

## Vice President Internal Report to the Board of Directors May 2016

### 1. Governance & Board Secretary

Updates have been sent to the government regarding our new board membership: we are fully up to date in all required regulatory filings with the BC Registrar as a non-profit organization. In relation to that, we had an interviewing and hiring process during which we successfully hired new officers for the year 2016/2017. Internally, the Vice President External and I have been training and transitioning new officers into their new jobs. For reference, the student officers are:

- Clubs & Associations: Shabnam Ahmadzai
- Finance: Haley Mainse

These students are all brand new to SUS and have been learning fast and adapting to their new roles. To help them and start the new term off quickly, we had a retreat from May 6-8. They were introduced to all aspects of the society and everyone's roles and responsibilities.

The governance committee met once this month and worked on these policies: Advocacy committee policy, Engagement committee policy, Finance committee policy and Equalities committee policy. Some of these changes were editorial, while others were revisions of the policy to reflect the current committee needs and responsibilities, and to bring the policies in line with our current template.

The launch of committees this year is taking some time. Committee applications are open till June 30- this is because the summer semester is usually slow and there are generally few people on campus. This deadline gives them some time to apply for a position in one of the committees. Committee application forms were re-designed to make them as informative as possible. Currently, all the officers are working on getting committee members to sit on their committees. We should have updates next month.

I will be part of the Cascade Journalism Society Board as the SUS Representative.

### 2. Finance

#### New Finance Officer

The Finance Officer was introduced to all aspects of SUS and was successfully transitioned into their portfolio. Transition has gone smoothly. This was facilitated using the updated finance officer transition manual and information from me. The Finance Officer was involved in the SUS Jeopardy and Officer Workshop in order to understand their portfolio better. The SUS Jeopardy and Officer Workshop was conducted by the VP External.

#### Finance Committee

The Finance committee did not meet for this month because applications are yet coming in, but the Finance officer did receive two fund request during this time period.

Date	Category	Name	Purpose	Requested	Decision
May 2	Club	UFV Circle K International	Easter Egg Hunt	\$55.82	Pending
May 2	Club	Pre-Med Student Alliance	Orientation for new students	\$285	Pending

On a final note, MNP LLP is working on our audit for the year 2015-2016.

### 3. Clubs & Associations

#### New Clubs & Associations Officer

The Clubs & Associations Officer was introduced to all aspects of SUS and was successfully transitioned into their portfolio. Transition has gone smoothly. This was facilitated using a clubs & associations transition manual and information from me. The Clubs & Associations Officer was involved in the SUS Jeopardy and Officer Workshop in order to understand their portfolio better. The SUS Jeopardy and Officer Workshop was conducted by the VP External.

#### Clubs & Associations SUB Space Coordination

SUB Space Allocation forms have been sent out to all Clubs & Associations. The deadline was extended from April 22 to May 30. There will be more updates next month regarding these spaces. All Clubs & Associations have been contacted to update their information.

#### Clubs & Associations Committee

The Clubs & Associations committee did not meet for this month because applications are yet coming in. The Clubs & Associations Officer has been contacting the UFV Health Club regarding their pending registration. There was a re-registration package submitted by a club.

Category	Name	Status
Club	UFV Hip Hop Club	Pending
Club	UFV Cricket Club	Pending

### 4. External Communication, Events and Meetings

- May 10: SUB Committee Meeting
- May 13: Meeting with Sofia Haque and Bahareh Jokar regarding the SUS Health and Dental plan
- May 24-27: Studentcare Conference, Montreal
  - The Studentcare Stakeholder Conference took place in Montreal, Quebec from May 24<sup>th</sup>, 2016 to May 27<sup>th</sup>, 2016. Studentcare is the organization through which UFV SUS provides Health & Dental plans for students. Some of the main topics discussed included: New Services Offering, New Brand Identity, Communications and Legal: Access to Justice. For a detailed report, please refer to the report called "*Studentcare Stakeholder Conference*".

### 5. Upcoming Items of Note

- June 7: SUB Committee Meeting