

## Governance Committee Terms of Reference

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Role	The Governance Committee is an ad hoc committee created by the Membership that shall address issues related to governance (ref: Article 10.14).
Responsibilities	<ul style="list-style-type: none"><li>● Provide support to the Association on issues related to university governance.</li><li>● Make recommendations to improve democratic and collegial decision-making within the University and the Association.</li><li>● Review Association governance documents and make recommendations to the Executive Committee, Executive Council, and the Membership.</li></ul>
Membership & Voting	The Executive Committee shall appoint members to the committee subject to ratification at the first, subsequent, General Meeting of the Association. The Committee shall normally have no fewer than two members, in addition to the Association President who is an ex officio member. Committee appointments shall normally be for two years and renewable for a second two-year term. [UOITFA Constitution Article 6.1 5) and 10.7]
Chair	<p>The committee shall select the Chair from its membership as needed for a renewable term of not more than one year.</p> <p>The Chair is the liaison to the Executive Committee and Executive Council, and shall ensure the that the reporting requirements below are met.</p>
Frequency of Meetings & Manner of Call	The committee shall meet at the call of its Chair or at the call of any two of its members.
Quorum	A majority of serving members of the committee shall form a quorum.
Resources	Association Staff support.

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Reporting

The Committee shall provide a regular report to the Executive Committee and Executive Council including its activities and recommendations, including but not limited to policies, procedures, bylaw and constitutional creation/amendments. It shall further provide a summary report to regular Membership Meetings, and Special Membership Meetings as required.

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Date of Last Review

[10 August 2016, Reviewed by Governance Committee]  
[August 11, 2016, Approved by Executive Committee]

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