

Hart House Standing Committees Terms of Reference

As an extension of Hart House, Hart House Standing Committees work within the University of Toronto and Hart House policies and guidelines. This document provides a description of the overarching principles and frameworks that all Standing Committees operate within, referencing the most relevant University and Hart House policies throughout. However, this list should not be considered inclusive of all relevant policies that may apply to your work. When questions arise, please refer to this document or ask your staff advisor for guidance.

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1. Context

Hart House has seven Student Standing Committees and three Standing Committees that include students and community members. Hart House Standing Committees are foundational to the work of Hart House. They contribute to governance through representation on the Board of Stewards and deliver programming across all three University of Toronto campuses that span a diverse range of topics and bring communities together.

Alongside peers, faculty and community-based external advisors, committee members develop leadership skills that are beyond classroom learning, and that will serve them in their post-Hart House lives and careers. Hart House Standing Committees are derived from and accountable to the Hart House Board of Stewards, as described in the [Hart House Constitution](#).

2. Hart House Mission

2.1 Mission and Vision

Hart House at the University of Toronto is a dynamic, inclusive student centre for exploration and discovery outside the classroom that is focused on the arts, dialogue, and wellness. It is a space for lifelong learning that invites and enables all students, faculty, staff, alumni, and members of the broader community to better understand themselves, one another, and the world we all share.

When University of Toronto students leave the university, they will be more well-rounded and resilient individuals, more knowledgeable and compassionate leaders, and better informed and engaged local and global citizens because of their experiences with Hart House.

2.2 Preparing the Table: 2021-26 Hart House Strategic Plan

Hart House works within a five-year strategic plan, designed to guide the operations of the House. Hart House Standing Committees also align with Hart House Strategic Commitments, which can be viewed [here](#).

2.3 Hart House Standing Committees

Hart House Standing Committees are forums for student-led learning and exploration around the key program areas of the House: visual, performing, and literary arts; dialogue, public policy and social justice; physical activity and wellness. The programs represent unique and deep opportunities for learning beyond the classroom.

Committees have broad mandates and strive to reach across the three University of Toronto campuses and beyond through engaging programming and events. Committees have representation at the Hart House Board of Stewards. To see a breakdown of the membership of the Board of Stewards please refer to the [Hart House Constitution](#).

2.4 Individual Standing Committee Terms of Reference

While this overarching Terms of Reference for committees sets out the frameworks that apply across all of the Standing Committees of Hart House, each Committee also has its own individual terms of reference document which guides the programming and initiatives unique to each committee's purpose. Individual Terms of Reference documents for each of the Standing Committees are found in the appendix for easy reference.

3. Committee Roles

3.1 Role of Committees

Student leaders within the committees have important work, as they work with campus partners, community organizations, and students across all three University of Toronto campuses. While students within the committees express their ideas, solutions, and programs freely in an open and democratic way, the work committees deliver is part of the Houses' strategic commitments. As such, student leaders within each committee work with a staff advisor to ensure the programs, events, and campaigns delivered are aligned with Hart House's mission, values, and commitments.

3.2 Hart House Standing Committees

Hart House has 10 Standing Committees as described in the [Hart House Constitution](#).

Hart House Student Standing Committees are led by University of Toronto students and students hold all of the voting positions on these Committees. The Hart House Student Standing Committees include:

- Hart House Student Art Committee
- Hart House Student Debate and Dialogue Committee
- Hart House Student Farm Committee
- Hart House Student Literary and Library Committee
- Hart House Student Music Committee
- Hart House Student Social Justice Committee
- Hart House Student Theatre Committee

Hart House has three Committees that include non-students in various voting and non-voting roles. They include:

- Hart House Community Committee
- Hart House Finance Committee
- Hart House Recreational Athletics and Wellness Committee

4. Committee Accountability

Each of the Hart House Standing Committees are accountable to the Board of Stewards, Hart House, and the University of Toronto. The activities and decisions made by the Committee are reflective of Hart House, and the University as a whole.

4.1 Board of Stewards Accountability

The Board of Stewards is Hart House's highest governing body. It is within the Board of Stewards' responsibilities to approve Standing Committee Terms of Reference, oversee the annual budget and elections process, and provide oversight around various policies.

As per the [Constitution](#) of Hart House:

18. The Board of Stewards may appoint special committees to carry out certain tasks, and shall prescribe the method of appointment of members to such committees and their duties and powers.

19. The Board of Stewards may appoint Standing Committees for areas including but not limited to Art, Debates and Dialogue, Farm, Finance, House, Literary and Library, Music, Recreational Athletics and Wellness, Senior Members, Social Justice, and Theatre. The Board may also abolish Standing Committees.

4.2 Reporting to the Board of Stewards

Each committee will be asked to report once a year to the Hart House Board of Stewards on its activities and goals. These presentations should be no more than 10 minutes and use a maximum of six PowerPoint slides. Officers are encouraged to read the following guidelines:

- Explain the mission and terms of reference guiding the committee's work
- Explain how the committee's goals and activities support the mandate of Hart House
- Outline the committee's goals and activities for the year
- Explain how the committee's work fulfills the Tri-Campus mandate of Hart House by specifically engaging students from each of: University of Toronto Mississauga, University of Toronto Scarborough, and University of Toronto St. George
- Give a 30-second "elevator pitch" describing how the Committee supports and facilitates inclusive and holistic learning
- Include questions or issues the committee has for the Board of Stewards

5. Standing Committee Leadership, Structure, & Roles

5.1 Voting Members (Executives)

Each of the Hart House committees has voting members or executives who vote on decisions related to programming, committee activities, financial and budgeting decisions, and materials and topics to be presented to the Board of Stewards. Only University of Toronto students who are members of Hart House in good standing or Community members who are members as defined in the [Hart House Constitution](#) can have a voting role within the Standing Committees.

Committees include a minimum of **five (5)** and a maximum of **fifteen (15)** voting members. At a minimum, committees must have a **Chair, Treasurer, Steward, First-Year Representative**, and a

Secretary. If a committee cannot fill the role of Steward, another executive member may also fulfill the role of Steward.

Committee compositions details are below:

Committee	# of voting members	# of students	# of non-students	# carryovers (max.)
Community	5-6	1	5	3
Art	12-13	12-13	0	3
Debates	11-18	11-18	0	3
Farm	11-12	11-12	0	3
Finance	15	8	7	3
Lit & Lib	13-14	13-14	0	3
Music	7-8	7-8	0	3
RAWC	9-10	8-9	1	3
Social Justice	14-15	14-15	0	3
Theatre	12-13	12-13	0	3

5.2 Non-Voting Members

In addition to the designated Executives of a committee, a committee may also have general members. These members are non-voting and engage in activities organized or assigned by the committee. The participation and the expertise of non-voting members are vital to the continued development and success of Hart House Standing Committees.

5.3 Subcommittees

Committees may strike subcommittees to focus on a particular program, or event, or explore specific topics related to the activities of the committee. A subcommittee is an informal body and acts as an advisory group. Each Committee may develop guidelines on the scope, and initiatives to guide the function of their subcommittees. Each of the subcommittees reports and is accountable to their respective Committees.

Subcommittees are chaired by an Executive member of a committee. A subcommittee can be created through a simple majority at the committee level. A subcommittee may also be abolished through a simple majority at the committee level. Subcommittees are described in the individual committee terms of reference,

5.4 Committee Supports

Each Standing Committee is supported by a Hart House appointed staff advisor who provides guidance and facilitation in the planning, delivery, and evaluation of all Committee initiatives. Some Committees may opt to also work with a Senior Advisor who may support the group based on their professional experience in relation to the core mandate of each Committee.

5.4.1 Staff Advisor

Staff Advisors are Hart House staff members act as a liaison between the Committee and other Hart House staff. They do not hold a vote in the committees they are a part of. Some of their responsibilities include:

- Offering regular guidance to the committee and sub-committees
- Ensuring that committees are apprised of key policies and processes that must be implemented in the planning and execution of their initiatives.
- Supporting with content expertise, mentoring, and with facilitating connections to key community partners on and off-campus.
- Meeting with the committee executives.
- Attends full committee meetings.
- Being well-versed on the decisions, plans, and activities of the committee.

Efforts are made to allow for continuity in the staff advisors role to support growth and consistency for that Committee, but these roles are evaluated annually as part of the business planning process. This evaluation takes into consideration individual and team portfolios across a wide array of programming and the education and professional background/interests of each member of the program team, aligning their experiences with the mandate and objectives of Standing Committees are considered.

5.4.2 Senior Advisor

From time to time, a Standing Committee may work with a Senior Advisor who may play a key role in helping Committees achieve their mandates and further extending programming and learning opportunities. A senior advisor can be a faculty, alumni, staff, or community member who is a non-voting member of the committee. Some of their responsibilities include:

- Providing guidance and facilitation in the planning, delivery, and evaluation of committee initiatives.
- Supporting with content expertise, mentoring, and with facilitating connections to key community partners on and off-campus.
- The role of the senior advisor will be reviewed from time to time, led by the staff advisor and the Chief Programming Officer.

6. Committee Renewal

6.1 Committee Elections

While the composition of committees and member selection and recruitment processes may differ among Committees, all Standing Committees processes align with the following guidelines.

- Student chairs/co-chairs on Standing Committees are elected annually through a tri-campus election process overseen by the Board of Stewards and held during Winter term.
- Committees are permitted to have co-chairs take on a shared leadership role
- When a committee has two (2) chairs, each chair has one (1) vote
- If a position becomes vacant during the year, or there are no applicants during the annual election period, the position may be filled through a recruitment/nomination/self-nomination process.

- Interested candidates may indicate their interest through submission of a statement of interest or presentation to the committee, followed by a vote of the committee.

6.2 Recruitment

Concurrent with the election process, Hart House facilitates a recruitment campaign to engage students as committee members for the next academic year.

- Hart House marketing coordinates a broad tri-campus recruitment process to encourage students to apply.
- Committees should also use their own networks to outreach to students about opportunities on their committees.
- Decisions about applications for executive and non-voting roles other than the chair are decided by a process internal to the relevant Standing Committee, and this may include an internal voting process or a random selection process.
- In the event a position is not filled or becomes vacant, the chair(s) will move to fill the vacant seat.
- All Committees should strive to recruit broadly to ensure members from all University of Toronto communities, including underrepresented communities, are invited to join.
- Committees should also strive to welcome all interested students to their activities, whether they be in formal or informal roles.

6.3 Non-Student Members

There are three committees of Hart House that have designated executive (voting) roles for non-students: the Community Members Committee, Finance Committee, Recreation Athletics and Wellness Committee. All the other Student Standing Committees may welcome non-students as senior advisors, volunteers, and participants in their activities. Membership on Student Standing Committees is available to students only.

6.4 Resignation or Removal from Office

Changes to committee membership outside of the annual processes, whether it is through resignation or removal from office, may occur from time to time. Guidance for when this occurs is outlined below:

- If a voting member wishes to resign from their office, they must do so with reasonable notice to the committee voting members.
- A proposal for the removal of a current voting member may be made by the Student Co-Chair if a voting member has been absent for 3 consecutive meetings without notice, has failed to fulfil their responsibilities, or contravened University of Toronto or Hart House policies. Decisions to remove someone from office must be made via a vote of the committee voting members.
- In cases where a member may be removed, committees must consult with their staff advisors and / or Chief Program Officer.
- The chair(s) will move to fill the vacant seat, either through an internal process within the committee or by accepting statement of interests through a tri-campus recruitment

campaign. Statement of interests may be presented to the chair by any executive. The chair(s) will present the statement of interests to the committee then the voting members can hold a vote to fill the vacant seat.

6.5 Training and Transition

Committee members participate in training opportunities facilitated by Hart House staff, student leaders, and campus partners. Training prepares committee members with the resources and tools to be successful in their roles and may cover a variety of areas such as communications and social media, financial procedures and budgeting, event planning, and equity and inclusion initiatives.

7.Meeting Management

7.1 Meeting Management

Hart House Standing Committees may use consensus-based decision-making or voting processes during meetings except for the following items which require a vote from Committee members:

- Changes to the composition of a committee, including removing a member from their seat.
- Changes to a committee's Terms of Reference.
- Approval of committee budget or changes to the budget.
- Approval of committee activity plans.
- Approval of committee guidelines or tools.

When a vote is required, committees should refer to the [Hart House Board of Stewards Rules and Procedures](#) for guidance on how to conduct a vote. Consistent with the Board of Stewards Rules and Procedures, the presiding officer cannot vote, except in instances of a tie.

If issues are not addressed in the *Rules and Procedures*, please refer to *Bourinot's Rules of Order*. A guide can be found [here](#).

7.2 Quorum for Meetings

Quorum for Hart House Standing Committees is set at 50% plus 1 of voting members. A vote that does not have 50% plus 1 of voting members in attendance will not be considered valid and motions shall fail.

8.Activity Plan & Committee on Budgets (COB) Process

All Hart House Standing Committees receive annual funding from Hart House, supported by student ancillary fees, and coordinated and approved by the Hart House Committee on Budgets as part of an annual process. Every committee will develop an activity plan that describes their programming for the year, and an accompanying budget, to be presented to the COB. Prior to putting together their annual proposals, the chair(s), treasurer, and steward will participate in training sessions that is typically delivered during the summer months. Additional training is delivered throughout the academic year for communications reps. All executive members are invited to attend training sessions.

8.1 Activity Plan

With the guidance of the staff advisor, committee executives must submit program plans, which includes the various event ideas, budget proposals, and campaigns the committee will deliver during the year. Program plans will have a preliminary approval during the summer and receive official approval by the start of each academic year.

8.2 Committee on Budgets

Budget processes and timelines are set by the Board of Stewards each year, at which point the Committee on Budgets is struck. The COB is made up of student representatives, with support from the Director of Finance and the Chief Programming Officer. The COB is tasked with reviewing proposals and making recommendations on budget requests from Standing Committees. Proposals are heard at a day-long meeting held annually in the summer term, with each committee presenting to the COB. Interim approvals are presented to committee executives by August 1 of each year, with a final review and recommendations sent from the COB to the Board of Stewards. The Board of Stewards may request revisions, and/or approval of the activity and funding guidelines by September 30. If, during the year, a need for changes to the approved budget and activity plan arises, the staff advisor, in conversation with the Hart House Director of Finance, can approve those changes.

8.3 Financial Procedures

All committees must adhere to the financial and procurement policies of the University of Toronto. The committee treasurer receives training on processes and procedures once they are elected. Staff advisors, the COB, and Hart House programming staff will work closely with committee members to ensure funds are accessed responsibly.

Committee executives receive updated expense and revenue summaries monthly. At the end of each academic year, committee executives will receive a final summary of spending and actuals, which can be used to inform future budget proposals.

A Sharepoint/Teams folder will be shared with all committee executive members which includes all relevant documents, guidelines, and financial procedures for committee members to review.

8.4 Remuneration

Standing Committees offer experiential learning opportunities for students. As such, executives and committee participants are not paid for their roles and contributions. Exceptions are made in instances when a committee member receives an honorarium for a service they have provided above and beyond what is typical of Committee roles. In these instances, all honoraria and fees associated with committee activities are submitted, reviewed, and approved by the annual Committee on Budgets process.

8.5 Committee Fees

Hart House Committees do not charge a fee for participation, but in some circumstances committees may require fees to fund specific items such as tournaments and travel. In all instances, fees should not be prohibitive and should not act as a barrier to participation in committee activities.

Committees that require fees for participation must clearly articulate the details, amounts, and rationale as part of their Committee on Budgets submission. In cases where fees may present a barrier to engagement, students are encouraged to speak with the staff advisor to explore assistance with funding.

9. Relevant University of Toronto and Hart House Processes and Policies

This section provides additional guidelines around relevant processes and policies your Committee will need to be aware of.

9.1 Equity & Inclusivity

Each of the Hart House Committee members must act in accordance with the policies that guide our practice and make the university a space for all members to thrive. As stated in the [University of Toronto Statement on Equity, Diversity and Excellence](#):

At the University of Toronto, we strive to be an equitable and inclusive community, rich with diversity, protecting the human rights of all persons, and based upon understanding and mutual respect for the dignity and worth of every person. We seek to ensure to the greatest extent possible that all students and employees enjoy the opportunity to participate as they see fit in the full range of activities that the University offers, and to achieve their full potential as members of the University community.

9.2 Committee Members Contact Information

At the beginning of the year once a new committee has been put together and no later than the start of the new academic year, committee chairs must upload contact information for each committee member that can be shared with the staff advisor and Chief Program Officer. Contact information includes the student's name, University of Toronto email address, UTOR ID, and student number. Additional members selected after the academic year can be added to the list, once their contact information is available.

9.3 Privacy Protection

The University of Toronto, including the Hart House committees, is covered by the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#), which supports the protection of personal privacy, as well as access to University records in support of transparency and accountability.

Standing Committees may collect student information from time to time, such as student names, emails, phone numbers, and student numbers. Student and participant information should not be shared with a third-party outside of the University of Toronto without the consent of the student or

participant. Information that is collected, either through activity forms, surveys, or during outreach activities, must be kept private and stored within the Committee *OneDrive* and/or *SharePoint* folders. Committee members must ensure private student information is not downloaded or extracted on private computers or mobile devices. At all times, documents that contain student and participant information must be stored safely and discarded when no longer needed. If a committee executive believes student or participant information has been compromised, they must notify the Chief Programming Officer immediately.

9.4 Communications and Branding

As a Hart House Committee, your activities and how you promote them represent the community of Hart House. The Hart House brand communicates why people want to become involved, not just how. Hart House offers an opportunity for connection, exploration, building skills and meaningful interactions. For access to guidelines, resources, and details on how Hart House branding should be reflected in your communications, please reach out to your staff advisor.

Accessibility and Design: Please keep [accessibility guidelines](#) in mind when designing and always use one of the Hart House footers. Send your designs to communications@harthouse.ca for review.

Ask for Communications Support: All Hart House Registered Club Program and Committee members can promote University-related events to the campus community. Once you have planned your event, let us know by following these steps:

1. Submit your event notification through our online form
2. Design graphic assets
3. Update your social media channels
4. Connect with the campus community

Remember that all University of Toronto communications must comply with the Information and Communications Standard set out by the Accessibility for Ontarians with Disabilities Act (AODA). Visit [AODA](#) for more information.

Be sure to tag us (@HartHouseUofT) in your social media outreach so that we can help you promote your event.

Always feel free to contact the Communications Department. Contact us by email at communications@harthouse.ca.

9.5 Contractual Agreements

Hart House Committees are not independent bodies, and therefore, they do not have the ability to bind Hart House or the University of Toronto into any agreements, including supply contracts, employment contracts, partnership agreements, or any other contractual agreements. Should your committee need to sign a contract or an agreement, please coordinate this through the staff advisor in partnership with the Hart House Finance Department.

9.6 Conflict of Interest

A conflict of interest can exist when a committee member may directly or indirectly benefit from a decision of the committee on which they hold a vote. Examples include instances where a member might receive honoraria or where they might receive the benefit of travel as a result of a decision of their committee.

Members are expected to work within the Conflict of Interest framework, as described in the [Board of Stewards Rules and Procedures](#). If you are unsure whether a conflict of interest might apply, please speak to your staff advisor for guidance.

9.7 Conflict Resolution & Conduct

When disagreements between committee members occur, members are encouraged to express their concerns informally. This may include a conversation with the member(s) and bringing forward concerns that can be shared respectfully and courteously. In addition, the staff advisor can assist members who may need additional support. Hart House is privileged to have members who are passionate, ardent in their views, and hold strong and at times differing values. It is through these conversations and discourse that disagreements and challenges turn to solutions and new ideas. When concerns need to be escalated, Committee members are encouraged to reach out to the staff advisor who will assist the member with remedies and next steps.

10. Additional Resources

Teams Channel for Student Colleagues ([link](#))

Information HUB – mailboxes, copier, scanner

11. Amendments to Terms

The Hart House Standing Committee Terms of Reference will be reviewed from time to time to ensure they remain relevant and helpful. Each Standing Committee has their own Appendix within the terms which includes individual mandates, programming overview, and position descriptions. Each Committee's terms should be reviewed once every three years by the Board of Stewards. In some instances, the terms may be reviewed outside of this cycle and updated if important revisions and additions need to be made.

11. Related Policies

All Hart House members and Committee participants must observe all University of Toronto policies and all relevant statutes and regulations. The following is a non-exhaustive list of the University policies and guidelines that must be observed by those attending and participating in events at, or delivered by Hart House:

[Statement on Freedom of Speech](#)

[Statement of Institutional Purpose](#)

[Statement on Human Rights](#)

[Policy on Recognition of Student Groups](#)

[Policy on Disruption of Meetings](#)

[Statement on Prohibited Discrimination and Discriminatory Harassment](#)

[Policy on Sexual Violence and Sexual Harassment](#)

[Code of Student Conduct](#)

[Policy with Respect to Workplace Harassment](#)

[Policy with Respect to Workplace Violence](#)

In all instances, Hart House and University of Toronto policies, procedures, principles, and guidelines take precedence over any guiding documents developed by committees. However, committees may develop and introduce resources and planning tools that are specific to the committee and its functions.

APPENDIX 1 – Hart House Student Art Committee

Committee Mandate

The Hart House Student Art Committee's mandate is to provide experiences that translate the larger vision of Hart House, the University of Toronto, and the art community while still enriching its members on a cultural, social, and artistic level.

The Hart House Student Art Committee provides students who are passionate and curious about the world of art (outside lecture halls) an opportunity to meet like-minded individuals and work together to connect Hart House to Toronto's vibrant art scene. The Art Committee has four sub-committees where students can be actively involved in exhibition programming, research, tours, receptions, workshops, acquisitions, and symposia.

Since its founding in 1922, the Hart House Student Art Committee continues to foster a community of appreciation and exploration for those passionate and curious about the world of art. By introducing the vibrant art community as well as offering invaluable professional experiences, the Hart House Student Art Committee proves to be the bridge between Toronto's exuberant art scene and the students waiting to discover it.

Areas of Programming

The Committee works with the other UofT art galleries (Blackwood Gallery, UTM and Doris McCarthy Gallery, UTSC) to offer access through bus tours, career workshops and exhibition opportunities. The Hart House Student Art Committee is affiliated with professionals in the Art Museum at the University of Toronto (specifically the Justina M. Barnicke Gallery at Hart House). The committee aims to target students and community members at all three campuses to participate in events.

The annual program activities of the Student Art Committee fall under the organization and execution of its four Sub-Committees. All four Sub-Committees focus on community engagement and building students' knowledge of art and the art world beyond the classroom.

Acquisitions Sub-Committee

- Working with the Director/Curator of the Art Museum at the University of Toronto, the sub-committee is responsible for reviewing and acquiring new works for the permanent collection of Hart House.
- Members participate in the gallery and studio visits over the course of the year to familiarize themselves with the practice of contemporary artists, including the functions of the gallery, the monetary and cultural value of an artwork, and its possible context within the Hart House Collection.
- Concerted effort to acquire contemporary work created by Indigenous artists.

Education and Outreach Sub-Committee

- Connects artists, art students, and the wider visual art community in Toronto by offering a series of workshops (writing and publishing in art, installation, portfolio making, etc.), open forum discussions, and other programs.
- Organizes workshops and a career symposium in the spring, highlighting different types of jobs and career routes for students and includes architecture and design careers.

Student Projects Sub-Committee

- Site-specific installation curatorial project fostering the means and space for one University of Toronto student to create an installation, while creating a professional curatorial experience for those involved in the sub-committee.
- Over the course of the project, skills in marketing, art contracts, institutional logistics (Hart House), professionalism, and leadership are developed in this unique curatorial experience.
- Provides exhibition programming at Hart House, where members co-ordinate the exhibition and facilitate the display of the works of student artists in a professional exhibition.
- Organizes the exhibition of students' art in Hart House, creating calls for submissions, selecting works from the submissions, and installing the works.
- Reaches out to student art enthusiasts and clubs across all campuses to develop exhibition opportunities.

Committee Structure

The Hart House Student Art Committee is open to all University of Toronto students and works in collaboration with many other arts-based organizations and committees at the university and in the community.

Executive Members (Voting)

Student Chair or Co-Chairs (1-2)

- Chief executive officer of the Art Committee and the central communicator for and amongst the Executive
- Ensures that the Committee functions properly, that there is full participation in meetings and activities, and that all relevant matters are discussed and carried out
- Work closely with the Hart House Board of Stewards, Warden, the Art Museum at the University of Toronto staff and the staff advisor to ensure the integrity of both the Hart House and Art Committee visions
- Oversee all Committee operations, including budget development, events programming, and promotional marketing
- Organize monthly general meetings with Staff Advisor and Secretary
- Send executive reports to the Board and act as direct line of communication between the Board and your executive
- Present Art Committee annual operating budget to the Committee on Budgets (alongside the Treasurer)
- Oversee the recruitment of new members and elections process for the subsequent year

Steward (1)

- Represents the committee at the *Hart House Board of Stewards*
- Prepare and submit end-of-year report, including significant decisions, events, assessment reports and recommendations

Secretary (1)

- Prepares agenda document before each monthly meeting
- Takes meeting minutes and circulates copies at the next meeting
- Assists Chair and ensure quorum is met for meetings

- Maintains effective records and administration

Treasurer (1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Support all new financing activities
- Monitors finances of the committee
- Works closely with the Hart House finance staff
- Reports on the finances of the committee to members

Acquisitions Co-Chairs (2)

- Working under the guidance of the Director/Curator of the Art Museum at the University of Toronto to develop the long-term vision for the Hart House Permanent Collection
- Building awareness of local and nationwide contemporary art practices primarily in Toronto, but also in major art cities such as Montreal, Vancouver etc.
- Bridging art historical, curatorial, collections management and musicological skills in a practical and hands-on environment
- Forming a learning program, that includes research, presentations, gallery and studio visits, that ultimately culminates in the annual Acquisitions of artwork for the Permanent Collection

Education & Outreach Co-Chairs (2)

- Supporting arts students by providing practical, academic, and career-centred opportunities and engaging those outside of the arts who would like to get involved.
- Working closely with the Hart House events and catering team and your fellow Art Committee executive

Student Projects Co-Chairs (2)

- Putting out call for submissions, assembling a jury to select works, and installing works within Hart House
- Working closely with your Communications Officer and Hart House staff
- Guiding the curatorial and logistical process of student exhibitions and installation.
- Ensuring that outreach goals are met by attracting wide and diverse student participation to these exhibition opportunities

Communications Officer (2)

- Supporting the Committee by increasing the Committee's presence on campus and on social media (promoting Committee events and programming)
- Setting up, maintaining, and optimizing Committee pages on social media platforms like Facebook and Instagram
- Capturing and analyzing the appropriate social data metrics, insights, and best practices and acting upon that information
- Interacts with all other Executive Members to plan major initiatives

First-Year Voting Member (1)

- Elected by the committee in the Fall term
- Must be a first-year student

- This position is a voting member role designed to allow first-year students the opportunity to learn about committee process and program planning. Their role is to assist Executive with various tasks

General Members (Non-voting)

General Members

- A person is considered a general member when they:
- Attend at least two (2) committee meetings;
- Are part of the group's mailing list
- General members participate in committee events, meetings, and assist with program delivery.

Committee Supports

Staff Advisor

Senior Advisor

Committee Membership

The Hart House Student Art Committee opens calls for members each semester and provides general support for events and projects throughout the year. The numbers of general members are variable depending on interest and need. The committee has a general membership form available year-round on its *WordPress*.

The Art Committee includes voting members, non-voting members, volunteers, and partners who assist with the delivery and facilitation of sessions and campaigns. Only University of Toronto students can vote at the committee level, but non-students can join initiatives, provide input, and volunteer with the committee and its events.

Recruitment & Training

Hart House coordinates a broad recruitment process for all standing committees. For more information, please refer to the Hart House Standing Committee Terms of Reference document.

Recruitment occurs during the Spring and Summer terms with promotions appearing on Hart House social media channels. All committee positions must be filled by September 30 of each, including the First-Year Representative, which follows a recruitment process during the first month of the academic year.

Each committee member participates in a training program facilitated by Hart House staff, student leaders, and campus partners. Training prepares committee members with the resources and tools to be successful in their roles.

Committee Transition

New members will be given access to transition reports written by those who previously held their positions, outlining their responsibilities and providing helpful resources for planning future events. The Chair will meet with each sub-committee to discuss aims, expectations, and new ideas. A

committee-wide meeting will be held before the school year commences to ensure each member understands the committee's operation with full transparency.

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

The Hart House Student Art Committee meets throughout the year, with a minimum of one (1) meeting per month during the Fall and Winter terms. Decisions on policy, removal of members, budgets, and items presented at the Board of Stewards, must be made by vote. Informal decisions and discussions can be made with informal models, such as consensus. Please refer to the Hart House Standing Committee Terms of Reference for details on meeting management, including processes for motions that require a committee vote.

- The Chair or Co-Chairs facilitate the meetings, send an agenda prior to the meeting, and ensure the committee's guidelines and procedures are followed
- Committee decisions are recorded in the minutes as motions
- All remarks should be addressed to the Chair or Co-Chairs.
- Duration of meetings is usually 60 minutes
- When possible, sub-committees should discuss issues and formulate recommendations to the committee.
- Meeting times should not conflict with the Hart House Board of Stewards meeting

Minutes

- Minutes will include agenda headings and include sub-committee reports
- A copy of all reports should be appended to the minutes
- Minutes are filed in the Student Art Committee Teams Folder and the Hart House website

Agenda

- The committee secretary, in consultation with the Chair(s) and staff advisor, sends committee members the agenda 24 hours in advance of the meeting
- Committee members requesting an agenda item should contact the Chair(s) in advance of the agenda being sent
- The agenda starts with the motion to approve the previous meeting's minutes
- Agenda must also include the date for the next meeting

Committee References

- Hart House Art Committee Manual (updated annually)
- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 2 - Hart House Community Members Committee

Committee Mandate

Hart House is the great, good place where students, alumni, faculty, and staff meet in fellowship. In addition to students, members of the Hart House community include alumni, faculty, volunteers, donors, staff, and the general public. The Community Members Committee celebrates and enables the meaningful contributions of non-student members to the life of the House, while contributing to institutional memory. It works to engage the non-student members in the activities, oversight, and governance of the House. It is committed to creating co-curricular opportunities for students to discover new things about themselves, one another, and the broader world.

Areas of Programming

The key programs and activities of the Community Members Committee (CMC) include:

- Representing the interests of non-students on the Board of Stewards.
- Facilitating inter-generational connections, camaraderie and shared co-curricular activities between student and non-student members of Hart House.
- Promoting a general sense of community among all constituents of Hart House by organizing social and informational events such as receptions, dinners, panel discussions, and guest speakers.
- Creating opportunities and events for Hart House Clubs and Committees to gather together to strengthen their camaraderie and the community of the House.
- Serving as an information resource to the Warden and other Hart House staff from time to time.

Committee Structure

The Community Members Committee is one of the Standing Committees of Hart House that include both student and non-student members. It is the only Standing Committee where the majority of voting positions held by non-students. Non-students must be members in good standing of Hart House. One of CMC's key strength is its ability to leverage the engagement of current alumni and other community members of Hart House. Its role is to facilitate the engagement of that entire non-student community engaged with Hart House, while supporting the student experience using the assets and experiences of the broader community.

Executive Members (Voting)

Chair or Co- Chair (1-2)

- Elected each Winter
- Must be a member in good standing of Hart House
- Sets agenda for each meeting
- Acts as the liaison between the committee, the staff advisor, Hart House staff, University of Toronto partners, and community partners

- Responds to inquiries regarding getting involved with the committee
- Organizes committee operation and oversees event planning
- Represents the Committee at the Hart House Board of Stewards (1)

Treasurer (1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Monitors finances of the committee
- Works closely with the Hart House finance staff
- Reports on the finances of the committee to members

Communications Officer (1)

- Creates graphics for social media posts
- Posts about committee events on social media
- Responds to inquiries about the committee that come in through social media

Recording Secretary (1)

- Records meeting minutes, and uploads onto platforms for students to view
- Prepares transition documents each year for the incoming committee members

General Members (Non-voting)

General Members

- A person is considered a general member of the Community Members Committee when they:
 - Are a member in good standing of Hart House
 - Attend at least two (2) Committee meetings;
 - Are part of the group's mailing list
- General members participate in committee events, meetings, and assist with program delivery.

Committee Supports

Staff Advisor

Committee Membership

CMC is comprised of Hart House members in good standing. The Chair(s) of the Committee is elected by the members.

Since the majority of CMC membership is alumni and community members without the natural cycle of renewal that exists on student standing committees, term limits have been established to help with planned succession. Voting members will hold two-year terms, with the possibility of renewal twice.

The Hart House Community Members Committee will open calls for general volunteers each semester, who may provide general support for events and projects throughout the year. The numbers of general members are variable depending on interest and need.

Recruitment & Training

Hart House coordinates a broad recruitment process for all standing committees. For more information, please refer to the Hart House Terms of Reference document. In addition to broad recruitment, each Committee will also work to promote opportunities to join within their own networks.

Recruitment occurs during the Spring and Summer terms with promotions appearing on Hart House social media channels. All committee positions must be filled by September 30 of each, which follows a recruitment process during the first month of the academic year.

The opportunity for participation on the Committee is not limited. Members are expected to make a minimum one-year commitment to the planning and delivery of activities. In addition, The Committee is always seeking to enhance membership among recent graduates as well as longer-term alumni / community participants and is working with other committees and staff to promote opportunities in this regard.

Each committee member participates in a training program facilitated by Hart House staff, student leaders, and campus partners. Training prepares committee members with the resources and tools to be successful in their roles.

Committee Transition

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

The Hart House Community Members Committee meets throughout the year, with a minimum of one (1) meeting per month during the Fall and Winter terms except for December. Subcommittees may meet as frequently as needed depending on planned activities and the availability of members. Remote touchpoints are scheduled during the summer months.

Agenda

- The committee secretary, in consultation with the Chair(s) and staff advisor, sends committee members the agenda 24 hours in advance of the meeting
- Committee members requesting an agenda item should contact the Chair(s) in advance of the agenda being sent

Minutes

- The Chair and Secretary are tasked with taking meeting minutes.
- All minutes are uploaded to the Google Drive

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 3 – Hart House Student Debates & Dialogues Committee

Committee Mandate

The Hart House Student Debates & Dialogue Committee is to actively engage with and make a difference in this constantly evolving world. Issues of importance emerge unexpectedly and occupy the public consciousness, and the Debates & Dialogue Committee always strives to be adaptable in tailoring its event topics every year to current issues that matter to students, staff, alumni, and the broader community. The committee offers University of Toronto students initiatives to find and develop their capacity for self-knowledge and self-expression in a welcoming environment that involves a diverse community. It provides the resources to translate their ideas and interests into debates, dialogues, and conversations that bring together people, and their many perspectives, to engage with each other meaningfully and critically.

As a student-led and student-funded committee, the committee hosts events and programs which are accessible to students on all three University of Toronto campuses. This mandate is embodied within the committee's processes, starting with the recruitment process, partnership building, event marketing, and feedback gathering.

Areas of Programming

Organizing and participating in student-led initiatives enriches student life at U of T by giving students room to practice leadership skills, but also by giving them the autonomy to innovate. This includes hosting formal debates to including panel events and discussions as well. Each year different approaches are explored that seems appropriate for the topic matter being discussed, including indigenous approaches, online forums, and relevant and timely topics—to continually explore possibilities for innovation both in style and content. In addition to the events that the committee offers, the committee has included another key improvement to its offerings, which is to provide resources for further learning to students for more complex discussions.

The committee works closely with other Hart House committees in various forms to ensure more productive engagements with students and community members. This includes collaborating on events as well as launching shared social media campaigns.

All the committee's events invite alumni and community members to participate in discussions on topics which have an important meaning locally and globally.

The committee has various events and initiatives delivered throughout the year. They include:

Formal Debates, Keynote Addresses, & Panel Discussions

- The committee organizes events in which important topics of the day are discussed and explored. These include panel discussions, guest lectures, or more formal debating events. Students participate with invited speakers and panelists, both in the event itself and in the question and discussion periods that are a part of each event. These events provide the

student population at large with opportunities for public discussion and give committee members and volunteers the chance to learn how to organize and promote such public discussion.

- Collaborating with groups at the University of Toronto, and the broader Toronto and Canadian community, events aim to provide a forum for the voices of parties and people implicated in such debates.

Committee Structure

The Hart House Student Debates & Dialogue Committee has both voting members (Executive) and non-voting members (General Members) who participate in discussions and make decisions regarding committee initiatives, education campaigns, and community service initiatives the committee would participate in.

Executive Members (Voting)

Chair(1)

- Elected each Winter
- Sets agenda for each meeting
- Acts as the liaison between the committee, the staff advisor, Hart House staff, University of Toronto partners, and community partners
- Takes meeting minutes and publishes minutes for all members to review
- Engages the Staff Advisor in discussion and decisions prior to the final event or program plans being executed. These include promotion and communications protocols, risk management, financial management, engagement of senior staff and public figures, meetings and events services protocols, processes for public remarks made by the committee, as well as guidelines for facilitation of discussion and management of any participant conflict at events.

Steward(1)

- Represents the committee at the Hart House Board of Stewards
- Prepares transition documents each year for the incoming committee members

Treasurer(1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Monitors finances of the committee
- Works closely with the Hart House finance staff
- Reports on the finances of the committee to members

First Year Representative

- Contributes to event planning activities
- Represents and speaks on behalf of first-year interests in the event planning process

Secretary

- Records meeting minutes, and uploads onto platforms for students to view

Communications Subcommittee Director(s) (1-2)

- Communications liaison for the Committee
- Leads marketing, and event promotion efforts
- Point of contact for inquiries and requests related to the Committee

Arts & Culture Subcommittee Director(s) (1-2)

- Conceive, plan, and host an event related to the theme of the arts or cultural activities

Social Advocacy Subcommittee Director(s) (1-2)

- Conceive, plan, and host an event related to the theme of social advocacy

Business & Science Subcommittee Director(s) (1-2)

- Conceive, plan, and host an event related to the themes of business and science

Politics & Law Subcommittee Director(s) (1-2)

- Conceive, plan, and host an event related to the themes of politics and law

Alumni & Keynote Subcommittee Director(s) (1-2)

- Conceive, plan, and host the Committee's two flagship annual events: the keynote address in the fall semester, and the alumni debate in the winter semester

General Members (Non-voting)

General Members

- A person is considered a general member when they:
 - Attend at least two (2) committee meetings;
 - Are part of the group's mailing list
- General members participate in committee events, meetings, and assist with program delivery.

Arts & Culture Subcommittee Coordinators

- Assists the Arts & Culture Director in conceiving, planning, and hosting an event related to the theme of the arts or cultural activities

Social Advocacy Subcommittee Coordinators

- Assists the Social Advocacy Director in conceiving, planning, and hosting an event related to the theme of social advocacy.
-

Business & Science Subcommittee Coordinators

- Assists the Business & Science Director in conceiving, planning, and hosting an event related to the themes of business and science

Politics & Law Subcommittee Coordinators

- Assists the Politics & Law Director in conceiving, planning, and hosting an event related to the theme of politics and law

Alumni & Keynote Subcommittee Coordinators

- Assists the Alumni & Keynote Director in conceiving, planning, and hosting the Keynote Address and the Alumni Debate

Communications Subcommittee Coordinators

- Assists the Communications Director in communications responsibilities as the main point of contact between the Committee and other parties

Committee Support

Staff Advisor

Committee Membership

The Hart House Student Debates & Dialogue Committee will open calls for general volunteers each semester, and to provide general support for events and projects throughout the year. The numbers of general volunteers are variable depending on interest and need.

The Student Debates & Dialogue Committee includes voting members, non-voting members, volunteers, and partners who assist with the delivery and facilitation of sessions and campaigns. Only University of Toronto students can vote at the committee level, but non-students can join initiatives, provide input, and volunteer with the committee and its events.

Recruitment & Training

Hart House coordinates a broad recruitment process for all standing committees. For more information, please refer to the Committee Terms of Reference document.

Recruitment occurs during the Spring and Summer terms with promotions appearing on Hart House social media channels. All committee positions must be filled by September 30 of each, including the First-Year Representative, which follows a recruitment process during the first month of the academic year.

Each committee member participates in a training program facilitated by Hart House staff, student leaders, and campus partners. Training prepares committee members with the resources and tools to be successful in their roles.

Committee Transition

The Committee largely onboards new members collectively, with an opening meeting introducing the Committee's mandate, its activities, and the existing members who comprise the committee. The opening meeting furthermore provides the next steps for members to commence the event planning process.

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

The Hart House Student Debates & Dialogue Committee meets throughout the year, with a minimum of two (2) meetings per month during the Fall and Winter terms, with roles and procedures committee members adhere to. Subcommittees may meet as frequently as needed depending on planned activities and the availability of members.

Please refer to the Hart House Standing Committee Terms of Reference document for details on meeting management, including processes for motions that require a committee vote.

- Zoom is used to host virtual meetings, with real-time voting conducted virtually
- Typically, the decision-making process employed by the committee consists of a clear and concise articulation of the issue in the meeting agenda, brought forward by the committee chair(s) or any other member who carries a particular concern or motion, followed by a discussion in-meeting, and a vote in-meeting.
- Smaller concerns and topics may be brought forward to the committee chair(s) and/or the staff advisor.

Agenda

- The committee chair(s) send committee members the agenda at least three days in advance of the meeting.
- Committee members requesting an agenda item should contact the Chair(s) in advance of the agenda being sent

Minutes

- The secretary is tasked with taking meeting minutes.
- All minutes are uploaded to Google Drive, the Teams folder, and on the website

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 4 - Hart House Student Farm Committee

Committee Mandate

The Hart House Student Farm Committee aims to provide U of T students, Hart House members, and the community with quality programming and access to the Hart House Farm, a 150-acre property in the Caledon area. The goals of the committee include:

- providing a space for guests to reconnect with nature and explore the outdoors
- explore Indigenous ways of knowing and seeing and a commitment to land-based education
- foster opportunities for wellness and community building
- create opportunities to engage in themes of sustainability, food and agriculture, and justice through experiential learning

Areas of Programming

Programming seeks to engage students from all three campuses, alumni and engage communities beyond the University. We work in collaboration with campus groups and the broader community to learn from their experience and knowledge.

Programming includes:

- Accessible outdoor and land-based experiences that promote wellness for students
- Opportunities for students to meet each other and build community
- Co-present 1-2 collaborative events each year with other committees
- Guides and assists other committees and groups at Hart House and across campus that wish to deliver and facilitate programming at the Hart House Farm, including educating them on the infrastructure and spaces, providing nature education activities, and giving tips for hosting events at the Farm.

Committee Structure

The Hart House Student Farm Committee has both voting members (Executives) and non-voting members who participate in discussions and make decisions regarding committee initiatives, education campaigns, and community service initiatives the committee would participate in.

Executive Members (Voting)

Chair or Co-Chairs (1-2)

- Elected each Winter
- Sets agenda for each meeting
- Acts as the liaison between the committee, the staff advisor, Hart House staff, University of Toronto partners, and community partners
- Responds to inquiries regarding getting involved with the committee
- Organizes committee operation and oversees event planning

Steward (1)

- Represents the committee at the Hart House Board of Stewards
- Prepares transition documents each year for the incoming committee members

Treasurer (1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Monitors finances of the committee
- Works closely with the Hart House finance staff
- Reports on the finances of the committee to members

Community Outreach Lead (1)

- Investigates and organizes projects through which the committee can engage and support people outside of the U of T community (e.g., food insecure people in Toronto, marginalized youth)

First Year Representative (1)

- Represents first-year students, and voices their needs to the committee
- Advises the committee on how best to attract first-year students to events and recruit them to the committee in future years

Communications Officer (1-2)

- Creates graphics for social media posts
- Posts about committee events on social media
- Responds to inquiries about the committee that come in through social media

Secretary (1)

- Records meeting minutes, and uploads onto platforms for students to view

Farm Events Coordinator (1)

- Reaches out to potential speakers, guests, or educators
- Leads activity planning for events (with support from the committee)
- Sources event supplies with Chair(s) and Staff Advisor

Members at Large (3)

- Share ideas on committee work and events in committee meetings
- Support Farm Events Coordinator and Chair(s) plan events ahead of time
- Volunteer at events with setup and clean-up

General Members (Non-voting)

General Members

- A person is considered a general member when they:
 - Attend at least two (2) committee meetings;
 - Are part of the group's mailing list
- General members participate in committee events, meetings, and assist with program delivery.

Subcommittees

The annual program activities of the Student Farm Committee fall under the organization and execution of its sub-committees including Events, Mapping, Land-Use and Summer. Other subcommittees, projects, and activities may be proposed by the committee as the need arises.

Events Subcommittee

- Supports the Events coordinator to plan and host events at the Farm.
- Responsible for planning the event, including designing the menu, ordering food, ordering transportation, organizing washroom facilities, booking speakers and educators, and recruiting volunteers
- Preparing ingredients, cooking, assisting guests, cleaning, and attending to guests
- Leading nature walks, leading crafting activities, and overseeing the delivery of other activities
- Facilitating the post-event reflections, including feedback surveys for guests, gratitude for speakers, and expenses for speakers and guests.

Mapping Subcommittee

- Research the history of land on which the Farm is situated, with a focus on Indigenous histories of this land
- Produce information and guides for visitors to assist in navigating the farm, and educate them on the land

Committee Supports

Staff Advisor

Committee Membership

The Hart House Farm Committee will open calls for general volunteers each semester, and to provide general support for events and projects throughout the year. The numbers of general volunteers are variable depending on interest and need.

Committee Transition

New members have an introductory meeting with the Chair(s), where they will hear more about the committee's goals, guiding principles, and operation, as well as the Farm space. Chair(s) will introduce new members to the Teams platform and group chat. New members are invited to read the committee's guiding documents, including the Terms of Reference and yearly activity plan. Chair(s) will introduce new members to existing members at the next committee meeting.

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

The Hart House Student Farm Committee meets throughout the year, with a minimum of two (2) meetings per month during the Fall and Winter terms, with roles and procedures committee members adhere to. Subcommittees may meet as frequently as needed depending on planned activities and the availability of members.

Agenda

- The committee secretary, in consultation with the Chair(s) and staff advisor, sends committee members the agenda 24 hours in advance of the meeting
- Committee members requesting an agenda item should contact the Chair(s) in advance of the agenda being sent

Minutes

- The secretary is tasked with taking meeting minutes.
- All minutes are uploaded to the Microsoft Teams channel.

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 5 - Hart House Finance Committee

Committee Mandate

The Finance Committee reviews, assesses, and makes recommendations on various aspects of financial management of Hart House, including financial reporting, financial controls, and risk exposures. Where appropriate, the Committee provides advice to Hart House's senior leadership, including the Warden and the Chief Administrative Officer, and also makes recommendations to the Board of Stewards, to which it reports. The Finance Committee also takes a focused effort in providing and promoting financial literacy education within the University of Toronto community.

Areas of Programming

Finance Committee provides guidance over Hart House's financial management and reporting processes, including:

- The preparation of financial reports and statements in accordance with the principles of fair presentation and generally accepted accounting principles
- The organization and maintenance of appropriate controls designed to safeguard assets, establish the reliability of financial information, and ensure adherence to approved policies of Hart House and the University of Toronto
- The provision of assurance that the actions of management comply with applicable laws and standards of conduct.
- An annual project with a financial component with a community engagement component

Specific activities of the Finance Committee include:

- Review and provide input to the preparation of the draft operating budget
- Review and recommend for approval the annual operating budget to the Board of Stewards (BoS)
- Review performance of operating budget on a term basis
- Review performance of capital expenditures to capital budget
- Receive and review the annual recommendations from the Committee on Budgets for allocations to the Clubs and Committees
- Review departmental financial policies and advising on potential changes
- Additional projects as required

Student-led financial literacy project

Student members work with external professional institutions, such as CPA Canada, to develop and provide mutually agreed financial literacy workshops/panels to raise financial awareness. Financial Literacy workshops usually happen in the Fall and Winter terms. The Committee may also explore other finance and business-related topics in their activity plans.

Committee Roles

Voting Members Title	Notes	Key Responsibilities within the Committee
ALL VOTING MEMBERS		Attend monthly finance committee meetings; provide insight and feedback on financial management topics presented
Student Executive Members (Voting) – 8 Positions		
Student Co-Chair (1)	May vote unless they are chairing a particular motion or meeting.	Act as the liaison between members and staff advisors participate in the setting of monthly meeting agendas Co-Chairs monthly meetings with non-student committee Chair on occasion Coordinate student projects Co-chair the Committee on Budget
Steward (1)	Represents the Finance Committee at the Hart House Board of Stewards In case of availability issue, another Student Voting Member may attend the B of S meeting as a designate	The Finance Steward present is entitled to one vote, as well as full speaking rights during B of S. In cases of unavoidable absence, the designate of Finance Steward shall have full speaking rights but may not vote or make motions. The Finance steward (or designate) is responsible for providing updates of monthly Board of Stewards meetings to the Finance Committee.
Treasurer (1)	May be a voting or non-voting student member	Develop the Finance Committee annual budget; present budget to the Committee on Budgets Oversee the Committee budget throughout the year Liaise with the Hart House Finance team to conduct financial transactions on behalf of Finance Committee, in accordance with the University and Hart House's financial policies; maintain all necessary backup documents
Communications Representative (1)	May be a voting or non-voting student member	Prepare the annual activity plan Manage the marketing and promotional activities of the committee, including

		social media, event postings, feedback collections, etc.
First Year Representative (1)	Must be a first-year undergraduate student from UofT.	Lead or assist on committee activities or initiatives as needed
General student Voting members (3)		
Community Executive Members (Voting) – 7 Positions (Non-Student)		
Community Voting members (4)	Four (4) in total, with term of three years, need to be a member in good standing of Hart House.	Mentor students in their governance role Provide guidance and resources on committee related activities and commitments
Warden of Hart House (1)	Ex-Officio	
Presidential Designate (1)	Appointed by President	
Governing Council Representative (1)	Appointed by Governing Council	

Committee Supports

Title	Notes	Key Responsibilities within the Committee
Chair	Member of community with financial management leadership experience	Chair monthly meetings Mentor students in their governance role Provide guidance and resources on committee related activities and commitments
Senior Staff Advisor	Director of Finance, Hart House	Act as a staff liaison between the committee and other internal & external stakeholders
Staff advisor & Recording secretary	Financial Officer of Hart House	Prepare meeting agenda, content, and recording secretaries to take minutes. Present the necessary financial information to the Committee for review and discussion, notably the annual budget and interim financials results Support with content expertise, mentoring, and with facilitating connections to key community partners on and off campus

		Ensure that the committee is apprised of key policies and processes that must be implemented in the planning and execution of their initiatives.
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Committee Membership

Committee Voting Member (Executive) Terms

- Student terms are for one academic year (May – April). Applications for voting member positions will be accepted in March, followed by voting to decide the voting members for the following year.
- Selection of the student co-chair is done through a University-wide election process, facilitated by Hart House
- Selection of the Steward, Treasurer and Communications Representative are done through internal vote within the Finance Committee. When voting takes place, if an existing voting member is a candidate for one of the following year's positions, they may not participate on that vote. Candidates who were not selected for one of these three specified positions may be selected as a General Student Voting Member.
- One voting position is held open each year for a First-Year undergraduate student to be elected in October of the new academic year.
- Designate roles (Presidential and Governing Council) will hold their positions to the duration of their appointed terms. Community voting members are elected through a voting process within the Finance Committee for 3-year terms. After a three-year term, an outgoing member may seek reelection into the committee for another three-year term.

Election of new voting members outside of normal election rounds

When voting membership is available, prospective candidates must submit a formal application for review by the existing Finance Committee members. As a formal election process, the Student Chair may propose a motion to elect new voting members (student or non-student) into the Committee.

Committee Meeting Management

The Finance Committee meets in open session. A minimum of one (1) meeting per month will be held during Fall and Winter terms. Decisions on policy, removal of members and budget must be made by vote. Other decisions may be made with more informal models such as consensus. Outside of the normally scheduled meetings, urgent meetings may be called as needs arise.

Quorum

Quorum must be had to pass decisions. Quorum for the Finance Committee is achieved when eight voting members (50% plus one of the voting memberships) are in attendance, with a minimum of four student voting members. Votes by proxy will not be accepted. In case of an equality of votes, the motions shall fail.

Distribution of meeting materials and meeting minutes

Pre-meeting materials including the meeting agenda, minutes from the previous committee meeting and other materials (information packages, presentation slides, etc.) will be sent out to committee members. Members should treat all documents received as confidential and should not distribute to others.

Participation of non-voting members during monthly meetings

Outside of the Finance Committee members identified in the ‘Committee Roles’ section above, other Hart House Members may also join general committee meetings with 24 hours’ notice. Only UoFT students can sit in monthly meetings in voting and non-voting capacities. Non-student members must apply to become voting members to sit in monthly meetings.

Recruitment & Training

The Hart House Finance Committee will open calls for general student volunteers all year round, and to provide general support for events and projects throughout the year.

Voting member positions need to be formally elected during our monthly meetings and applications to join the committee must be submitted. The number of open voting member positions may vary depending on the circumstances.

All Student members (Voting and non-voting) will receive training on orientation outreach, facilitating workshops to ensure they will be successful in their roles, and all committee members can request to attend training program provided by Hart House staff (such as Budgeting workshop, handling committees’ monies workshop, workshops on communication). Upon request, additional trainings/guidance on financial managements such as reading/understanding financial statements presented to monthly meetings can be introduced.

Training on meeting procedures and policies will be distributed in Fall or before individual’s role starts. Introduction of the committee members and requirements of each member will be presented in the first committee meeting of the new academic year (usually in September) as a part of the Committee orientation.

Committee Transition

When new members join the committee, below are ways to onboard them on the processes and procedures of the Hart House Finance Committee:

- Orientation meeting will be held in September monthly meetings for new members.
- The last committee meeting of the academic year (late March or early April) will include a farewell of exiting members and welcoming of new members.
- A meeting can be scheduled with staff advisor and student chair once a person has indicated their interest to join.

- Trainings will be conducted each year for existing and new members to prepare members being successful in their roles and for consistency reasons.
- Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 6 - Hart House Student Literary & Library Committee

Committee Mandate

Through the literary arts, the Hart House Student Literary & Library Committee (HHS&LC) hopes to reach a diverse group of people on and off the University of Toronto campuses to enrich their lives through literature and creative writing and using literature to deconstruct barriers. The HHS&LC helps students to expand and develop their skills and interests, and to take on leadership positions that prepare them for the future.

The Hart House Student Literary and Library Committee is guided by the following principles:

- Inclusivity, Representation, and Anti-Discrimination
- Transparency and Accountability
- Truth and Reconciliation
- Allyship and Support

In addition, the committee is dedicated to:

- CREATING an equitable and inclusive space where we can promote and explore literary styles, voices, publications, bookstores, mediums, and writers from equity deserving communities.
- WORKING towards being active allies with equity deserving communities around Hart House, University of Toronto, and Greater Toronto; particularly, Black, Indigenous, LGBTQ+ communities, and those with exceptionalities.
- RECOGNIZING the exclusionary, colonial, and discriminatory nature of canonical literature and library spaces, and finding ways to broaden our conception of literature, such that it can include marginalized, overlooked, and/or underprivileged works, styles, mediums, writers, and traditions.
- PROMOTING change within systems that are based in deep-rooted and systemic discrimination and oppression, and that too often privilege certain individuals and turn away other individuals on arbitrary grounds, such as race, gender, sexual orientation, exceptionalities, or citizenship.

Areas of Programming

The HHS&LC offers writing-focused and literary events, workshops, and professional development opportunities that are open to all students on campus. Some of these events and programs include:

- Facilitating curation of the Hart House Library, with a unique collection of over 5,000 volumes, selected and maintained by students to encourage delight in the discovery of a wide range of topics and genres.
- Work with other literary groups across the three campuses including the English Students' Union, student newspapers, and student literary journals.
- Run active social media outlets that keep members informed.

- Opportunities to promote and develop writing such as through the The Hart House Review, which focuses on publishing works of emerging student writers as well as established Canadian writers.
- Development of podcasts, workshops and creative engagement related to important literary topics
- Professional and artistic development opportunities
- Feature students, alumni, members as guests and speakers

Subcommittees

The committee has various subcommittees which support the goals and mandates of the committee. They are:

Events Planning Subcommittee

- Will ensure event facilitators and panelists represent a diverse range of perspectives, identities and lived experiences.

Writer's Co-op

- A group of volunteers organized by the Writer's Co-Op Coordinator to support the series

Communications

- Organized by the Communications Officer and responsible for the committee's social media, newsletter, WordPress, event advertisements, and other forms of communications media.

Podcast

- A group of volunteers who assist the Podcast Coordinator with creating content for Endnote episodes, including but not limited to researching relevant topics, contacting and interviewing guests, editing episodes, and creating promotional material for the podcast

Library

- A group of volunteers organized by the library curator
- May include: voting members, non-voting members, and interested volunteers
- Responsible for contributing to the upkeep of the library, including but not limited to preparing new acquisitions to be made available in the library, shelving books, and engaging with library users to help them find resources
- Will assist the Library Curator with tasks and events as necessary

Equity & Diversity

- Includes voting members and non-voting members and is created for the Equity and Diversity programming throughout the year.
- Organized by the Equity and Diversity Officer.

Committee Structure

The Hart House Student Literary & Library Committee has both voting members and non-voting members who participate in discussions and make decisions regarding committee initiatives, education campaigns, and community service initiatives the committee would participate in

Executive Members (Voting)

Chair (1-2)

- Elected each Winter
- Sets agenda for each meeting
- Acts as the liaison between the committee, the staff advisor, Hart House staff, University of Toronto partners, and community partners
- Engages the Staff Advisor in discussion and decisions prior to the final event or program plans being executed including promotion and communications protocols, risk management, financial management, engagement of senior staff and public figures, meetings and events services protocols, processes for public remarks made by the committee.

Steward (1)

- Represents the committee at the Hart House Board of Stewards
- Prepares transition documents each year for the incoming committee members

Treasurer (1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Monitors finances of the committee
- Works closely with the Hart House finance staff
- Reports on the finances of the committee to members

First Year Representative (1)

- This position is reserved for an incoming first-year student who is recruited in September (the beginning of each academic year) via the application process.
- Will support event planning and execution, with particular attention to ensuring there is engagement from first-year students
- Will work with the Co-Chairs to organize an event focused on first-year students
- Will work with different executive members to gain a well-rounded understanding of Committee activities

Communications Officer (1)

- A student member who works with the committee, Hart House staff, and community members to design and coordinate communications and outreach.

- Coordinates with Hart House Communications on upcoming events, workshops, etc. hosted by the HHL&LC.
- Handles social media outreach and updates non-members on the events, workshops, etc. hosted by the HHL&LC on the following networks: (a) Facebook and Facebook Events; (b) Twitter; (c) Instagram; (d) Email distribution lists, newsletters, and list-servs.

Secretary (1)

- A student member who is responsible for taking minutes at all meetings
- Ensuring that documents are properly stored
- Ensuring that all transition documents are handed over.

Podcast Coordinator (1)

- Responsible for developing ideas for the *Endnote* podcast episodes
- Scheduling, conducting interviews, editing, and distributing episodes

Equity & Diversity Officer (1)

- Aware of U of T and Hart House frameworks and policies around EDI, and defer to staff advisor when concerns and questions arise
- Responsible for keeping the committee accountable and transparent, in relation to the committee's equity and diversity mandate and initiatives
- Will review and advise on the facilitator and panelists prior to each event in order to ensure that the HHS&LC is creating equitable opportunities and representing a diverse variety of perspectives from marginalized, overlooked, and/or underprivileged backgrounds
- Will keep in contact with the *Hart House Library Curator and Acquisitions Committee* during the annual acquisitions process to advise on the content of the annual acquisitions and their origins.

Writer's Co-op Coordinator (1)

- Responsible for organizing and hosting *Writer's Co-op* events and activities

Hart House Review Editor-in-Chief (1)

- Responsible for reporting to the committee with updates about the *Review*
- Coordinates with the contest coordinators

The Hart House Literary Contest Coordinators (2+)

- Responsible for liaising between the committee, *Review*, and professional writers
- Collecting entries, recruiting judges, and communicating with contest winners and *Hart House Review* to publish work

General Members (Non-Voting)

General Members

- A person is considered a general member when they:
 - Attend at least two (2) committee meetings;
 - Are part of the group's mailing list
- General members participate in committee events, meetings, and assist with program delivery.

Committee Supports

Staff Advisor

Senior Advisor (1)

Hart House Library Curator (1)

- A Hart House staff member who is responsible for the library collection, space, acquisitions, and programming

Committee Membership

The Hart House Student Literary & Library Committee will open calls for general volunteers each semester, and to provide general support for events and projects throughout the year. The numbers of general volunteers are variable depending on interest and need. The committee has a general membership form available year-round on its WordPress (hhlitandlib.ca).

The Student Literary & Library Committee includes voting members, non-voting members, volunteers, and partners who assist with the delivery and facilitation of sessions and campaigns. Only University of Toronto students can vote at the committee level, but non-students can join initiatives, provide input, and volunteer with the committee and its events.

Recruitment & Training

Hart House coordinates a broad recruitment process for all standing committees. For more information, please refer to the Committee Terms of Reference for more details.

Each committee member participates in a training program facilitated by Hart House staff, student leaders, and campus partners. Training prepares committee members with the resources and tools to be successful in their roles.

Committee Transition

In addition to the training programs that committee members take part in, new Committee members will meet with the Chair(s) to first discuss the expectations of their role and then to check in regularly, at the discretion of the Chair(s) and the new member. The Chair(s) will continue to support the new member, including connecting them with the person who previously held the relevant role.

and ensuring they are engaged with other members of the Committee until the new member feels comfortable in their role and integrated into the Committee.

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

The Hart House Student Literary & Library Committee meets throughout the year, with a minimum of one (1) meeting per month during the Fall and Winter terms. Subcommittees may meet as frequently as needed depending on planned activities and the availability of members.

Please refer to the Hart House Standing Committee Terms of Reference for details on meeting management, including processes for motions that require a committee vote.

Agenda

- The Secretary is responsible for the creation of the agenda before each meeting
- Committee members requesting an agenda item should contact the Chair(s) and Secretary in advance of the agenda being sent

Minutes

- Minutes are shared on the Committee's Google Drive and via e-mail to all members and are uploaded onto the Hart House website.

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 7 - Hart House Student Music Committee

Committee Mandate

The Hart House Student Music Committee provides opportunities for students to enjoy music, engage with a community of those who share this passion, and experience a unique opportunity for learning in a cultural field through:

- Providing multiple avenues for music and cultural exploration such as producing concerts and excursions to discover music in Toronto
- Showcasing talent and offering resources, support and performance opportunities for U of T musicians
- Creating opportunities for students to engage in peer-to-peer-led events, speaker events, internships and industry educational events.
- Supporting education and networking, career development, mentoring, peer to peer engagement and cultural and artistic exploration.
- Engaging a flourishing community of music lovers, performers, and fun-loving people at U of T, on all three campuses – student, alumni, faculty and staff.

Areas of Programming

- Delivering open mics to include students, staff, faculty, alumni, and community partners
- Delivering listening parties to include students, staff, faculty, alumni, and community partners
- Promoting other committee events and encouraging reciprocal promotion on social media
- Working collaboratively with other University of Toronto music groups and committees to foster a safe and inclusive environment of people who enjoy music
- Collaboration with other Hart House committees and clubs for music related support
- Working collaboratively with other University of Toronto music groups and committees to foster a safe and inclusive environment of people who enjoy music
- Integrating access programming to support students from underprivileged and lower socioeconomic backgrounds to be involved in music initiatives on campus

Subcommittees

Communications Subcommittee

- Supports the marketing and promotions of events for the committee, including those that may be delivered by partners

Events Subcommittee

- A group that coordinates and delivers creative events and facilitates discussions among partners

DEMO Magazine

- DEMO is a subcommittee of the HSMC committed to showcasing music and artists through a variety of online and print articles, interviews, and other related stories. 2 co-editors lead the subcommittee each year, culminating in an annual print edition and launch party/concert

Open Mic

- Organizing the Open Mic events at Hart House and with partners off-site.

Committee Structure

Executive Members (Voting)

Student Chair or Co-Chairs (1-2)

- Elected each Winter
- Sets agenda for each meeting
- Acts as the liaison between the committee, the staff advisor, Hart House staff, University of Toronto partners, and community partners
- Engages the Staff Advisor in discussion and decisions prior to final event or program plans being executed. These include promotion and communications protocols, risk management, financial management, engagement of senior staff and public figures, meetings and events services protocols.

Steward (1)

- Represents the committee at the Hart House Board of Stewards
- Records meeting minutes, and uploads onto platforms for students to view
- Prepares transition documents each year for the incoming committee members

Treasurer (1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Monitors finances of the committee
- Works closely with the Hart House finance staff
- Reports on the finances of the committee to members

Community Outreach Lead (1)

- Working with various campus and community partners to co-develop programming, amplify HSMC and non-HSMC Programming.

First Year Representative (1)

- Engaging 1st - year students in programming and communications

Communications Officer (1)

- Supporting marketing and communications efforts of the Committee.
- Supporting the development of communications strategy
- Developing content and graphic design as appropriate.

Secretary (1)

- Taking notes at Committee meetings; consolidating and sharing with Committee and Hart House as appropriate.
- Organizing meeting dates and times in collaboration with Chair(s)

General Members (Non-Voting)

General Members

- A person is considered a general member when they:
 - Attend at least two (2) committee meetings;
 - Are part of the group's mailing list
- General members participate in committee events, meetings, and assist with program delivery.

Committee Supports

Staff Advisor (Non-voting)

Committee Membership

The Hart House Student Music Committee will open calls for general volunteers each semester, and to provide general support for events and projects throughout the year. The numbers of general volunteers are variable depending on interest and need.

Recruitment & Training

Hart House coordinates a broad recruitment process for all standing committees. For more information, please refer to the Committee Terms of Reference.

Committee Transition

New Committee Members will have a one-on-one meeting with Chair(s) to establish their goals on the committee and their personal development. Based on the member's interest and applied position, the member will be added to a team that is working on their event of interest. In that team, the new member will be guided by the lead to help plan, promote, and execute each event. The Chair(s) alongside the Events Director will oversee the planning of each event. New members will be invited to check-ins during the planning process to ensure they feel supported in their role. The Chair(s) will also host check-ins after each event to give and receive feedback from members. Members can attend check-ins until they feel comfortable and adjusted to their new role.

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

The Hart House Student Music Committee meets throughout the year, with a minimum of two (2) meetings per month during the Fall and Winter terms, with roles and procedures committee members adhere to. Subcommittees may meet as frequently as needed depending on planned activities and the availability of members.

Agenda

- The committee secretary, in consultation with the Chair(s) and staff advisor, sends committee members the agenda 24 hours in advance of the meeting
- Committee members requesting an agenda item should contact the Chair(s) in advance of the agenda being sent

Minutes

- The secretary is tasked with taking meeting minutes.
- All minutes are uploaded to the Hart House Music Google Drive account and sent on the platform the Committee is communicating on (Discord, Messenger, etc.)

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 8 – Hart House Student Social Justice Committee

Committee Mandate

The main purpose of the Hart House Student Social Justice Committee (SSJC) is to create a forum for students to learn and participate in important discussions, as well as act in relation to various social justice issues facing our world, our city, and our campus. This is accomplished by creating spaces for critical conversations and learning, promoting collaboration among the various social justice organizations, particularly campus based, building community, developing skills, and building the capacity to engage.

Building on University of Toronto and Hart House values and frameworks, we bring a series of key principles to this work:

- Working within anti-oppressive frameworks and an intersectional understanding of Social Justice
- Working in solidarity with communities “Nothing about us without us” – ensuring the voices of impacted communities are embedded in our planning processes
- Centering and nurturing meaningful, ongoing relationships
- Supporting braver/safer spaces for students to share their perspectives and lived experiences
- Working in collaboration and community, in particular with student groups and organizations from all three campuses

Areas of Programming

The main types of activities programmed by the SSJC strive to further social justice causes and initiatives. This takes various forms, including but not limited to:

- **Education / Creating Space for Critical Conversations** – events, workshops, roundtables, education campaigns, social media campaigns etc. that build knowledge, awareness and action on key social justice issues. Examples include housing, food security, racial justice, climate justice, peacebuilding.
- **Advocacy / Capacity Building** – building opportunities for students to learn skills that will support their work as advocates. May include, for example, community service initiatives or volunteer work with community partner, or skills building workshops. Educational activities should also include an action-oriented opportunity or call to action.
- **Community Building / Collaboration** – building opportunities to bring together student organizations at U of T and in the community to learn from each other and connect to build impact, building respectful, meaningful and sustainable partnerships.

Committee Structure

Executive Members (Voting)

Student Chair or Co-Chairs (1-2)

- Elected each winter
- Key leadership role on the committee
- Coordinates the work of the members
- Engages the Staff Advisor in discussion and decisions about events and programming including promotion and communications protocols, risk management, financial management, engagement of senior staff and public figures, meetings and events services protocols, guidelines for facilitation of discussion at events etc.

Steward (1)

- Represents the committee at the Hart House Board of Stewards
- Prepares and delivers BOS presentation, including significant decisions, events, assessment reports and recommendations

Recording Secretary (1)

- Records meeting minutes, and uploads onto platforms for students to view
- Prepares transition documents each year for the incoming committee members

Treasurer (1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Monitors finances of the committee
- Works closely with the Hart House finance staff
- Reports on the finances of the committee to members

Research Lead (2)

- Conducts research on social justice topics and issues which support events, initiatives, and communication strategies for the committee

Initiative Lead (4)

- Develop workshops, discussions, and panels
- Leads initiatives on social justice topics, including educational campaigns, calls to action, and fundraisers
- Work closely with community partners during the planning and delivery of social justice campaigns and initiatives

First Year Representative (2)

- Recruited in September each year, and provides input and perspectives that affect first-year students
- To encourage the participation of first-year students for on campus activities hosted by the Social Justice Committee

- Suggesting ways in which events can be catered towards first-years in particular to ensure a welcoming transition for first year students on campus.

Communications Officers (2)

- Designs and coordinates communication and outreach on behalf of the committee
- Works with the Hart House communication team to promote SSJC initiatives and campaigns

General Members (Non-Voting)

General Members

- A person is considered a general member when they:
 - Attend at least two (2) committee meetings;
 - Are part of the group's mailing list
- General members participate in committee events, meetings, and assist with program delivery.

Committee Support

Staff Advisor (non-voting)

Committee Membership

The Hart House Student Social Justice Committee will open calls for general volunteers each semester, and to provide general support for events and projects throughout the year. The numbers of general volunteers are variable depending on interest and need.

Recruitment & Training

Hart House coordinates a broad recruitment process for all standing committees. For more information, please refer to the Committee Terms of Reference.

Committee Transition

New members are welcome to join at any time. Interviews are held to ensure that the member is a good fit for the committee. A training and introductory package is created to update the members on their responsibility, expectations, time commitment and timeline for the multiple activities and events planned.

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

The SSJC meets regularly throughout the year, with meetings including voting and non-voting members.

- Below is an overview of the committee meeting structure.
- Committee meets twice each month (bi-weekly)

- The co-chair(s) are responsible for setting the meeting agenda prior to each meeting in consultation with the Staff Advisor
- The secretary is responsible for recording meeting minutes and sending the minutes to committee members following the meeting
- Documents are shared among committee members with the use of a private Google Drive folder

Please refer to the Hart House Standing Committee Terms of Reference for details on meeting management, including processes for motions that require a committee vote.

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 9 – Hart House Recreational Athletics & Wellness Committee

Committee Mandate

The Hart House Recreational Athletics & Wellness Committee's (RAWC) mandate is to create diverse opportunities for students and community members to learn about, engage in, and develop a love for physical activity, recreation and overall wellness. The committee includes students and community members who are passionate about athletics, recreation and wellness programming, and hosts events and programs that develop burgeoning interests in physical activity, recreation and wellness by providing education, opportunity, and guidance. With its diverse constituency, the committee works to create a space for all abilities and identities in recreation, sport, physical activity, and healthy living at the University of Toronto with links to the broader Toronto community.

The Committee is dedicated to providing a greater breadth of programming, with particular consideration for diverse audiences, and especially encourages the emergence and execution of new projects that serve an area that is currently underserviced.

Areas of Programming

The committee hosts events and runs programs that are open to students, community, and other members. RAWC actively seeks to engage with campus and community partners that help to increase access and opportunity for underserved groups in recreational programming. The following key program areas are those run annually by the committee:

Active Events

There are several long-standing and then new events annually that are led by the Committee to encourage students and the broader community to engage in physical activities that range from fun and social to those that build fitness and skill. Fun runs, bike events, indoor triathlons, are some of the kinds of activities hosted each year, and each year the committee is encouraged to add new and different ideas and to partner with groups on and off campus to deliver their initiatives.

Educational Seminars

A series of speakers are engaged to inspire participants to engage in wellness and embrace an active lifestyle – these are developed in partnership with other standing committees, clubs, campus groups and community partners.

Committee Structure

The Hart House Recreational Athletics Committee programs through two sub-committees: the Event Sub-Committee and the Outreach & Engagement Sub-Committee. Both sub-committees have representation on the RAWC Committee through their Leads who each hold voting positions.

Events Sub-Committee

A sub-committee that plans, executes, and evaluates large-scale events, including one committee social per term.

Outreach & Engagement Sub-Committee

A sub-committee who represents the Committee at outreach events, recruits new members annually, and liaises with other groups and community partners. This Sub-Committee is the Committee's connection to the Communications Department and is responsible for the promotion of events and initiatives.

Committee Members

Executive Members (Voting)

The Committee Executive includes 8-9 student voting positions and 1 non-student voting position.

Student Chair or Co-Chairs (1-2)

- Ensures that the Committee functions properly, that there is full participation in meetings and activities, and that all relevant matters are discussed and carried out
- Work closely with the Hart House Board of Stewards, Warden, Fitness Centre staff and the staff advisor to ensure the integrity of the Committee's mandate
- Oversee all Committee operations, including budget development, events programming, and promotional marketing
- Organize monthly general meetings with Staff Advisor and Secretary
- Oversee the recruitment of new members and elections process for the subsequent year

Steward (1)

- Represents the committee at the *Hart House Board of Stewards*
- Prepare and submit end-of-year report, including significant decisions, events, assessment reports and recommendations

Treasurer (1)

- Prepares annual budget to be presented at the Hart House Board of Stewards
- Monitors finances of the Committee and provides updates to the Committee
- Works closely with the Hart House finance staff

Recording Secretary (1)

- Responsible for taking minutes at all Committee meetings
- Ensures that documents are properly stored and ensures that all transition documents are handed over.

First-Year Representative (1)

- Elected by the committee in the Fall term and is a first-year student
- This position is a voting member role designed to allow first-year students the opportunity to learn about committee process and program planning. Their role is to assist Executive with various tasks

Community Member (1 – non-student position)

- Elected by the Committee
- Must be a member in good standing of Hart House
- Represents as a Community Member on the Board of Stewards (voting role)
- Liaises with student members about events / activities that would engage community members
- Liaises with the Community Members Committee with respect to promotion of CMC events to Fitness Centre members.

Events Sub-Committee Lead (1)

- Key leadership role on the Events Subcommittee
- coordinates the work of the group and represents the Sub-Committee at full committee meetings.

Communications & Community Engagement Officer (Sub-Committee Lead) (1)

- Key leadership role on the Outreach & Engagement Sub-Committee
- Coordinates the work of the group and represents the Sub-Committee at full committee meetings.
- This person works with the Committee, Hart House Communications staff and community members to design and coordinate communications and outreach.

Communication & Community Engagement Social Media Lead (1)

- A student member who is responsible for promoting events and initiatives on all of the Committee's social media accounts
- Works within the Communication and Community Engagement Sub-Committee, and with the Communications and Community Engagement Lead

General Members (Non-voting)

General Members

- A person is considered a general member when they:
 - Are a member in good standing with Hart House
 - Attend at least two (2) Committee meetings;
 - Are part of the group's mailing list

- General members participate in committee events, meetings, and assist with program delivery. They may work with Executive Members to prepare plans, coordinate program details, participate in outreach initiatives, and assist with event preparation

Committee Supports

Staff Advisor

Committee Transition

New members will be given access to transition reports written by those who previously held their positions, outlining their responsibilities and providing helpful resources for planning future events. The Chair will meet with each sub-committee to discuss aims, expectations, and new ideas. A committee-wide meeting will be held before the school year commences to ensure each member understands the committee's operation with full transparency.

Committee members must also save all social media handles, usernames, third-party account information, and passwords in the Teams folder for future Executives to gain access.

Committee Meeting Management

- Hart House Recreational Athletics & Wellness Committee meets throughout the year, with a minimum of one (1) meeting per month during the Fall and Winter terms
- Sub-Committees also meet monthly.
- Refer to the Hart House Standing Committee Terms of Reference for details on meeting management, including processes for motions that require a committee vote.
- The Chair or Co-Chairs facilitate the meetings, send an agenda prior to the meeting, and ensure the committee's guidelines and procedures are followed
- Committee decisions are recorded in the minutes as motions
- Duration of meetings is usually 90 minutes
- Meeting times should not conflict with the Hart House Board of Stewards meeting

Agenda

- The agenda is set by the Student Chair with support from the Staff Advisor
- The committee secretary sends committee members the agenda 24 hours in advance of the meeting
- Committee members requesting an agenda item should contact the Chair(s) in advance of the agenda being sent
- The agenda starts with the motion to approve the previous meeting's minutes
- Agenda must also include the date for the next meeting

Minutes

Minutes are sent within 3 business days of the meeting. A template for the minutes is provided in the Google drive. All minutes are uploaded to Google Drive, the Teams folder, and on the website.

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)

APPENDIX 10 – Hart House Student Theatre Committee

Committee Mandate

Hart House Theatre engages a broad array of communities in the passion, vibrancy, and immediacy of theatrical performance as artists, learners, volunteers, and audience members. Hart House Theatre supports educational opportunities and workshops, provides volunteer roles on and off stage, facilitates student theatre opportunities, and delivers annual semi-professional theatre productions and artistic partnership with others seeking to reflect diverse stories and communities.

Through authentic artistic partnerships that enhance inclusion, pluralism and representation, Hart House Theatre focuses on:

- the development, training and showcase of youth and emerging artists, creating innovative opportunities for expression and exploration
- providing an avenue for student engagement in theatre production, performance, and promotion
- providing input to the creative and operational direction of Hart House Theatre, encouraging students to attend and appreciate live theatre
- facilitating audience engagement with shows and programs that inspire thought, laughter, and joyous applause
- raising the profile of live theatre at U of T

Areas of Programming

The main purpose of the committee is to act as an advisory board and forum for stakeholders. Committee members are comprised of student leaders, alumni and industry professionals. New members can join through HH Committee application process or through becoming more involved in the theatre's programming throughout the year. The Theatre's Student Initiatives deliver programming, and reporting to the Committee who provide accountability for the Theatre's goals, mandate and strategic initiatives.

Some of the programs include, but are not limited to:

- Performances, including theatre, music, dance and other performance arts
- Rentals & partnerships
- Student performance and learning opportunities including workshops, cabarets, readings, and competitions
- Access to rehearsal space for students
- Awards and recognition for students engaged in performance arts
- Community building, consultations and conversations on the issues impacting and engaging students involved in the performing arts
- Access programming, including collaborations with high schools
- Volunteer engagement, training, and opportunities for hand-on experience
- Provide support and resource to student-led initiatives

In addition, the committee works with other Hart House committees to deliver and facilitate events and programs, and cross-promote workshops and initiatives.

In its advisory capacity, the Theatre Committee discusses and makes recommendations in a range of areas including, but not limited to:

- Theatre development and advancement, including marketing and branding and connection to the broader Toronto and University of Toronto performing arts community
- Theatre operating policies and procedures
- Opportunities for student engagement
- Audience development
- Strengthening the theatre's position as a cultural destination for the university and the city of Toronto
- Developing programming and partnerships across all three University of Toronto campuses
- Theatre Committee budget and activity plan

Committee Structure

The Hart House Theatre Committee is comprised of members of the Toronto arts community, theatre professionals, representatives from U of T's Drama departments, and representatives from student initiatives.

A number of student initiative positions are selected through the groups they represent and have a seat on the Hart House Theatre Committee. The majority of the committee member recruitment and appointments are confirmed by May 1 of each year, with the first-year representative and any remaining vacancies selected in September.

While the Committee is focused on providing advice and generating discussion, there may be limited occasions when a vote is required. Committee positions are therefore allocated between Executive Members (voting) and General Members (non-voting).

Executive Members (Voting)

Student Chair(s) (1-2)

- Elected each Winter
- Sets agenda for each meeting
- Acts as the liaison between the committee, the staff advisor, Hart House staff, University of Toronto partners, and community partners
- Takes meeting minutes and posts publishes minutes for all members to review
- Engages the Staff Advisor in discussion and decisions prior to the final event or program plans being executed

Steward (1)

- Represents the committee at the *Hart House Board of Stewards*

First Year Representative (1)

- Recruited in September each year through an application process through HH recruitment
- Represents the interests of first-year students

Society for Undergraduate Drama Students (SUDS) Representative (1)

- SUDS elected president (or designate) sits on the committee
- Represents the interests of undergraduate drama students at the committee and St. George Campus Theatre Community

Skule Nite Representative (1)

- Skule Nite elected president (or designate) sits on the committee
- Represents the interests of Skule Nite members at the committee

Hart House U of T Festival of Dance Representative (1)

- One member who is part of the Festival of Dance Executive represents the group on the Hart House Theatre Committee
- Festival of Dance nominates a University of Toronto student member to represent their group at the committee level
- Reports to the Committee on all programming presented by the U of T Festival of Dance

U of T Drama Coalition Representative (1)

- U of T Drama Coalition elected president (or designate) sits on the committee Represents the interests of U of T Drama Coalition members at the committee from across all three campuses. Reports to the Committee on all programming presented by the U of T Drama Coalition including the Hart House U of T Drama Festival and the U of T Coalition Awards

U of T Spotlight Representative (1 - 2)

- University of Toronto student, staff, who is employed by the Theatre through the Work Study program appointed by the Theatre's staff
- Reports to the Committee on all programming presented by U of T Spotlight

University of Toronto Scarborough Representative (1)

- A student representative from the Scarborough campus highly involved in the Campus Theatre Community
- Application process, with decisions made by the staff advisor and the chair
- Represents the interests of the Scarborough campus at the committee

University of Toronto Mississauga Representative (1)

- A student representative from the Mississauga campus highly involved in the Campus Theatre Community
- Application process, with decisions made by the staff advisor and the chair
- Represents the interests of the Mississauga campus at the committee

Student Representatives (2 - 4)

- Two additional students who are interested in the Hart House Theatre Committee based on their engagement and experience with Hart House's Theatre programming
- Student representatives are selected by the staff advisor and chair

General Members (Non-Voting)

Alumni

- An Alumni representative who is highly involved in the Hart House Theatre Community
- Invited annually to join by the staff advisor and the chair
- Provides alumni perspectives, historical context and mentorship support for the Committee to consider

Industry Professionals

- An Industry representative who is connected to the Hart House theatre community
- Invited annually to join by the staff advisor and the chair
- Can represent the interest of Hart House Theatre's position in the wider theatre community and/or UofT Community
- Provides wider perspectives from the theatre community, Industry context and mentorship support for the Committee to consider

Committee Supports

Director, Theatre and Performance Arts (non-voting)

- Hart House staff who provides guidance and facilitation in the planning, delivery, and evaluation of committee initiatives and operation
- Engages the Committee and provides high level context for all initiatives, artistic partnerships and operational and building upgrades for the Theatre.
- Ensures that Committees are apprised of key policies and processes that must be implemented in the planning and execution of their initiatives

Staff Advisor (non-voting)

Senior Advisor (1)

Recruitment & Training

Hart House coordinates a broad recruitment process for all standing committees. For more information, please refer to the Committee Principles document. The Theatre also has open calls for

general volunteers each semester, with drop-in sessions to learn about programming and performance opportunities.

Committee Transition

When new members are elected, appointed, or invited to join the Committee, they receive an onboarding email which includes a copy of the terms of reference, Committee Chair, Steward and Staff Advisor contact information and a copy of the previous meetings minutes to review. The Chair, Steward and Staff Advisor are available to answer any questions committee members have during their tenure with the Student Theatre Committee. New Committee members are invited to attend a meeting as a guest, prior to committing to the Student Theatre Committee.

Committee Meeting Management

The Hart House Student Theatre Committee meets throughout the academic year.

- Committee meets four times a year, for 90 minutes each. Additional meetings may be called by the chair if an important issue needs to be discussed
- Committee agenda is sent to all members at least 24 hours before each meeting
- Minutes are prepared by the Chair, with the minutes saved in an accessible Google Drive and shared with committee members through email
- Meeting minutes are ratified at a subsequent meeting
- In the event a meeting cannot be held in person, or a member is unable to attend, a committee member may attend a meeting with the use of a virtual platform, such as Zoom or Microsoft Teams
 - Requests to attend virtually must be sent to the Chair at least 24 hours in advance
- Discussions and decisions at the Committee related to the management of the Theatre are recommendations and typically arrived at through consensus-based processes.

Committee References

- [Hart House Constitution](#)
- [Board of Stewards Rules and Procedures](#)
- [Standing Committee Terms of Reference](#)