NEIGHBOURHOOD ASSISTANCE ADVISORY COUNCIL

1. **PURPOSE**

   1.1 To create and implement recommendations for the organization, McMaster University, and off-campus stakeholders to improve service delivery to off-campus and commuter students;

   1.2 To foster collaboration and coordinate efforts amongst relevant stakeholders to provide quality services to off-campus and commuter students.

2. **MEMBERS**

   2.1 The Council will be composed of:

       2.1.1 Vice-President (Education), who shall be chair;
       2.1.2 AVP Municipal Affairs;
       2.1.3 SCSN Coordinator;
       2.1.4 One (1) representative from the Off-Campus Resource Centre;
       2.1.5 One (1) representative from the Society of Off-Campus Students;
       2.1.6 One (1) Community Advisor from the Commuter in Residence Experience program;
       2.1.7 One (1) SRA member;
       2.1.8 One (1) MSU member;
       2.1.9 One (1) community member at large.

   2.2 The Council will consult with and include various MSU, McMaster, and Hamilton bodies which are aimed at providing services and education to off campus and commuter students.

   2.3 The Council Chair shall;

       2.3.1 Be responsible for scheduling council meetings, assigning action items and distributing meeting minutes;
       2.3.2 Serve as the central contact person for the committee.
3. DUTIES OF THE COUNCIL

3.1 The Council shall:

3.1.1 Set the direction and objectives for the members and partners at the first meeting each year;
3.1.2 Conduct research on the demographics and current landscape of the off-campus and commuter student populations;
3.1.3 Identify issues facing commuter and off-campus students that are not currently being met by existing services;
3.1.4 Critically review existing services and determine how service provision can be best positioned;
3.1.5 Identify and implement strategies to improve community relations.

4. OPERATING PARAMETERS

4.1 The Council shall hold at least two (2) meetings per month;
4.2 The Council shall submit a yearend report;
4.3 If the Council finds recommendations, it shall deliver a report to the relevant stakeholder, including but not limited to:

4.3.1 The Student Community Support Network, via the Executive Board;
4.3.2 The City of Hamilton;
4.3.3 Housing and Conference Services, via the Dean of Students and the University VP Administration.

4.4 Success and outcomes will be measured in the context of seeking short-term and long-term solutions to improving off-campus and commuter experiences.