

Steering Committee (SC): Terms of Reference

1. Mandate and Role of the Committee

The Steering Committee is the executive body of General Faculties Council (GFC). It is charged with preparing the GFC agenda and carrying out the functions delegated to it by GFC. The Committee acts on behalf of GFC in areas as defined in the terms of reference. The Chair may bring forward items to the committee for advice.

The Committee may be called upon to consider or recommend to GFC on any academic matter within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budget matters.

2. Areas of Responsibility

- a) Act on behalf of General Faculties Council as defined in section 5 i)
- b) Preparation of agendas for GFC
- c) Approve the Annual GFC and GFC standing committees Meeting Schedule
- d) Governance rules and procedures oversight
 - i. Make recommendations to GFC regarding terms of reference, composition, and procedures for GFC and its standing committees.
 - ii. Approve terms of reference for GFC standing committees' subcommittees and working groups.

3. Composition

Voting Members

Ex-officio (5)

- Chair: President and Chair of GFC
- Vice Chair: Vice Chair of GFC
- Dean, Academic Programs
- Registrar
- Vice-President (Academic Affairs), Students' Association

Elected from and by GFC (4)

- Four (4) academic staff to each serve for a two (2) year term

Elected from and by GFC (2) - Emergency meetings only

- Two (2) academic staff to serve for a two (2) year term

Non-Voting Member (1)

- Secretary, General Faculties Council

4. Quorum

At least 50% of the voting members of the committee, one of whom must be the Committee Chair or Vice-Chair.

5. Delegated Authority from General Faculties Council

- i) Act on behalf of General Faculties Council on matters that must be decided before the next regularly scheduled GFC meeting and where it is not feasible to call a special meeting of GFC. The committee will first determine if the matter cannot wait and, if so determined, will proceed to consider it and act on behalf of GFC and report on the decision at the next GFC meeting.
- ii) Prepare the agenda for all regular and special meetings of General Faculties Council. The committee will receive items from:
 - i) GFC Standing Committees
 - ii) GFC members
- iii) The committee may choose to provide comments to GFC on any agenda items.
- iv) Governance Procedural Oversight
 - 1. Ensure authority delegated by GFC is reviewed at least every 3 years.
 - 2. Make recommendations to GFC regarding terms of reference, composition, and procedures for GFC and its standing committees.
 - 3. Approve terms of reference for GFC standing committee subcommittees and working groups.

6. Responsibilities Additional to Delegated Authority

- i) Joint Summit of the Board and GFC – the chair will consult annually with the committee on the focus and goals of the annual joint meeting.
- ii) GFC and GFC Standing Committee Annual Feedback – conduct annual feedback of GFC members and the GFC Standing Committee members, reporting to GFC on an annual basis.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to the Steering Committee:

- i) Decisions made on behalf of GFC under section 5 i) must be reported at the next GFC meeting.
- ii) In ordering the GFC agenda, the committee will be mindful of student membership terms when considering matters of concern to students.

8. Reporting to GFC

The committee will regularly report to GFC with respect to its activities and decisions.

Approved by General Faculties Council:
April 22, 2020
September 15, 2021
May 18, 2022
November 22, 2023