



MEMORANDUM

To: Members of the University Affairs Board
From: Cristina Oke, Acting Secretary
Date: September 20, 2011
Re: **University Affairs Board Meeting – Tuesday, September 27, 2011 at 4:30 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the University Affairs Board that will be held on **Tuesday, September 27, 2011 at 4:30 p.m. in the Council Chamber, Simcoe Hall**. Non-confidential documentation will also be available on the Governing Council website at: <http://www.governingcouncil.utoronto.ca/bac/ua/2011.htm>.

(b) Information about the University Affairs Board

The following information is provided for reference and background to your work as a member of the University Affairs Board in the 2011-2012 academic year.

1. Membership and Meeting Schedule:

- a. [Schedule of Governing Council meetings for 2011-12.](#)
- b. [Members of the University Affairs Board for 2011-12](#)

2. Governance Principles:

- a. [Principles of Good Governance](#)
- b. [Mandate of Governance](#)
- c. [Expectations and Attributes of Governors and Key Principles of Ethical Conduct](#)

3. Procedures:

- a. [Terms of Reference of the University Affairs Board](#)
- b. Agendas and Reports of the University Affairs Board are available on the web at: <http://www.governingcouncil.utoronto.ca/bac/ua.htm>

4. Organization:

- a. [Governing Council Organization charts](#)
- b. [Staff contact list for the Office of the Governing Council](#)

(c) Confirmation of Meeting Attendance

In order to ensure that there will be quorum at the meeting, please confirm your attendance to Rena Parsan by telephone at 416-978-6576, or by email to (governing.council@utoronto.ca).

Thank you.

Simcoe Hall, 27 King's College Circle, Room 106, Toronto, ON M5S 1A1 Canada

Tel: +1 416-978-6576 • Fax: +1 416 978-8182, governing.council@utoronto.ca • www.governingcouncil.utoronto.ca