



**UNIVERSITY OF THE
COMMONWEALTH
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Fostering Leadership & Innovation



University of the Commonwealth Caribbean

TERMS OF REFERENCE

UCC Student Council Executive Board

March 2020, Revised May 2022



Policy/Procedure Title:	Student Council Executive Board
Policy/Procedure Number:	DSS-03-2020
Date Developed/Revised:	March 2020, Revised Nov 2021, May 2022
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Date Approved by University President:	June 7, 2022
Date of Next Revision:	May 2024
Contact:	Department of Student Affair, Director
Appendices:	
Related Policies/Procedures:	SOP- Student Council Election
Position(s) Responsible for Adherence to Policy:	Student Council President, Student Council Executive, Department of Student Affair Director, Campus Managers,
APPROVED BY: UCC Academic Council	APPROVED BY: UCC President
Name: Dr. Yvonne Dawkins, Associate Vice President for Academic and Students' Affairs	Name: Professor Dennis J. Gayle, University President
Signature: 	Signature: 
Date: June 1, 2022	Date: June 7, 2022

UCC Student Council Executive Board March 2020, Revised May 2022

Purpose and Role

The terms of reference (TOR) documents the standardized guidelines governing the Student Council Executive Board which comprises the elected student representatives at the University of the Commonwealth Caribbean, UCC. The TOR describes the formal, official positions of the Student Council Executive Board and details the democratic election process.

All Student Council Representatives (SCRs) are Ambassadors for the University, and should demonstrate appropriate behaviours at all times, both within and outside of the university in order to uphold the integrity of the University. Student Council members are expected to honour the Terms of Reference that guide their functions.

The University ensures that our students have an influence in the determination and dissemination of policies within our institution. We rely on our Student Council to collect and present valuable student feedback on all the dimensions of the academic and administrative sectors of the UCC, from the various groups of students (both undergraduate and graduate). The Department of Student Affairs (DSA) will continue to document and present these views and recommendations from the student body to the Executive Arm of the UCC.

Composition

Student Council members should be representatives of the wider student body. For balance that serves the interest of all groups, it is encouraged that elected representatives serve on UCC Student Council Executive Board in the following capacities:

- 1 Student Council President
- 2 Vice Presidents of Academic Affairs (BSc & ASc)
- 1 Vice President of Finance/Treasurer
- 1 Executive Secretary
- 1 Student Life Representative
- 1 College of Graduate Studies and Research Representative
- 4 Regional Chairpersons (Mandeville, May Pen, Ocho Rios and Montego Bay)

- 4 Department Representatives (Business Administration, Information Technology and Mathematics, Behavioral Sciences, Tourism)
- 1 Caribbean and International Student Representative

Responsibilities and Functions

Student Council Executive Board (SCEB) sets the pace and tone for interactions between staff and students and should therefore be familiar with the policies and procedures in the Student Handbook as well as the support services available to students. The SCEB's mandate is concerned with the improvement of the student experience for all students studying across all modalities at UCC, and shall:

- Serve as the bridge between students and staff to resolve problems, improve processes and identify and eliminate challenges as they arise
- Listen to the views, opinions and ideas of all students and provide information and recommendations for solutions of issues.
- Engage in consultation prior to the implementation of new policies and practices and will assist with the dissemination of such information to the student body.
- Act as a peer support group to students in need of tutorial, mentorship and general peer support and how to direct students to accessing the various support services offered through the DSA
- Create a positive atmosphere by initiating projects or advancing suggestions that will improve students' morale and the University's corporate image and provide students with a sense of ownership of the institution.
- Partner with the Department of Student Affairs to conceptualize, plan and execute co- and extra-curricular activities that will enrich the university experience of students and raise awareness of social issues.

(1) The President shall, *inter alia*:

- a) Be the chief executive officer of the UCC Student Council Body.
- b) Preside over all meetings of the UCC Student Council/ Executive.
- c) Ensure that the mandates directed by the Student Body/ Student Council Executive shall be duly carried out.
- d) Approve all documents before they are issued in the name of the UCC Student Council Body.
- e) Have the authority to speak on behalf of the UCC Student Council Body.
- f) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Board.

(2) The Regional Chairman shall, *inter alia*:

- a) Chair all Regional Student Council meetings
- b) Lead the charge for advocacy and development in the region/ campus.

- c) Shall perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Committee.

(3) The Vice President(s) of Academic Affairs shall, *inter alia*:

- a) Conceptualize, organize and implement at least 3 voluntary programs for the academic year; one of which must be to uplift a campus
- b) Coordinate town hall meetings once per semester
- c) Sit on all fundraising committees and liaison with the treasurer
- d) Coordinate training for Student Council Executive
- e) Chair the Student Council/Executive Board meetings in the absence of the President or Chairman
- f) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Board
- g) Establish methods for gathering information related to the student experience from students, in collaboration with the President, including surveys and assessment of student academic affairs and student life
- h) Develop and maintain positive relationships with the student body through availability, accountability, creativity, credibility, and confidentiality
- i) Encourage fellow Student Council Executive members toward personal, social, spiritual, and academic development
- j) Promote and support Student Council and non-Student Council events on campus (support for area programming and campus programming on an as-needed basis)
- k) Provide a culture of collaboration and accountability among the Student Council Executive members and the UCC Administration.
- l) Responsible for assisting the Council Representatives in the facilitation of strategic planning in the execution of their specific responsibilities;
- m) Disperse information to Student Council members;
- n) Co-chair the Departmental Representatives Committee (DRC) meetings and present relevant student issues or provide student opinion on topics discussed.
 - i. If unable to attend the DRC, an apology must be sent, along with a brief report highlighting issues to be raised and any good practices identified supported by independent research.
 - ii. Contribute to the agenda by sending items in advance to the Student Council President.
- o) Perform assigned asks in a timely and professional manner and meet assigned deadlines consistently

(4) The Executive Secretary shall, *inter alia*:

- a) Be the administrative head for the UCC Student Council Board and the Executive Committees.
- b) Coordinate and manage the secretariat.
- c) Be responsible for the documentation of such minutes, resolutions and notions as are passed at Executive and Council meetings.
- d) Compile and publish reports of the Student Council at the end of each semester.

- e) Ensure the proper and timely maintenance of files including but not limited to the minutes and reports of events, so that they may be available to any member of staff and the student body upon reasonable request.
- f) See to the dissemination of information to the student body, the Student Executives and the Department of Student Affairs.
- g) Compile and publish an annual report of the Council at the end of the academic year.
- h) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/Student Council Executive Board.

(5) The Vice President of Finance /Treasurer shall, *inter alia*:

- a) Coordinate fundraising activities for the Council
- b) Ensure that proper accounting practices and procedures of the Council are in accordance to standard best practices
- c) Receive all monies on behalf of the Council
- d) Keep accurate account of all receipts and expenditures of monies made on behalf of the Council
- e) Present an up to date report on the finances of the Council to the Student Executives, student body and the Department of Student Affairs at the end of each semester
- f) Submit to the secretary the audited account before the end of the semester to be included in the semester's final report
- g) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Board

(6) The Public Relations Officer shall, *inter alia*:

- a) Actively promote student understanding of, and participation in, the Student Council
- b) Serve as the Student Council's media relations coordinator
- c) Inform campuses and local media concerning the Student Council events, news, decisions, and policy
- d) Coordinate, develop, and maintain the Student Council's social media presence
- e) Collaborate with the UCC Marketing Department
- f) Develop a semesterly marketing plan
- g) Manage the Student Council brand
- h) Produce a weekly newsletter and update the Student Council website
- i) Attend the Student Council weekly meetings
- j) Conduct research and analyse data to identify and define audiences
- k) Devise, present ideas and strategies, and implement promotional activities, events, and product exhibitions
- l) Compile and distribute financial and statistical information
- m) Update student group databases
- n) Create, proofread and manage content, including text posts, video and images for use on social media
- o) Interact with students and deal with student's inquiries
- p) Develop and oversee new social media strategies and campaigns

(7) The Departmental Representatives (4) shall, *inter alia*:

- a) Proactively seek out and discuss students' views on matters relating to their academic student experience with the Programme and Module Reps within the respective Department
- b) Comment on, provide input and propose changes on any concerns and issues suggested in student surveys, external examiners report and course evaluations
- c) Attend the Departmental Representatives Committee (DRC) meetings, along with Programme Representatives, and present relevant student issues or provide student opinion on topics discussed
 - If unable to attend the DRC, an apology must be sent, along with a brief report highlighting issues to be raised and any good practices identified supported by independent research
 - Contribute to the agenda by sending items in advance to the Student Council President
- d) Raise student issues on both a formal and informal basis to your Programme Coordinators, and where relevant, Head of Department
- e) Update the Programme and Module Reps within the respective Department on the outcome of any issues raised, so that they in turn can inform the students they represent
- f) Attend the Departmental Representatives training and development sessions
- g) Communicate regularly with the Programme and Module Reps and your Programme Coordinators, and where appropriate, Head of Department
- h) Refer and/or signpost students with individual issues to appropriate sources of help as necessary. Give support to the Programme and Module Reps to do likewise
- i) Engage with activities to recognise and reward Programme and Module Reps
- j) Submit recommendation to HOD for additional classes as needed within each semester to ensure students complete their degrees within the given time period
- k) Encourage and mentor student for progression and achievement in each module to ensure student competency
- l) Have an awareness of Alternative Examinations and Leave of Absences policies and procedures to provide guidance to students
- m) Submit a report to the HOD by the beginning of the add/drop period of each semester of modules where the Lecturer has not provided course material, course information, specifics of assessments by the first day of class
- n) Liaise with lecturers to ensure students are provided with general feedback within (7) days of coursework submission and coursework grades within (14) days of submission
- o) Monitor the provision of coursework pieces according to the course outline in a timely manner and encourage all students to complete all coursework by the end of the 10th week for the Fall and Spring semesters and the 7th week for the Summer semester and students receive all coursework grades by the end of the teaching week in each semester
- p) Ensure students are provided with current past papers, revision guides for MSA & EOSA, and lecturers conduct official revision classes.

Leadership Training

The DSA shall provide leadership training to each group of SCEB within the period of transition to support the effective execution of duties as student leaders. Additional training will be arranged to address any gaps identified for individuals or the entire Board, during the tenure. Attendance to training is mandatory.

Benefits and Privileges

To support the effectiveness in the role of student leader, UCC will provide developmental opportunities and financial aid to members of the SCEB.

Training: During the transition period, training will be provided for each student leader. Supporting seminars and workshops will be facilitated during the tenure to address gaps identified and foster professional and personal development. The Executives will also gain experience for development by participating in standing committee meetings assigned and attend seminars, conferences and other events and programs.

Travel Allowance: Members will be provided with travel allowance to offset expenses incurred in visiting other UCC Campuses or attending events in the capacity of a Board member. Prior approval to travel must be given by the Director of Student Affairs for reimbursement to be made on the submission of receipts.

Tuition Waiver: The Student Council members receive a twenty percent (20%) scholarship as an incentive and honorarium for their contribution: this is not a right and can be revoked if the conditions outlined below are not being met.

The scholarship will be applied to the student account for the first semester after taking office (Fall). Thereafter, for the remaining two (2) semesters (Spring and Summer), the scholarship will be awarded providing that the member is:

- actively serving in his/her capacity and is achieving the documented goals, evidenced in the monthly report submitted to DSA
- not the recipient of any other UCC Foundation Scholarship
- financially cleared for the preceding semester
- maintaining a GPA of 3.0 or above
- attending meetings of the SCEB, Department of Student Affairs and Committee as assigned
- not being investigated for or has not been found guilty of any misconduct (refer to the SOP – Student Council Executive Board and Student Handbook)

Expectations of the Student Council

All Student Council Representatives are expected to be involved in core activities that should be a part of the mandate during their term in office. The list of expectations (not exhaustive) is provided to allow focus and not restrictions.

- All Student Council Representatives are Ambassadors for the University, and should demonstrate appropriate behaviours at all times, both within and outside of the University in order to uphold the integrity of the University.
- The Council must develop and implement at least one major community outreach activity, which speaks to its stance on social responsibility, and includes the general student body.
- There must be at least two (virtual) Town Hall Meetings
- The President is expected to represent the University at meetings and functions when or where possible, eg. The Academic Council. If attendance is not possible, then another member of the Council should be appointed to represent him.
- The President should work closely with the Director of DSA and HODs in order to establish a platform that can help find solutions to common student issues.
- The Council must have planned meetings with Regional Representatives.
- The Student Council should plan and host at least one major entertainment activity for the year.
- The Council must assist in the planning of Labour Day Projects.
- There must be planned fundraising activities to facilitate viability and sustainability of Council activities
- Student Council members must maintain a GPA of 3.0 and above at all times.
- The members of the Council must maintain high academic, ethical and behavioural standards.

Professional Conduct

Each member of the SCEB is expected to perform his/her role in a professional manner that befits the office of a representative of the student body and an ambassador of the University of the Commonwealth Caribbean. Each Student Council Executive Member is expected to exhibit professionalism worthy of emulation through academic, moral and ethical conduct which includes, but is not limited to the following:

- Respect for and strict adherence to all of UCC's policies and procedures
- Honest and ethical conduct
- Observance of confidentiality
- A fair-minded and unprejudiced approach to duties and interactions
- Moral and law-abiding behaviour
- Respectful and considerate actions, posture and communication
- Diplomatic, collaborative, and solutions-oriented attitude and demeanour
- Reliability, commitment, and diligence
- Willingness to identify and remove any conflicts of interest that may exist in the performance of duty

- Full compliance with the expectations and responsibilities of his/her office

Sanctions

Any report of infringements (insubordination, absenteeism, tardiness, and poor performance or any other misconduct) shall be promptly addressed based on the category of misconduct.

Category of Offense	Level to Address	Sanction
Poor performance (example: tardiness, absenteeism)	Director, Student Affairs or his/her designate	1 st Offence, Warning letter 2 nd Offence, removal from office
Bring the Office or the Council in disrepute (example: unethical and dishonest behaviour, Insubordination)	UCC Disciplinary Committee	Removal from Office

Any member of the Student Council Executive referred to UCC's Disciplinary Committee for disciplinary actions will be asked to relinquish his/her post pending the ruling of the Disciplinary Committee.

Appeals

A SCEB member reserves the rights to appeal a disciplinary decision if it is believed that the decision is unfair, or not in accordance with the terms of reference. The appeal must be in writing to the University's Associate Vice President of Academic and Student Affairs writing three (3) days of being sanctioned.

Membership and Terms of Office

The Student Council Executive shall serve for one (1) academic year with elections for a new Executive Board each Spring, namely.

- President
- Regional Chairman (Montego Bay, Ocho Rios, May Pen, Mandeville)
- Vice President(s) of Academic Affairs
- Executive Secretary
- Vice President of Finance
- Public Relations Officer
- Student Life Representative
- Department Representatives (Business Administration, Tourism and Hospitality Management, General Studies and Behavioural Sciences, Information Technology and UCC Online)

Note: Each Regional Chairman acts as the Chairperson for the Regional Board for each Regional Campus. Each Regional Board consists of three members: Academic Affairs Representative,

Student Life Representative and Administrative Representative. One of these members will be elected as the Regional Chairperson for each academic year.

Transitions/Onboarding of Newly Elected Board

Incoming Councils shall be inaugurated by August 1st following the election period that must be concluded by June 30st. The incoming shall attend all Student Council meetings including those with the Department of Student Affairs to become oriented with the standard operating procedures of the Student Council.

Meetings and Reporting Protocol

Monthly Meeting: The Council shall meet informally on a regular basis. Formal meetings are required once per month. Additionally, the Council may hold town hall meetings as required.

There shall be a quorum of at least five (5) Executives prior to the commencement of any formal meeting. Of the five, two (2) must hold the one of the following positions:

1. Regional Chairperson
2. Departmental Representative

Standing Committees: The SCEB will appoint a member to represents the student body on each of the standing committees and departments in the Academic Affairs Department.

Academic Council- The President is required to attend meetings and submit a report to the Academic Council.

Monthly Reports: The SCEB is required to submit a monthly report to the DSA in the given format, detailing the activities of each member for the reporting period.

Restructuring of the Board

The President may restructure the composition of the Council to achieve its mandate once a recommendation is put forward to the Student Council Executive. Ratification of the recommendation is made in consultation with the Director of Student Affairs and affirmed voting by five (5) Student Council Executives. Two (2) of the five (5) Executives must hold the one of the following positions:

1. Regional Chairperson
2. Departmental Representative

The Student Council Executive Board's TOR shall be reviewed every two years, or in special circumstances and submitted to the UCC Executive Board for approval.