

Policy History
Policy No. GV7
Approving Jurisdiction: Board of Governors
Administrative Responsibility: Board of Governors/President
Effective Date: November 24, 2010

Advisory Boards (Non-Program) Procedure

DEFINITIONS

Advisory Boards: A body, created by the Board of Governors, consisting of individuals drawn from outside or from within the University (or a combination of the two) whose purpose is to advise the University on a variety of broad issues but not on issues relating to specific programs.

PROCEDURES

- (1) Advisory Boards will be created by the Board of Governors.
- (2) Each Advisory Board will be constituted with specific, written terms of reference, unique to each Advisory Board and its mandate.
- (3) The terms of reference for each Advisory Board will include:
 - mandate
 - membership (size, representation of various constituencies, selection of membership, term of membership, reappointment options, selection of key positions such as chair and secretary, and other, similar matters
 - requirements for written minutes
 - reporting relationship within the University
- (4) Members of each Advisory Board will be consulted with respect to its terms of reference as well as subsequent changes
- (5) The Board of Governors may delegate the Advisory Board reporting relationship to the President or to another University employee or body as designated by the President with the approval of the Board.
- (6) Advisory Boards will be required to meet with and provide periodic reports to the designated University body.
- (7) The mandate and term of the Advisory Board will be reviewed on a regular basis to ensure that it is meeting the interests and requirements of the University

RELATED POLICY

Refer to *GV7 Advisory Boards (Non-Program) Policy*