**UFVSUS**
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# Vice President Internal

Report to the Board of Directors
July 2016

## 1. Governance & Board Secretary

The Governance committee met once this month to confirm the final edits of the fund request policy. This month, majority of the content relating to the board members and board meetings was updated: http://ufvsus.ca/board.html. The board members were updated to include non-voting members. All documents related to board meetings (agenda and minutes) was also published on the website. It should be noted that only items approved and carried by the board can be published on the website because it was officially approved.

## 2. Finance

The Finance committee was ready to start their committee meetings this month, however they haven't officially started yet. This is because all successful Finance committee applicants have been contacted but most of them are currently not available. There was 1 fund request submitted this month and another fund request from June 2016 was also looked at- it was tabled from last month due to pending signatures. It was important to process and make decisions on the submitted fund requests. As a result, the executive committee reviewed the fund requests during the absence of a finance committee with the following funding decisions:

| Date | Category | Name | Purpose | Requested | Decision |
|---|---|---|---|---|---|
| June 15, 2016 | Association | Student Psychology Association | Appreciation of Volunteers | $200.00 | $200.00 |
| July 4, 2016 | Club | UFV Circle K International | 2nd Annual Halloween Bash | $7350.00 | Denied |
| July 19, 2016 | Club | UFV Oxfam | Mini-Concert | $2005.00 | Pending |

To this date, a total of $6,670.35 has approved for Clubs and Associations with $49,830 remaining in the budget. Of this, $2,963.67 has been for Associations and $3,706.68 for Clubs. During the Summer, fund requests are usually less which gives us enough to fund Clubs and Associations during the Fall and Winter semesters.

## Website Update

An updated Fund Request Form was posted to the website. The form was updated to include frequently asked questions: this reduces processing time and the Finance Officer will need to contact Clubs and Associations for only unique questions. The form can be found on this link on SUS Website: http://ufvsus.ca/clubs_resources.html

## 3. Clubs & Associations

### Clubs & Associations Committee

The Clubs and Associations committee met for the first time on June 30. The purpose of the committee meeting was to make a decision on the SUB Clubs and Associations Space Allocation. Clubs and Associations whose registration either expired this month or will be expiring soon next month have been contacted to submit their re-registration package. There were a few re-registration packages and one registration package submitted this month (this included a re-registration package from June 2016). The Clubs & Associations Committee will meet on July 28, 2016 to discuss the following packages:

| Category | Name | Status |
|---|---|---|
| Club | UFV Pre-Dental Club | Pending |
| Club | UFV Circle K International | Pending |
| Club | Accounting Students of the Fraser Valley | Pending |
| Club | UFV Advocacy for Men and Boys | Pending |

### Clubs & Associations Socials and Workshops

This month the Clubs and Associations Officer has been working on setting up the C&A Socials and Workshops. It has been decided that the Socials & Workshops will happen every 3 weeks. This will be discussed with the Clubs & Associations committee when they meet next time.

### Clubs & Associations SUB Space Coordination

We received a total of 12 applications for club spaces in the SUB- a few end moment applications were received. The Clubs & Associations committee met to decide on which 8 Clubs/Associations qualified for the SUB Spaces. The Clubs & Associations who applied were initially contacted to acknowledge their application. They will be contacted next month with the decision made by the Clubs & Associations committee.

### Clubs & Associations Website Update

During the month, there were a variety of documents posted to the website to support Clubs & Associations. While reviewing the areas of errors and delays in processing of C&A Registrations, we noticed that the reason why most of the registrations are delayed is because of packages not being completed as per their requirement. In order to avoid such delays/errors, sample documents were uploaded to the website. These include:

- ✓ Club Registration Form SAMPLE
- ✓ Club Re-Registration Form SAMPLE
- ✓ Association Registration Form SAMPLE
- ✓ Associations Registration Minutes SAMPLE
- ✓ Association Re-Registration Form SAMPLE
- ✓ Association Re-Registration Minutes SAMPLE
- ✓ Constitution Guidelines

These documents can be found on the following links on the SUS website:
http://ufvsus.ca/clubs_starthere.html
http://ufvsus.ca/assoc_starthere.html
http://ufvsus.ca/clubs_resources.html

In addition to that, a **Checklist** document was created for Clubs and Association. It can be found on these links on the SUS Website:
http://ufvsus.ca/clubs_starthere.html
http://ufvsus.ca/assoc_starthere.html

## 4. External Communication, Events and Meetings

- Cascade Journalism Society (CJS) board meeting for July

## 5. Upcoming Items of Note

- Cascade Journalism Society (CJS) board meeting for August

## 6. Goal Plan Update

**Green** = Completed
**Purple** = Started

**1.0 Student Organization and Support**

| *Category* | *Goals and Strategies* |
|---|---|
| 1.1 Administration and Governance | 1.1.1 Identify primary and secondary areas of errors and delays in the processing of C&A registrations, re-registrations, funding packages, event proposals and any other related material<br>1.1.2 Update the C&A Handbook and provide ease of access to all resources and support<br>1.1.3 Create samples of all forms (registration, re-registration, AGM packages for Associations, fund requests and event proposals) and publish clear expectations and standards for all students<br>1.1.4 Transfer all updated forms to the website and other communication channels to save time, increase clarity and reduce paper usage<br>1.1.5 Organize regular Clubs & Associations Socials and Workshops for Clubs and Associations |
| 1.2 Accountability and Equity | 1.2.1 Review policies regarding the distribution of funds to Clubs & Associations<br>1.2.2 Develop an opt-out funding structure to provide more funding for Clubs and Associations<br>1.2.3 Consult other student unions to understand their operations in the opt-out funding<br>1.2.4 Develop a policy for the opt-out funding |

| | |
|---|---|
| | 1.2.5 Assess current internal controls on the use of funds to include: when funds are released, proof of expenditure requirements and possible categories that will not be funded/will be partially funded by SUS<br>1.2.6 Create and implement a random audit process for Clubs & Associations to ensure student funds are used for the purposes specified in the fund request |

**2.0 Financial Management and Control**

| *Category* | *Goals and Strategies* |
|---|---|
| 2.1 Internal Procedures | 2.1.1 Compile the internal controls provided by SUS bylaws, policies, policies in relation to UFV policies and BMO<br>2.1.2 Determine the necessary internal controls for SUS' management of funds, considering non-profit status |
| 2.2 Investments and Contingency Funds | 2.2.1 Develop a more stable contingency fund to avoid any situations of financial crisis in relation to the general operating budget<br>2.2.2 Review internal investment goals and the current Investment policy: make any changes if necessary and agree on additional investment restrictions |

**3.0 Governance, Accountability and Transitions**

| *Category* | *Goals and Strategies* |
|---|---|
| 3.1 Governance | 3.1.1 Review -and if necessary revise- existing policies<br>3.1.2 Develop policies: transition policy, opt-out funding policy, event procedure policy, SUS Awards policy<br>3.1.3 Review bylaws and make necessary changes in relation to the new Society Act |
| 3.2 Accountability | 3.2.1 Ensure the most recent versions of all documents and forms are promptly uploaded to the SUS website |
| 3.3 Transitions | 3.3.1 Collaborate with the Archivist and Executives to develop a handbook for the VP Internal position<br>3.3.2 Develop a better structured training program and orientation activity to integrate the newly elected executives to their position before they officially begin their term |