St. John’s College

Campus Life Committee

Term of Reference

Adopted on Date (TBC)

1. Relationship

The Campus Life Committee (“**the Committee**”) of the St. John’s College (“**the College**”) is under the Council of the College of St. Johns the Evangelist (“**the Council**”).

1. Functions
2. The Committee shall ---
3. Fulfil its vision and missions as stated in **Annex A**;
4. Advise and guide the St. John’s College Students’ Association (“**the Association**”) on strategic and policy issues; and
5. Hold a meeting in April each year as its annual meeting (“**the Annual Meeting**”).
6. At the Annual Meeting, the Committee shall ---
   1. Appoint members of the Committee as stated in **Section C**, who shall hold office until the next Annual Meeting and whose responsibilities are stated in **Annex B**;
   2. Receive and adopt the annual report and interim financial report of the Committee from the outgoing office; and
   3. Receive and adopt the annual plan and annual budget of the Committee from the incoming office.
7. Within 2 weeks of the end of the Committee’s financial year, the Treasurer shall cause the annual financial report of the Committee to be circulated among members of the Committee in electronic format. The annual financial report shall be presented to the Committee at the next Annual Meeting for formal adoption.
8. The Committee shall, as appropriate, report to the Council.
9. Composition
10. Subcommittee
11. College Archives Subcommittee
12. Student Development Fund Subcommittee
13. Dining Hall Service Subcommitee
14. Sustainability Initiative Subcommittee

Annex A

Vision and Missions of the Campus Life Committee

Vision

The Campus Life Committee strives to nurture students in fulfilment of the College’s Vision and Mission through excellence and active engagement with students to contribute to the advancement of the College community

Mission

1. To promote College life that is conducive to enhancing meaningful interaction among College members;
2. To foster a community spirit among College members;
3. To encourage the involvement of alumni in the College community;
4. To effectuate mutual engagement between College staff and College members

Strategies

To achieve the missions, the Committee adopts the following strategies:

1. To serve as the focal point of support for special events, activities, programs, and projects that will enhance campus life
2. To oversees issues of space development, allocation, and utilization in campus areas
3. To support an orientation program for new College members
4. To form sub-committees/working groups, as and when necessary, to handle strategies prescribed above

Annex B

Responsibilities of Respective Members of the Committee

Responsibilities of the Chairperson

The Chairperson shall ---

1. Have overall responsibility for the administration and future direction of the Committee;

Responsibilities of the Vice-chairperson

The Vice-chairperson shall ---

Responsibilities of the Secretary

The Secretary shall ---

Responsibilities of the Treasurer

The Treasurer shall ---

Responsibilities of the Committee Members

The Committee Members shall ---