



Terms of Reference for the Chair of the Committee

A. Appointment and Term

1. The chair of each standing committee (the chair) shall be appointed by the Board and shall be a member of the Board.
2. Normally no Board member will chair more than one committee.
3. The term of office for the chair shall be one year, renewable annually.

B. General Statement of Responsibilities

1. The chair manages the affairs of the committee and shall provide leadership to enable the committee to effectively carry out its purpose and accountabilities. In addition to any responsibilities designated in the committee's terms of reference, the chair shall:
 - (a) Conduct committee work in accordance with the Board Bylaws and the committee terms of reference;
 - (b) Ensure the committee reviews its terms of reference and work plan annually and reports recommendations to the Board;
 - (c) Set or approve committee meeting agendas in consultation with the committee secretary;
 - (d) Ensure appropriate records and minutes of committee meetings are kept;
 - (e) Preside over committee meetings, ensuring they are conducted in an efficient, effective and focused manner;
 - (f) Subject to the Board Bylaws, establish rules of procedure to be followed at each meeting of the committee;
 - (g) Foster responsible decision-making by the committee and its individual members by promoting the integrity of the committee and a culture where the committee works ethically and cohesively in the best interests of the university;
 - (h) Ensure committee members have the appropriate skills and knowledge to effectively carry out their duties and responsibilities;



- (i) Report to the Board on a regular basis as to the business conducted, recommendations for approval, and duties discharged by the committee;
- (j) Facilitate communications and active relationships among committee members and between the committee and the Board; and
- (k) Carry out any other duties and responsibilities assigned by the Board, the Board chair or delegated by the committee.

Approved by the Board of Governors March 21, 2017



Terms of Reference for the Vice-chair of the Committee

A. Appointment and Term

1. Each standing committee may appoint a vice chair of the committee (vice-chair).
2. The term of office for the vice-chair shall be one year, renewable annually.

B. General Statement of Responsibilities

1. At the request of the chair of the committee, or in the event of the absence or disability of the chair of the committee, the vice-chair shall carry out any or all of the responsibilities of the chair of the committee.
2. The vice chair will have those additional powers and duties assigned by the chair of the committee and the committee from time to time.

Approved by the Board of Governors March 21, 2017