BOARD OF GOVERNORS SUBMISSION DRAFTING GUIDELINES

Submissions to the Board of Governors and Board Committees should be drafted with care, considering the intended audience and its needs. The Board and Committees provide oversight, foresight, hindsight, and insight at a strategic, high level. Ensuring that submissions to the Board are clear, and concise and enable the Board to fulfill its strategic mandate is key.

This document is designed to provide guidance to those who prepare Board of Governors submissions. The Office of the University Secretary is available throughout the process to provide advice and answer questions.

GENERAL DRAFTING GUIDELINES

- The Board of Governors Cover Form is available online at: https://umanitoba.ca/governance/forms#board-of-governors-forms
- Write the submission with the Board of Governors audience in mind. The Board needs a concise, high-level summary of the issues at hand, they do not require the same level of detail that management does. Avoid delving into operational details.
- Avoid the use of acronyms (unless written out in full and defined in the first instance) and abbreviations. Be aware of the use of jargon that would not be commonly known beyond your area of expertise or outside the University.
- Include Department, Office, and Position titles in full.
- Remove all blank pages, page numbers, and ensure that headers and footers are empty so that important information is not inadvertently removed when combining files.
- Ensure that all attachments are either in Letter (8.5x11) or Legal (8.5x14) format so that they are readable when printed.
- Ensure the submission and attachments are accessible prior to submitting (use Accessibility Checker in Microsoft or Adobe). This is particularly important for tables, charts, graphs, and images, where additional accessibility requirements such as color contrast and alternate text descriptions are required to ensure compliance with the Accessibility for Manitobans Act.
- Submissions are reviewed and signed off by the relevant Vice-President and the President in accordance with the deadlines schedule published by the Office of the University Secretary. Please be sure to allow enough time for these offices to review the submissions, particularly for significant new proposals or complex matters.
- The submission form should be sent as a Word document, and all attachments should be sent as a single pdf document. The Office of the President will submit the signed off forms and attachments to the Office of the University Secretary.
SUBMISSION “HEADER”
- If the submission is to be received by a standing committee of the Board, insert the Committee name where indicated. If unsure, please check with the Office of the University Secretary.

AGENDA ITEM
- This is the title that will be used on the Committee and/or Board of Governors agenda page. It should clearly and concisely describe the submission.

RECOMMENDATION
- ALL submissions will have a recommendation, for approval, discussion, information, guidance/advice.

- This section states what is being recommended, and the effective date (if applicable). It includes the action requested of the Committee/Board (i.e. that the Committee/Board receive the item(s) for information, provide guidance/advice, recommend and/or approve).

- The recommendation is also the motion and the corporate record for the University. Recommendations should:
  - be clear and concise
  - contain no footnotes, and no background or extra information
  - be able to be read and understood on their own.

EXAMPL ES:  
THAT the Board of Governors receive the XXXX for information.  
THAT the Board of Governors provide guidance/advice on XXXX.  
THAT the Board of Governors approve XXXX, effective upon approval or a specific date.

PURPOSE and KEY CONSIDERATIONS
- This section is intended to provide members of the Board/Committees with:
  
  o A clear understanding of why they are receiving the submission (i.e. In accordance with terms of reference, required by a policy, identified as a priority, related to previous Committee/Board discussions and/or decisions, etc.). If unsure, please check with the Office of the University Secretary.

  o Two to four key considerations or questions the Board/Committee should consider in reviewing the material. This should include any questions or feedback you are seeking from the Board and/or Committee.

- This section should not include background information about the submission.
EXECUTIVE SUMMARY and BACKGROUND

- This section should begin with a high-level briefing of the submission that includes key information that management wants the Committee/Board to take away from the submission. Those reading this briefing should be able to clearly understand and articulate the information without prior knowledge of the submission’s content.

- Important background information, including a brief chronology of events (if appropriate or required), should follow the high-level briefing. Do not assume that those reading the submission will have previous or background knowledge relating to the submission.

RESOURCE REQUIREMENTS and IMPLICATIONS

- Provide a brief summary of any new resources (operational, financial, human, or capital) that may be required, including dollar amounts (if appropriate) and sources of funding.

- If no new resources are being requested, include a summary of the implication to existing resources.

- This section should be no longer than 1-2 paragraphs. Any additional information required, should be included as an attachment.

CONNECTION TO THE UNIVERSITY STRATEGIC PLAN

- Provide an explanation of the relationship of the item(s) to the University’s values and strategic plan (MomentUM 2024-2029) while also highlighting connections to other key University of Manitoba planning documents (where applicable). This may include the Reconciliation Action Plan, Strategic Research Plan, Campus Master Plans, Interim Report on the Recommendations of the Anti-Racism Task Force, etc.

RISKS and OPPORTUNITIES

- Provide a summary of any health, environmental, legal, reputational, or other risks of this proposal and how these will be mitigated.

- Highlight the connection to the University’s Enterprise Risk Management Program where appropriate.

- Share a summary of opportunities and possibilities that could result from the proposal.

CONSULTATION

- Briefly highlight the other bodies or university officers who have reviewed this submission. Include a brief summary of consultations with stakeholders who are affected by the approval of this submission.
ROUTING

- Following review of the submission, please add the name and title of the individual(s) and/or committee(es) who have reviewed and/or recommended the materials for approval. Ensure the appropriate checkboxes are selected and the date of review and/or recommendation. The Office of the University Secretary will add the Board Committees to the routing as they review and consider the submissions.

ATTACHMENTS

- In the Attachments field, list all attachments as Appendix A, B, C etc. (or Attachment 1, 2, 3 etc.) and include a description of the document (e.g. Appendix A – Revised Agreement). Appendix and Attachment can be used interchangeably, so long as it is consistent throughout the submission.

- Label/identify each attachment (that is, add Appendix __ to the top of the first page of each attachment document). Do not label in the header field as headers may disappear when submissions are combined to form the agenda.

- Attachments should normally not exceed ten pages in total. Summarize key information wherever possible rather than passing along long management reports.