Strategic Plan Steering Committee Terms of Reference

1. **Role**

Consisting of representatives from across the University community, the purpose of the Steering Committee is to provide overall guidance to and oversight of the process to develop AUArts' Strategic Plan and to present a draft Strategic Plan for submission to General Faculties Council (GFC) and the Board of Governors for approval. Members of the Committee are expected to serve as ambassadors for the planning process ensuring its integrity and rigorous approach.

2. **Areas of Responsibility**
   a. Provide high level guidance and oversight during the development of AUArts' Strategic Plan, including ensuring alignment with university values.
   b. Participate in, and guide, the internal consultation processes.
   c. Participate in and support a broad consultative process with internal and external community.
   d. Review and advise on consultation input, including approving the "What we heard" document summarizing the results of the consultation to the university community.
   e. Advise and participate in development of key strategic priorities, themes, goals.
   f. Act as a communication touchpoint for representative constituent groups.
   g. Review, provide feedback on, and recommend the draft strategic plan to the General Faculties Council and Board of Governors.

3. **Composition and Membership**

   a. President and CEO, Co-Chair
   b. Strategic Plan, Special Advisor to the President, Co-Chair
   c. Vice President, Academic
   d. Two members of the Board of Governors with Chair or Vice-Chair as one member
   e. Two Permanent Faculty Members appointed by the General Faculties Council
   f. Two Members appointed by the Students' Association
   g. One Full-Time (FT) Staff Member appointed by the Staff Association
   h. Manager, Indigenous Initiatives
   i. One alumni

4. **Quorum**
   a. A quorum shall consist of a simple majority of the members of the body at the time the meeting is held.

5. Operations

a. Meetings

   a. The Steering Committee is expected to meet 4 – 6 times between May 2026 – May 2027.
   b. Meeting Notes will be captured to assist the Committee in its work and to capture any actions or decisions.
   c. In the case of the absence of the Chair, the Strategic Plan, Special Advisor to the President will Chair.

6. Authority

This body is established under the authority of the President and CEO to perform the approval, advice and monitoring functions set out in these Terms of Reference and all matters ancillary to those functions.

7. Reporting

This body will report to the General Faculties Council and Board of Governors in the form of the "What we Heard" document and the draft Strategic Plan.

Approved by: President and CEO
May 26, 2026