



Governance Committee Terms of Reference

1.0 Responsibilities

- Review the membership and Terms of Reference of Faculty Council, Standing Committees of Faculty Council, and Management Committees and recommend to Faculty Council for approval on revisions to the membership and Terms of Reference of committees
- Bring to University Council changes to membership of College Faculty Council for approval
- Recommend to Faculty Council for approval on regulations and procedures for Faculty Council and Standing Committees of Faculty Council
- Liaise with the University Governance Committee of Council or other Committees of Council
- Nominate members and Chair of the Nominations Committee of Faculty Council
- Review changes to committee TOR's and procedures
- Establish working groups as needed to support the Governance Committee
- Develop and review policies and procedures for the Governance Committee

2.0 Accountabilities

- The Governance Committee is accountable to Faculty Council through the existing reporting structure

3.0 Members

- *Voting: The Faculty Council Secretary will be one of the Faculty Council members (except the Dean) listed below*
 - Dean (or designate) (Chair and permanent member)
 - Faculty Council Secretary (Permanent member)
 - One Faculty Council member from the Division of Pharmacy
 - One Faculty Council member from the Division of Nutrition and Dietetics
 - Executive Assistant to the Dean (Permanent member)
- *Non-Voting*
 - Dean's Office Administrative Assistant (Permanent member)

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 Term

- Members will serve up to a three-year term with the possibility of a 1-term renewal

6.0 Meeting Schedule

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

7.0 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

8.0 Reporting

- The committee reports to Faculty Council
- Written report provided to the Faculty Council meeting in May

9.0 Review and Amendment of Terms of Reference

- The Executive Committee reviews the Terms of Reference once every 12 months