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***Appendix K – Terms of Reference Template***

**XX Administrative Committee**

**Terms of Reference**

1. **PURPOSE AND MANDATE**
   1. **Purpose/Mandate:** The XX Administrative Committee (“**Committee**”) of the Rady Faculty of Health Sciences (“**RFHS**”) is established to:
2. act as the main discussion and advisory body of the RFHS in relation to XX;
3. identify XX initiatives as priorities to be implemented within the RFHS and its respective Colleges;
4. recommend implementation strategies for XX initiatives within the RFHS and its Colleges, including without limitation XX (i.e., its “**Mandate**”).
   1. **Definition of XX:**
   2. **Rationale for Committee Formation:** The RFHS seeks to maintain and further incorporate concepts of XX into its learning, working, research and service environments.
   3. **Clarification on Purpose/Mandate:** This Committee is intended to complement existing University resources which address matters of XX and to foster collaboration on such matters relating to the RFHS. This Committee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the University have specific jurisdiction.
5. **REPORTING AND ACCOUNTABILITY**
   1. **Accountability:** The Committee is advisory to and accountable to the RFHS Dean (“**Dean**”) and Vice-Provost (Health Sciences) (“**Vice-Provost**”).
   2. **Reporting:** The Committee, through the Chair, shall provide a written report to the Dean and Vice-Provost once per calendar year.
6. **CHAIRPERSON AND COMMITTEE MEMBERSHIP** 
   1. **Chair:** The Committee Chair or Co-Chairs (i.e., the “**Chair**”) shall be appointed by the Dean and Vice-Provost. The Chair is responsible for the following at Committee meetings:
7. Calling the meeting to order;
8. Establishing an agenda and ensuring agenda items are addressed;
9. Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
10. Facilitating discussion to reach consensus on matters under consideration in a professional manner;
11. Adjourning meetings after business is concluded; and
12. Acting as the main representative of the Committee.
    1. **Membership:** The Committee membership shall then consist of the following members, including the Chair:
13. XX
14. XX
15. XX
16. XX
    1. **Diversity of Membership:** The RFHS strives to achieve diverse membership on its committees that is reflective of its commitment to diversity and inclusion and this should be considered in the appointment of Committee members.
    2. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.
    3. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the RFHS take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.
    4. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.
17. **TERM OF OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

1. the individual no longer holds the position noted in 3.2;
2. the term of the appointment ends;
3. the appointment is rescinded by the appointer; or
4. the individual resigns from the Committee.
5. **FUNCTIONS AND ACTIVITIES OF COMMITTEE** 
   1. As part of its Mandate, the Committee will engage in the following activities:
6. **Inventory:** The Committee will inventory XX activities occurring within the Colleges and/or RFHS.
7. **Prioritize:** The Committee will identify XX priorities to achieve its Mandate.
8. **Make Recommendations:** The Committee will make recommendations regarding its Mandate to the Dean and Vice-Provost including the identification of priority issues and implementation strategies.
9. **Receive Recommendations:** The Committee will receive recommendations regarding its Mandate from the Dean and Vice-Provost, including the identification of priority issues.
10. **Referral to Working Groups:** The Committee may refer priority issues connected to its Mandate which require review, collaboration and analysis to Committee working groups.
11. **MEETINGS**
    1. **Number of Meetings:** The Committee shall meet XX (X) times per academic year, or subject to the call of the Chair.
    2. **Notice of Meetings:** Notice of a Committee meeting must be provided to Committee members, at least five (5) business days advance of the meeting, unless waived by the Committee members at the meeting.
    3. **Agenda:** Agenda items should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
    4. **Quorum:** As the Committee is mainly a discussion and advisory group, a quorum is not required to hold a meeting. **OR** A majority of the Committee membership must be present at a meeting in order to constitute a quorum.
    5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, the varying recommendations for resolution will be presented by the Chair to the Dean and Vice-Provost for decision. **OR** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
    6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
    7. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.
    8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.
    9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable legislation.
12. **COMMITTEE ADMINISTRATIVE SUPPORT**

The Committee shall receive administrative support from the RFHS. The administrative support shall be provided through an individual whose duties shall include:

1. Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
2. Ensuring follow-up of Committee action items;
3. Information gathering;
4. Preparation and distribution of meeting material;
5. Minute-taking; and
6. Maintaining Committee records.
7. **WORKING GROUPS**
   1. **Referral to Working Groups:** The Committee may refer XX issues of priority, confirmed by the Dean and Vice-Provost as requiring review, collaboration and analysis, to one or more Working Groups, which may be College-specific, as the circumstances require.
   2. **Working Group Leads:** Each Working Group shall have one or more Leads, as appointed by the Committee Chair, in consultation with the Committee. The Lead need not necessarily be a Committee member. The Lead shall provide the Committee Chair with periodic updates of the Working Group work and progress and shall provide a final report to the Committee Chair at the completion of the Working Group’s project.
   3. **Working Group Reporting:** Committee Working Groups shall report to the Committee Chair through their identified leads (“Leads”), who will then consult with the Committee and report to the Dean and Vice-Provost.
   4. **Working Group Mandate:** Each Lead (or Co-Leads) shall consult with the Committee Chair in clarifying the parameters and timelines associated with the assigned issue/project.
   5. **Working Group Membership:** The Lead(s) of each Working Group shall recruit the membership they deem necessary to carry out the work on their assigned issue/project.
   6. **Working Group Terms of Reference:** In addition to the above provisions on Working Groups:
8. The Leads shall bear in mind the RFHS commitment to diversity when recruiting Working Group members;
9. The terms of office for each Working Group member shall be for the duration of the assigned project, unless the Lead determines otherwise; and
10. The above provisions dealing with Committee Meetings shall apply as the circumstances permit (except that minute-taking is not a requirement at Working Group meetings, given that administrative support may not be available).
11. **AMENDMENTS TO TERMS OF REFERENCE**

Amendments to these Terms of Reference may be proposed by the Committee to the Dean and Vice-Provost for approval.

1. **DATES OF APPROVAL, REVIEW AND REVISION**
   1. **Date approved:** [date] - [title of approving body]
   2. **Review:** Formal review of these terms will be conducted every ten (10) years. In the interim these terms may be revised or rescinded if the XX deems necessary.
   3. **Supersedes:**
   4. **Committee Administrative Support:**
   5. **Effect on Previous Statements:** These terms shall supersede all previous RFHS and its Colleges terms on the subject matter herein.