

**TERMS OF REFERENCE**  
REHABILITATION SCIENCES STUDENT EXECUTIVE COMMITTEE  
Revised January 2024

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## **1. PURPOSE**

The purpose of the Rehabilitation Sciences Executive Committee (RSEC) is to represent and support MSc and PhD students in the Graduate Programs in Rehabilitation Sciences (RHSC) and provide opportunities for academic excellence and social connection. This is a standing committee, reporting to the Program Chair of RHSC. RSEC's mandate includes, but is not limited to:

- a. Represent RHSC student interests including gathering student feedback on program and curriculum related matters. providing it to the RHSC Program Chair and advocating for implementation.
- b. Supporting academic excellence in a collaborative environment, including organizing events to provide students the opportunity to present their research, provide feedback to other students, and provide academic resources to students.
- c. Foster social connections among students by organizing non-academic events or activities.

## **2. MEMBER ROLES**

The members of RSEC will fill the following roles:

- a. PhD Co-Chair
- b. MSc Co-Chair
- c. Vice Chair, Professional Development
- d. Vice Chair, Mentorship Program
- e. Vice Chair, Social & Community Engagement
- f. Vice Chair, Research Events
- g. Subcommittee members under each of the Vice Chairs
- h. Post-doctoral Fellow Representative
- i. Treasurer
- j. Social Media Manager
- k. Representative to Graduate Student Society (GSS)
- l. Representative to UBC's Graduate Student Advisory Group (GSAG)

These roles may be shared between 2 members (e.g. co-vice chairs), or multiple roles can be held by one individual, except one individual may not be vice chair of multiple subcommittees. Members are expected to serve a term of at least 1 year, with renewal if desired.

## **3. ELECTIONS**

MSc students, PhD students, and postdoctoral fellows have voting rights in RSEC. In the case of a conflict for filling committee roles, elections will be conducted via written ballot or anonymous online vote and counted by the PhD and MSc co-chairs. Faculty and staff are welcome to attend but do not have voting rights. PhD and MSc co-chairs are selected by the committee and must have already served at least 4 months with the committee before election, unless no such students are interested.

#### **4. MEETINGS**

Meetings will be held monthly at the call of the co-chairs, with at least 8 meetings per year. All members must attend at least 75% of meetings (in-person or virtually) to ensure adequate representation. Failure to meet this requirement will result in removal from the committee unless improved attendance can be achieved. Decisions shall be made by those in attendance at each meeting, with approval of greater than 50% needed to proceed. Meeting minutes will be recorded to reflect the discussions, as well as who is present and regrets. These minutes will be emailed to all committee members, as well as the RHSC Program Chair and Program Assistant, after each meeting. The RHSC Program Chair and Program Assistant are encouraged to attend RSEC meetings to facilitate communication between faculty and students. All RHSC Faculty members are welcome to attend.

#### **5. RSEC COMMITTEE EVALUATION**

At least one meeting per year will include an evaluation of the effectiveness of past events and procedures, and to ensure that any transitioning of positions will occur with some overlap. These Terms can be updated as needed with approval from the committee and Program Chair.