Measurable** – stresses the need for concrete criteria for measuring progress toward the attainment of the goal. The thought behind this is that if a goal is not measurable, it is not possible to know whether a team is making progress toward successful completion.
 - How much?
 - How many?
 - How will I know when it is accomplished?
- **Attainable** – stresses the importance of goals that are realistic and attainable. While an attainable goal may stretch a team in order to achieve it, the goal is not extreme. That is, the goals are neither out of reach nor below standard performance, as these may be considered meaningless.
 - How: How can the goal be accomplished?



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- **Relevant** – This stresses the importance of choosing goals that matter. Goals that are relevant to your boss, your team, your organization will receive that needed support.
 - Does this seem worthwhile?
 - Is this the right time?
 - Does this match our other efforts/needs?
 - Are you the right person?
- **Time-bound** – This stresses the importance of grounding goals within a time frame, giving them a target date. A commitment to a deadline helps a team focus their efforts on completion of the goal on or before the due date. This is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization.
 - When?
 - What can I do six months from now?
 - What can I do six weeks from now?
 - What can I do today?
- **Evaluate** – Is IAEM GSC and the final project/s output accomplishing the goals and objectives set out in Section 1 and 2?
 - Before each milestone is commenced; and
 - At the conclusion of each milestone.
- **Re-evaluate** – This is important to ensure objectives are being met and scope creep does not set in diverting limited resources from IAEM GSC goals.
 - How often should this occur?
 - What is the process?

MEMBERSHIP

The membership of IAEM GSC is open to IAEM Student Members in Good Standing.

COMPOSITION

The IAEM GSC is comprised of the following entities, boards and committees:

- Executive Committee;
- Board of Director;
- Student Regions; and
- Committees, as established by the Board of Directors.



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CODE OF CONDUCT

The Code of Conduct requires that all members:

- Behave ethically, honestly and with integrity;
- Treat everyone with respect and courtesy;
- Be constructive and topic focused;
- Are entitled to contribute to the scope of the focus area;
- Discuss issues within the agenda and timeframes;
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with IAEM GSC membership;
- Respect other peoples opinions and remain issues focused on the key area;
- Use IAEM GSC resources in a proper manner;
- Not provide false or misleading information in response to a request for information;
- At all times behave in a way that upholds IAEM GSC Values and the integrity and good reputation of IAEM;
- Promote emergency management and the emergency manager as a unique profession; and
- Be a proactive member of the Emergency Management community.

REPORTING

IAEM GSC will meet monthly at a set time through mutually agreeable media with minutes to be recorded and disseminated within a month to the membership. Meeting are to go no longer than 60 minutes in duration, additional special meeting will be called if necessary to discuss matter in greater detail.

Student Region and Committees, if any, will determine their own specific meeting procedures.

Generic procedures include:

- That sufficiently detailed meeting notes are kept to enable an understanding of how decisions and outcomes were made;
- That the Group, at the end of each meeting, will agree upon the Meeting Report – a summary of agreed meeting outcomes with reasons for the decisions. This will be the basis for communication to the IAEM GSC Executive Committee and the community;
- That the meeting notes of the previous meeting, agenda, and all relevant documents are distributed to members at least one week before the next meeting; and
- The Group will use whatever means of communicating with each other between meetings that is most appropriate - email/personal contact etc.



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AGENDA

To be prepared and distributed by the Chairperson at least one working week prior to the meeting. Chairperson will email to members and save soft copy on share drive. Agenda items should be forwarded to the chairperson no later than two (2) working days prior to the meeting.

The Standing Agenda shall be:

- Present & apologies
- Confirmation of previous minutes
- Report of Officers
- Report of Special Committees
- Old Business
- New Business
- Next Meeting

SCHEDULE

All items to be submitted, must be sent across to the Secretary by the end of the respective week.

<u>ITEM</u>	<u>WEEK</u>	<u>RESPONSIBLE PARTY</u>
Call for Agenda Items	Week 1	Secretary
Submit Agenda items & Regional Reports.	Week 2	Council, Region Presidents, or Representatives must submit a minimum of one-paragraph report summary with financials.
Meeting	Week 3	GSC and Regional Participants
Meeting Minutes	Week 4	Secretary

DOCUMENT DESIGN

All documents should contain a systematic referencing system and will be submitted to the IAEM GSC Executive via email.

- Resources should be A4 size (preferred);
- Resources should be sent in English;
- Include information for:
 - Author/reviewer name (Applicable Working Group);



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- Date of submission;
- Organisation name and Working Group (Primary submitting site i.e., IAEM GSC and name of Working Group);
- List of Working Group Members (Project Manager followed by contributing members details);
- Contact phone number (Chair);
- Email address of IAEM GSC (Chair);
- Address of IAEM GSC;
- Title of the resource;
- Summary of the resource;
- Key words for the resource;
- PDF or HTML of the resource;
- Suggested topic to be included (other topics available at: To be determined);
- Clear Aims and Objectives;
- Literature Review;
- Critical analysis of Literature; and
- Reference.

The representative will email a link to the resources to the Chair or similar, who will then disseminate this link to the IAEM GSC webpage.

APPROVAL AND AUTHORITY TO PROCEED

I, Matthew Ellis as President of the IAEM Global Student Council (2014), acknowledge approval of a majority of the Board of Directors and approve the Terms of Reference as outlined above.

SIGNATURE


Approved By

06/26/2014

Version 1

Date