1.0 Purpose

The First Year Council (the “FYC”) shall organize services and events to engage and support first-year engineering students; and collect feedback from first-year engineering students on how the Engineering Students’ Society (“ESS”) can better serve them.

2.0 FYC Composition

The FYC shall be formed by the end of September in each year; after the First Year Representative has been elected. The First Year Representative shall serve as Chair of the FYC.

Any regular member of the ESS who is in good standing and in their first year of studies at the University of Victoria Faculty of Engineering shall have voting rights at an FYC meeting. Any other regular member of the ESS who is in good standing shall have speaking rights at an FYC meeting.

The FYC is able to select a new Chair at any point.

3.0 FYC Operations

A meeting of the FYC shall follow the most recent edition of Democratic Rules of Order which may be obtained from the Engineering Students’ Society. The quorum for decisions of the FYC shall be any 4 voting members.

The FYC shall hold at least six meetings per scholastic term, and at such times as the Chair of the FYC shall decide. The Chair of the FYC shall call a meeting at the request of the ESS President, First Year Representative, or VP Events. Notice of the meeting shall be advertised to members who are eligible to vote, and given to any regular members who request to receive direct notices, at least 48 hours in advance of the meeting.

4.0 Responsibilities of the Chair

The Chair of the FYC shall be responsible for:

a) Ensuring that all meetings of the FYC are minuted, including recording the names of those in attendance, any disclosed conflicts of interest, and any decisions made; and,

b) Creating, and making publicly available, meeting agendas before each meeting; and,

c) Identifying opportunities for the ESS to better first-year engineering students and ensuring that the First Year Representative presents these opportunities to the ESS Council; and,

d) Coordinating with the ESS VP Events and VP Finance to receive approval for FYC events and services, and FYC spending; and,

e) Maintain a list of regular members of the ESS who wish to informed of FYC meetings; and,

f) Chairing the meetings of the FYC; and,
5.0 FYC Duties and Responsibilities

The FYC shall:

a) Organize at least three events or services each term that they are active that further the FYC’s purpose; and,
b) Keep the ESS Council updated on the FYC’s initiatives; and,
c) Work with interested individuals and groups from the student body to pursue the FYC’s goals.

Additionally, each member of the FYC has the responsibility to disclose at the start of every meeting any real or perceived conflicts of interest with any matter to be discussed at the meeting.

6.0 FYC Authority

The FYC has the authority to request funds from the ESS Council for specific purposes, such as events or services. The FYC does not have the authority to run events and services on behalf of the ESS unless the event or service is approved by the VP Events, the VP Student Life or the ESS Council.

The FYC has no authority to direct the management of the ESS or to commit the ESS to any task unless specifically authorized by the ESS in these Terms of Reference or another appropriate document.

7.0 FYC Reporting

The Chair of the FYC shall submit a report to the ESS Council before the end of each scholastic term. This report is designed to update the ESS Council, and the student body, on the work being performed by the FYC, and to serve as a record of the work of the FYC for future terms. This report shall include:

a) A summary of the work performed by the FYC over the scholastic term,
b) A discussion of the results of the events and services including approximate attendance of the event or participation in the service; and,
c) A discussion on how events and services could be improved; and,
d) Any recommendations that the FYC has for the ESS Council; and,
e) Any concerns of the FYC on their ability to perform their work.

8.0 Amendments of Terms of Reference

Any changes to this document must be passed by the ESS Council. The ESS shall be responsible for maintaining this document.

APPENDIX A: FYC Timetable

A possible timetable for the FYC’s work spread out over 6 meetings may be found below.

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<thead>
<tr>
<th>Meeting</th>
<th>Task(s)</th>
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<tr>
<td>First Meeting</td>
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<td>Meeting</td>
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