



Terms of Reference

Canada Student Region Council

The IAEM Canada Student Region Council is responsible to IAEM-Canada Board of Directors

Members of Committees responsible to IAEM-Canada Council, shall be members in good standing of IAEM-Canada and shall adhere to governance of the IAEM-Canada Bylaws and IAEM-Canada Administrative Policies and Procedures. Standards of Behaviour and Code of Conduct as defined by IAEM, will be strictly observed by all members.

Background

The IAEM Canada Student Region (IAEM CSR) is a student region running under the authority of IAEM-Canada in an effort to reduce the span of information flow across the country and represent regional emergency preparedness considerations at the national level. The IAEM CSR Council provides the governing structure for the IAEM CSR.

Definitions

IAEM – International Association of Emergency Managers

Bylaws and Administrative Policies and Procedures

The IAEM Canada Student Region uses the IAEM Canada Bylaws and the IAEM Canada Administrative Policies and Procedures, in addition to these terms of reference, as its official governing documents.

Mandate

In addition to the IAEM 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 CSR membership;
- Respect other people’s opinions and remain issues focused on the key area;
- Use IAEM CSR resources in a proper manner;

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 1 of 8



Terms of Reference

- Not provide false or misleading information in response to a request for information;
- At all times behave in a way that upholds IAEM CSR 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.

Mission

The mission of the Committee is to support, facilitate and benefit the IAEM CSR members by promoting the following:

- Support for the vision and mission of IAEM Canada and the IAEM Global Student Council;
- Foster relationships with students in emergency management;
- Build a social network among students;
- Advocate for the issues that are important to its student members;
- Foster student membership; and
- Disseminate information about IAEM Canada and emergency management including upcoming training opportunities, conferences, social events, and news to student members.

Committee Positions

All Council positions will be for a one year term beginning September 1 and ending June 30th the following year. If a member of the Executive committee wishes to run for a consecutive term, they will need to reapply through the nomination and election process.

- One Committee President;
- One Committee Vice President;.
- One Secretary; and
- One Treasurer.

The executive committee positions shall be elected by the members of IAEM – Canada Student Chapter.

Members of the Council may be removed, with or without cause, by a majority vote of the Board.

Procedural

In connection with the discharge of its duties and responsibilities, the Committee shall observe the following procedures:

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 2 of 8

Terms of Reference

1. **Meetings:** Committee meetings will be scheduled by teleconference on a monthly basis with the exception of July, August, and December due to holidays. Changes to the meeting schedule may take place with the agreement of the President and Vice President, provided that the period of time between any two committee meetings does not exceed three months.
2. **Place and Means of Meetings:** Meetings will be held via teleconference or, if possible, in person.
3. **Attendance:** Committee members shall inform the Chair or Co-Chair in advance if they will be absent from scheduled committee meetings. Absenteeism from three consecutive meetings will constitute a special meeting with the Chair.
4. **Quorum:** A quorum for committee meetings will consist of 50 percent plus one.
5. **Other Attendees:** With the consent of the Chairperson, other Directors and non-Committee members may be asked to attend a meeting(s) to provide assistance to the Committee
6. **Meeting Minutes:** The minutes will be drafted and reviewed at the next committee meeting for Committee approval and to the President for approval. In the absence of the President, the Vice-President shall approve the minutes. Upon approval, minutes of the meetings will be distributed as required and shall be uploaded to the IAEM-Canada Student Council Dropbox. The Secretary is responsible for ensuring that Committee minutes are saved to the shared drive and posted on the IAEM website.
7. **Reporting Dates:** A monthly report will be provided to the Board of Directors of IAEM Canada through attendance to their monthly board meeting.
8. **Communication:** Communication with the IAEM-Canada Board will be carried out through the President.
9. **Meeting Chair:** The President will chair the meetings. In the event of the absence of the President, the Vice President will chair the meeting.
10. **Agenda Items:** The agenda for each meeting will be prepared and distributed to all members at minimum of one week in advance of regularly scheduled committee meetings.

Membership

Student Membership

Student membership is available up to six years to anyone enrolled in a post-secondary institution and studying emergency management or a related field. Proof of current enrolment is required at the time of membership and/or membership renewal.

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 3 of 8



Terms of Reference

Committee Membership

The Council is composed of a minimum of four (4) and a maximum of seven (7) directors from across Canada. As per the by-laws, directors on the IAEM CSR Council must be members of IAEM Canada in good standing and currently attending a Canadian post-secondary institution at the time of election.

The Council will consist of one President, one Vice President, one Secretary, and one Treasurer at a minimum, also known as the Executive Committee

In the event that there are more than four (4) directors in the minimum positions, general committee positions shall be appointed by the Council (i.e. Director of Communications and Marketing or Director of Membership Engagement).

Election of Executive Committee Members

Executive committee positions are primarily awarded through a formal election process which occurs annually in the early spring of each year.

The process is outlined below:

1. The Student Region President will send out a formal call for nominations to all student members. The call for nominations will last a period for 15 days.
2. During this period student members who wish to submit a nomination for a position on the Committee can do so by request via the IAEM Canada Student Region email.
3. After the 15 day nomination period, all nominations will be sent to the IAEM Membership Manager at IAEM HQ to confirm that everyone is eligible to run for positions on the Canada Student Council.
4. Once the candidate roster has been confirmed by IAEM HQ, the official election period shall commence. The official election period will run over a 2 week period and all student members will be encouraged to vote.
5. The candidates will be selected by a majority vote.
6. If all key positions have been filled, then general members shall be appointed by the Committee.
7. In the event that an Executive Committee member or a Director resigns or is removed from the council prior to the end of their term, a replacement may be appointed as per majority approval of remaining Committee Members

Disciplinary Action of Committee

If the actions or conduct of the Committee do not meet the IAEM Canada Student Region Standards of Behavior, the Code of Conduct, or otherwise have an undesirable impact to the operation of or public image of IAEM CSR, IAEM Canada, IAEM International or subsidiary committees thereof, disciplinary action may be pursued.

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 4 of 8



Terms of Reference

Disciplinary action may result in removal from the IAEM CSR and / or rescinding of membership. The process for seeking disciplinary action is as follows:

- Upon notice of potential actions or conduct requiring disciplinary review, submission by any IAEM member in good standing must be made in writing to the Committee describing the action or conduct, provision of any evidence of such action or conduct, as well as a motion for disciplinary action;
- The Committee President shall inform the Director under disciplinary review of the request for disciplinary action in writing a minimum of 30 days prior to the review at a regularly scheduled committee meeting;
- Prior to the review, the Director under review is entitled to request – in writing – a hearing on the motion;
- Upon receipt of the request for the hearing, the Committee President shall schedule a review hearing within 14 days in lieu of the review at the regularly scheduled committee meeting;
- The review hearing shall allow for the Director under review 10 minutes to state their objections or comment on the motion for disciplinary review;
- Upon completion of the Directors statement, the remaining Directors will have up to 20 minutes to respond to the statements of objection;
- After the 20 minute response period, the Director under review shall be excused from the review meeting;
- The remaining Directors shall discuss the matter “in camera” and then vote on determined motion on disciplinary action “out of camera”;
- In order for the motion for disciplinary action to pass, a two-thirds majority in favor of the motion must be achieved;
- Immediately following the meeting, the Committee President (or designate) shall provide written notification of the decision to the Director under review;
- If the motion results in support of disciplinary action, notification of the determined disciplinary action must be reviewed by the IAEM Canada board prior to enacting said discipline;
- Upon review by the IAEM Canada board, written and verbal notification must be provided to the Director under review of the resulting decision.

Expenditures

The Committee shall not expend any money, or bind the Corporation, or pledge its credit, or enter into any contracts on its behalf, without the express authority of the IAEM Canada Board.

Specific Areas of Responsibility

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 5 of 8



Terms of Reference

In addition to any other duties and responsibilities assigned to it from time to time by the Committee, the Committee’s specific areas of responsibilities are:

The following are the responsibilities of the Executive Committee:

President

- ~10-15 hours/month
- Chair the monthly committee meeting;
- Attend IAEM - Canada monthly meetings and coordinate efforts between committees;
- Divide responsibilities and manage projects in accordance to the Strategic Plan;
- Ensure compliance with NFP regulations; and,
- Other duties that arise from time to time.

Vice-President

- ~ 8-10 hours/month
- Serve as the President of IAEM - CSR in their absence;
- Attend IAEM - Global Student Board monthly meeting, provide the IAEM Global Student Board with an update, and report back to Canada Student Region;
- Enforce applicable bylaws and administrative matters of student body;
- Primary recruiter for the Canada Student Region;
- Such other duties as assigned by the President from time to time.

Treasurer

- ~6-8 hours/month
- Facilitate all financial interactions related to the Committee and student membership including but not limited to, collecting funds, making deposits, remunerating bills, and facilitating reimbursements;
- Maintain the Committee’s financial records;
- Preparation, in conjunction with the IAEM staff, of a monthly Global Student Council Financial Report for the Committee; and,
- Other duties as assigned by the President from time to time.

Secretary

- ~6-8 hours/month
- Record, distribute, and file agendas and minutes of all committee meetings to the appropriate persons and locations;

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 6 of 8



Terms of Reference

- Serve as the primary manager of the Committee's online presence (i.e. Website, etc.);
- Handle official correspondence pertaining to Committee business;
- Maintain all non-financial records of the Committee; and,
- Other duties as assigned by the President from time to time.

Review and Revision

The Terms of Reference will be reviewed upon the election of a new Chair, or every two years. Review and revision will follow the Document Records Control Policy and Procedure.

All Committee members will indicate that they have read and understood these Terms of Reference on the attached sign off form and will forward the record to the Secretary or Director of Governance for compliance tracking.

Revision History

Revision #	Date of Revision/Review	Page	Section	Purpose of Revision/Review/Amendment
0	March 19, 2018	All	All	Original

Approval

Approved by the Committee President

Name: Jenn Nelson Date: 3/24/2018

Approved by the IAEM Canada Board of Directors

Name: Greg Solecki IAEM-Canada President Date: 3/19/2018

Acknowledgement of the IAEM Canada Student Chapter

Terms of Reference

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 7 of 8



Terms of Reference

I, [Insert First and Last Name](#), am a member of IAEM-Canada in good standing and I have read and understood the Terms of Reference of the IAEM Canada Student Committee.

I agree to all terms and conditions within this Terms of Reference and will abide by this document and the IAEM-Canada Bylaws and IAEM-Canada Administrative Policies and Procedures.

I agree to the above statement

I do not agree to the above statement

Name: [Insert First and Last Name](#) _____

Date: [Click here to enter a date.](#)

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Biannual	March 19, 2018	0	IAEM Canada Student Region Council	CANSC-GD-01	Page 8 of 8