



BOARD UNIVERSITY RELATIONS COMMITTEE Terms of Reference

1. Status, Authority and Compliance

- a. The Board of Governors (*the Board*) of the University of Alberta (*the University*) creates the University Relations Committee (*the Committee*) as a standing Committee of the Board, reporting and accountable to the Board.
- b. The Committee's authority is set forth in Committee Terms of Reference and in formal delegations approved by the Board.
- c. The Committee complies with all legislation, regulation and policy to which the Board is subject as well as the *General Terms of Reference for Board Committees* approved by the Board.

2. Mandate

The Committee promotes the advancement of the University's Mission and Vision, aligns with the University Values, complies with the University Mandate and supports institution-wide plans, priorities and objectives by fulfilling its Committee Mandate in five Areas of Interest:

- a. **University Reputation** The Committee guides efforts to ensure that the University safeguards and enhances its reputation to advance its interests.
- b. **University Identity** The Committee guides efforts to ensure that the University protects and enhances its identity, brand and profile at the international, national, provincial, municipal and institutional levels to advance its interests.
- c. **University Strategic Communication** The Committee guides efforts to ensure that the University identifies and effectively interprets strategic communication themes and key messages to targeted audiences, to enhance relationships, influence outcomes and advance the University's interests.
- d. **University Community Engagement** The Committee guides efforts to ensure that the University's relationships with identified stakeholder communities are positive and productive.
- e. **University Philanthropy and Advancement** The Committee guides efforts to ensure that the University's philanthropic and advancement policies and plans promote, attract and generate revenue to advance the University's interests.

3. **Scope of Duty**

Without limiting interpretation of the Committee Mandate to promote the University's Mission and Vision, align with the University's Values, comply with the University Mandate and support the institution-wide plans, priorities and objectives in five identified Areas of Interest, the Board authorizes the Committee to:

- a. **Recommend** Board approval of proposals within the Committee Mandate, which realize the approved institution-wide plans, priorities, objectives or related policy goals;
- b. **Recommend** Board approval of the Committee's proposed amendments to its Terms of Reference;
- c. **Approve** policy matters within the Committee Mandate which align with Board-approved parent policy;
- d. **Approve** the Committee's annual workplan;
- e. **Maintain oversight**, at the appropriate governance level, on institutional and strategic issues within the Committee Mandate;
- f. **Advise** the Board on broad institutional issues within the Committee Mandate;
- g. **Review** and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate,
- h. **Evaluate** the Committee's performance regularly;
- i. **Educate** Committee members regularly to ensure that they continue to be well able and prepared to make informed and timely decisions within all Areas of Interest of the Committee Mandate;
- j. **Report** to the Board without delay all Committee decisions made with delegated authority of the Board;
- k. **Report** annually to the Board on institutional progress within the Areas of Interest of the Committee Mandate; and
- l. **Report** to the Board the results of Committee performance assessment.

4. **Composition of the Committee**

- a. **Voting Members** appointed by the Board (Ordinarily a maximum 12 voting members)
 - (1) Three Board members from the membership categories identified by the *Alberta Post-Secondary Learning Act (the Act)* as *general public*, *alumni* and *Senate*
 - (2) A Board member from the membership category identified by the Act as *academic staff of the University*
 - (3) A Board member from the membership category identified by the Act as *member of the non-academic staff*

- (4) A Board member from the membership category identified by the Act as *students nominated by the council of the students association*
- (5) The Board member from the membership category identified by the Act as *graduate student nominated by the council of the association*
- (6) Two members of the general public
- (7) The Board Chair, by virtue of office
- (8) The President and Vice-Chancellor, by virtue of office
- (9) The Chancellor, by virtue of office

b. Non-Voting Officials appointed by the President

- (1) Vice-President (University Relations)
- (2) Vice-President (Advancement)
- (3) Vice-President (Facilities and Operations)
- (4) University Secretary
- (5) Committee Secretary
- (6) Other officers, as determined by the President

c. Non-Voting Advisors invited by the Committee Chair

From time to time, the Committee Chair may invite individuals who are not Board members to provide advice to the Committee.

5. Committee Rules

a. Membership

The Board appoints Committee members based upon competence, defined as knowledge, skill and experience which meet the needs and nature of the Committee.

b. Quorum

Committee quorum required to transact business is a simple majority of voting Committee members.

c. Voting Rule

A resolution is carried and endorsed by the Committee in the presence of a quorum only if the vote in favour of the resolution constitutes a simple majority of the number of voting members in attendance. The Board prohibits proxy voting.

d. Committee Leadership

The Board of Governors appoints the Committee Chair from the Committee membership category Section 4.a(1) of these terms of reference, upon the recommendation of the Board Chair. The Committee appoints the Committee Vice-Chair from the Committee membership category Section 4a(1) of these Terms of Reference, upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

e. Attendance by Invited Guests

The Committee Chair or the President may authorize the attendance of non-Committee members to attend a Committee meeting to offer expertise to the Committee's

consideration of an issue. The Committee Chair may grant to these individuals the privilege of speaking but never the right to vote.

f. Meeting Format

The Committee will normally meet in person to conduct its business but the Committee Chair may authorize meetings, member attendance and/or voting by means of electronic media.

Decision History:

Date	Decision-Maker	Decision
2010-09-27	Community and Government Relations Committee	Recommendation to the Board
2010-10-15	Board of Governors	Approval
2011-09-26	University Relations Committee	Recommendation to the Board
2011-10-21	Board of Governors	Approval
2012-07-12		Minor editorial changes to reflect change in position title
2014-05-09	Board of Governors	Approval
2015-10-01	University Relations Committee	Recommendation to the Board
2015-10-16	Board of Governors	Approval
2016-04-22	University Relations Committee	Recommendation to the Board
2016-05-13	Board of Governors	Approval