UNIVERSITY OF SASKATCHEWAN
College of Pharmacy and Nutrition
USASK.CA/PHARMACY-NUTRITION

2A20.01 Health Sciences, 107 Wiggins Road
Saskatoon SK   S7N 5E5
Telephone: **306-966-6327**
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College Forum Terms of Reference

1.0 Responsibilities

- Provide a forum for sharing information and to discuss matters important to the college

2.0 Accountability

- The College Forum is accountable to the Executive Committee and reports to Faculty Council

3.0 Participants

- Dean (or designate) (Chair and Permanent member)
- College Faculty, Staff, and Students
- Executive Assistant to the Dean
- Invited Guests

4.0 Roles and Responsibilities

4.1 Chair

- Call meetings
- Chair meetings
- Notify the Nominations Committee when a member of the committee has vacated their position
- Determine the agendas; reviewing meeting notes
- Review and update College Forum Terms of Reference as needed
- Prepare the written report to be presented to Faculty Council
- When chair is unavailable, another member will be appointed to act as chair

4.2 Members

- Provide agenda items to the chair in advance of scheduled meetings
- Executive Assistant to the Dean arranges committee meetings and assists the chair in preparation and distribution of meeting materials and agenda

5.0 Meeting Schedule

- Minimum three per year or when called by the chair as needed

6.0 Notes

- Meeting notes shall be kept on file with the Executive Assistant to the Dean
- Meeting notes shall be available to all committee members
- Any information deemed to be confidential in nature (e.g., individual health or personal issues) shall be handled and stored in a secure manner
- Meeting notes are available upon request, but confidential information will be withheld from minutes at the discretion of the chair
- Confidential information recorded during meetings shall be kept on file with the Executive Assistant to the Dean

7.0 Reporting

- The chair reports to the Executive Committee
- Written report provided to the Faculty Council meeting in May

Approved: October 11, 2022   Amended: September 29, 2022

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8.0 Review and Amendment of Terms of Reference

- The Executive Committee reviews the Terms of Reference once every 12 months
- Changes to TOR's and procedures to be submitted to the Governance Committee for review