



## **BOARD OF GOVERNORS FINANCE, ADMINISTRATION AND HUMAN RESOURCES COMMITTEE**

### **MEMBERSHIP**

As voting members:

- the Chair of the Board (*ex-officio*)
- the Chancellor (*ex-officio*)
- the President (*ex-officio*)
- six additional members elected by and from the Board, ensuring at least one student member and one academic staff member
- one member of the community with a certified accounting designation or with senior executive or board experience

As non-voting members:

- the Vice-President (Administration)

As resource persons:

- the University Secretary, as Secretary
- the Provost and Vice-President (Academic)
- the Vice-President (External)
- the Vice-President (Indigenous)
- the Vice-President (Research and International)

### **TERMS OF REFERENCE**

#### **1. FINANCE**

Facilitate consideration by the Board of financial matters by analyzing, commenting upon, and making recommendations to the Board with respect to financial reports and proposals by the administrative officers of the University and other individuals or groups within the University, including but not limited to:

- a) the annual operating budget;
- b) the monthly operating financial statements;
- c) budget adjustments;
- d) the annual operating and capital estimates submissions;
- e) long-term forecasts of budget requirements;
- f) the fixing of all fees which require Board approval;
- g) amendments to resolutions on signing and banking;

- h) requests to the Board for special financial support;
- i) monitor trends which may affect the financial health, long term sustainability, or strategic direction of the University;
- j) Investments
  - i. the general investment policy and the management of the University's investments;
  - ii. reports on the sale and purchase of securities, and additions to trust funds;
- k) Development
  - i. the establishment of designated chairs, professorships, and faculty fellowships as may be recommended by the Senate;
  - ii. the establishment of scholarships, fellowships, prizes, bursaries and other awards as may be recommended by the Senate; and
  - iii. the acceptance of gifts, grants, bequests, etc.

## 2. ADMINISTRATION

Facilitate consideration by the Board of administrative matters by analyzing, commenting upon, and making recommendations to the Board with respect to proposals by the administrative officers of the University and other individuals or groups within the University on matters relating to human resources, governing documents and the general administration of the University, including, but not limited to:

- a) mechanisms to evaluate the performance of administrative units;
- b) ancillary services;
- c) Policies - governing documents (bylaws, policies, procedures and regulations) relating to the administrative affairs of the University;
- d) Facilities and Property
  - i. long-range plans for the development of lands and facilities owned, controlled or administered by the University;
  - ii. proposals relating to the sale, acquisition and development of land, including building sites;
  - iii. proposals for building and renovation projects valued in excess of \$1,000,000;
  - iv. policies related to land and facility management and development, including policies regarding tendering and procurement;
  - v. matters relating to the physical plant, including deferred maintenance and plant quality.

## 3. HUMAN RESOURCES

The fiscal and non-fiscal components of union contracts and staff benefits proposals.

## 4. GOVERNANCE

- a) The Chair and Vice-Chair are appointed annually by the Board of Governors on the recommendation of the Governance and Nominating Committee.
- b) Self-assessment.

*Approved by the Board of Governors April 24, 2007*  
*Approved by the Board of Governors November 26, 2013*  
*Approved by the Board of Governors January 28, 2014*  
*Approved by the Board of Governors May 19, 2015*  
*Approved by the Board of Governors February 3, 2020*