



## Indigenous Initiatives Committee Terms of Reference

### 1.0 Responsibilities

- Identify Indigenous initiatives that could be undertaken by undergraduate and graduate students, staff, and faculty
- Liaise with Indigenous activities at the U of S to support the implementation of strategic initiatives
- Ensure the College strategic plan aligns with the University of Saskatchewan Indigenous Strategy and the Truth and Reconciliation Calls to Action
- Make decisions on awards from the Indigenous Activities Fund
- Establish working groups as needed to support the Indigenous Initiatives Committee
- Develop and review policies and procedures for the Indigenous Initiatives Committee

### 2.0 Accountability

- The Indigenous Initiatives Committee is accountable to Executive Committee through the existing reporting structure and to the peoples and communities impacted by the Committee's work, including Indigenous and non-Indigenous students, staff, and faculty for the next seven generations, in accordance with traditional teachings.<sup>1</sup>

### 3.0 Members

- *Voting: The Chair must be a member of Faculty Council or a staff member*
  - Four college employees; at least two of which are Faculty Council members
    - Minimum of one member of the Division of Pharmacy
    - Minimum of one member of the Division of Nutrition and Dietetics
  - Dietitians' Contact Centre Coordinator (Permanent member)
  - Research, Graduate, and Post-doctoral Affairs Committee member, who must be a Faculty Council member
  - Two Indigenous students from either division (undergraduate or graduate)
  - Staff member (Permanent member)
- *Non-voting:*
  - Undergraduate Admissions and Program Secretary
  - Members-at-large – Any students, faculty and staff who have interest in the responsibilities of the committee; there is no limit on the number of members-at-large

*Note: In keeping with the principle of 'nothing about us without us', the membership should include a minimum of one Indigenous college employee in addition to the Indigenous students.*

### 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
- Set the agendas; review meeting notes

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<sup>1</sup> Reference website: <http://7genfoundation.org/7th-generation/>



- Prepare the written report to be presented to Faculty Council
- Ensure the annual review of the terms of reference occurs
- Track all initiatives undertaken, including initiatives identified in the College strategic plan
- 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
- Direct the work of specific working group(s) as needed and as assigned
- Assist in the preparation of the report to Faculty Council
- Provide management for and tracking of initiatives undertaken
- 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 serve up to a three year term with the possibility of a 1-term renewal
- Students serve a 2 year term

#### 6.0 Working Groups

- Develop working groups as needed
- An Indigenous Initiatives Committee member provides oversight and direction to any working group

#### 7.0 Meeting Schedule

- Four times per year and at the call of the chair

#### 8.0 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

#### 9.0 Reporting

- The committee reports to the Executive Committee
- A written report is provided to the Faculty Council meeting in May

#### 10.0 Review and Amendment of Terms of Reference

- The committee shall review the Terms of Reference once every 12 months
- Amendments may occur at any time by consensus of the committee members to be approved by Faculty Council
- Changes to TOR's and procedures to be submitted to the Governance Committee for review