

Finance, Fees, and Funds Mandate Letter

FFF-00

LONG TITLE	Finance, Fees, and Funds Mandate Letter	DATE OF ENACTMENT	29 May 2023
		LAST AMENDED	
REFERENCE No.	FFF-00	NEXT REVIEW	April 2025
CATEGORY	Mandate Letter	COMPETENT CHAMBER	Council

PREAMBLE

This is the mandate letter and terms of reference for the Finances, Fees, and Funds Committee (FFFC). This Committee is tasked with reviewing the finances of the Association, including the budget, student fees, and the distribution of student funds in CUSA programs.

MANDATE

- 1** This Committee shall have the power, subject to the Act, to:
 - (a) Review and support community-based initiatives, programs and services with due consideration of financial resources;
 - (b) make recommendations to Council and, if required, the Board on financial matters, namely:
 - (i) matters relating to mandatory and ancillary fee reform, and
 - (ii) matters relating to CUSA Awards, Sponsorships and the Student Initiative Fund
 - (c) aid the Vice President Finance in any relevant duties and responsibilities of that office; and
 - (d) any other power, delegated by the Council or the Board, to aid in efforts towards the sound finances of this Association and the execution of Councillors' fiduciary duty.

COMPOSITION

- 2** Per section 12 of the Council Committees Policy, this Committee shall have the following members:
 - (a) a minimum of four (4) councillors;
 - (b) the Vice President Finance-Secretary Treasure as a voting member; and
 - (c) the CUSA Director of Finance as the non-voting resource member.

MEETINGS

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- (a) Per section 15 of the Committees Policy, the Committee must meet at least once every six (6) weeks.
- (b) It is the responsibility of the Chair of the committee to inform the Vice President Internal about all committee and subcommittee meetings.

SUBCOMMITTEES

- 4** It is recommended that the Committee strike the following subcommittees:
 - (a) the Fee Reform Subcommittee (FRSc); and
 - (b) the Student Funds Subcommittee (SFSc).

Directive

- 5** The Fees Subcommittee shall be responsible for reviewing mandatory and ancillary fee reform, and recommending all financial referenda on Fees and Services.
- 6** The Student Funds Subcommittee shall be responsible for all matters related to CUSA Awards, the Student Initiative Fund, and Sponsorship to student groups.

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
29 May 2023	M. Faris	K. Cavero	(C-10) Policy adopted by Council.