



**Instruction Guide to the 2017 Application Form for
Alumni Member of the Governing Council of the University of Toronto**

Application Deadline: **Thursday, December 15, 2016 at 5:00 p.m.**

Checklist (Please ensure that the following Sections are completed/provided):

- I – Contact Information (page 1)
- II – A current curriculum vitae (page 2)
- III – Responses to the questions in the application (pages 2 to 4)
- IV – 3 Letters of support (page 4)
- V – A completed Nominator Form (Appendix A)
- VI and VII – Optional (page 5)
- IMPORTANT** –Signature at bottom of the 2017 Application Form (page 5).

Note: The Secretary of the College of Electors must be able to verify that the ten nominators are alumni of the University of Toronto. To aid in this process, applicants should ensure that the nominators' information is **typed or printed legibly** on the nominator form (Appendix A). Applicants should also ask nominators to note which College they belonged to if they were a student in the Faculty of Arts and Science. Applicants should obtain a few additional nominations in case any of the ten nominators cannot be verified.

Applicants are responsible for ensuring that the completed forms, curriculum vitae and letters of support are received in the Office of the Governing Council by the deadline. Applications may be found to be incomplete if the required information and attachments are not included.

INTERVIEW DATE:

Applicants may be invited to meet with an interview committee of the College of Electors on
Tuesday, February 7, 2017 between 9:00 a.m. and 6:00 p.m.

OTHER:

On occasion, the College of Electors may recommend that candidates be considered for other volunteer positions within the University. For example, alumni volunteers may be invited to serve as appointed, non-Governing Council members on UTM or UTSC governance bodies, Academic Board, the Business Board, or the Audit Committee.

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the *University of Toronto Act, 1971*. This personal information is necessary and is collected for the purpose of administering the duties of the College of Electors. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*.

The documentation that you, your nominators, and your referees provide as part of your 2017 Application Form for Alumni Members of the Governing Council is considered confidential and is only distributed to members of the College of Electors.

The application forms of all successful applicants who are elected to serve as alumni members of the Governing Council are kept on file for three years to facilitate possible future reapplication. Applications are destroyed one year after final use.

By completing Section VI of the application form, applicants may provide permission for their application form to be kept on file for one year before being destroyed. The forms are used subsequently for considering unsuccessful applicants for other volunteer positions within the University of Toronto.

All other application forms are destroyed immediately following completion of the 2017 alumni governor elections.

If you have questions, please refer to <http://www.utoronto.ca/privacy> or contact the Secretary of the College of Electors, Office of the Governing Council, at 416-978-8425.



**Information Guide to the 2017 Application Form for
Alumni Member of the Governing Council of the University of Toronto**

Applications for three (3) alumni member positions on the Governing Council of the University of Toronto will be available as of **Thursday, November 17, 2016 at 12:00 noon**. The **deadline** to submit an application is **Thursday, December 15, 2016 at 5:00 p.m.** Each seat is for a three-year term beginning July 1, 2017 and ending June 30, 2020.

Three incumbents are eligible to stand for re-election.

Applicants may be invited to meet with an interview committee of the College of Electors on **Tuesday, February 7, 2017 between 9:00 a.m. and 6:00 p.m.**

DIVERSITY

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Aboriginal/Indigenous People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

ALUMNI

'Alumni' are defined in the [University of Toronto Act, 1971](#) as 'persons who have received degrees or post-secondary diplomas or certificates from the University, or persons who have completed one year of full-time studies, or the equivalent thereof as determined by the Governing Council, towards such a degree, diploma, or certificate and are no longer registered at the University.' *The University of Toronto Act* stipulates that alumni members of the Governing Council may not be students or members of the teaching staff or the administrative staff.

Applicants are strongly encouraged to develop an understanding of governance principles. Detailed information about the work of the Governing Council, its Boards and Committees, and its members is available on the [Governing Council website](#). Applicants are also encouraged to read the [Report of the Task Force on Governance](#) (June 22, 2010).

PRINCIPLES OF GOOD GOVERNANCE

Subject to applicable laws, University governance must be guided by excellent principles of good governance in relation to stewardship and public accountability, and at the same time recognize the unique nature and characteristics of the academic community or institution, including the:

- fundamental autonomy of universities, coupled with the essential responsibility for public accountability;
- need to respect the academic mission of excellence in teaching and research;
- importance of ensuring that academic freedom and responsibility are respected;
- need to be and seen to be accountable – through transparency – to all parties interested in and supporting the University;
- desire for meaningful and objective stakeholder participation in governance; and
- diversity and broad representation of governors.

MANDATE OF GOVERNANCE

Principles of good governance form the basis for the mandate of governance. The three essential functions of governance include **approval** of specific policies, plans, projects or reports according to established procedures; **oversight** of institutional leadership and decision-making; and the provision of **advice** on proposed initiatives at various stages of development. Specifically, the Governing Council is responsible for matters such as:

- strategic direction;
- finance;
- human resources;
- capital expenditures and infrastructure;
- academic quality; and
- student experience.

EXPECTATIONS OF GOVERNORS

Governors:

- Serve collectively and individually as stewards of the University. Each Governor must act in good faith with a view to the best interests of the University;
- Ensure their actions and choices reflect consideration of the long term impact for the university as a whole;
- Understand and passionately support the mission of the University;
- Exercise informed judgement within a reasonable time of joining the Council, become knowledgeable about the University and its role in the province, the country, and globally; the academic sector more broadly; emerging trends, issues and challenges, thereby being able to provide wise counsel on a range of issues, through knowledge of and experience with topics and their context;
- Understand the current governance policies and practices, the mandates and authorities of the committees on which they serve;
- Respect the distinct and separate roles of governance and administration. The Governing Council must ensure that the University is managed well, but responsibility for managing the University is delegated to the President and members of the administration;

- Serve as dedicated ambassadors for the University, participating regularly in both internal and external events;
- Engage their fellow governors as well as the community, when appropriate, to ensure that all stakeholders also support the mission of the University;
- Communicate intelligently and respectfully with people of diverse backgrounds; and
- Commit to participating actively in governance meetings. Attend at least 75% of all meetings and advise the Secretariat in advance if absence is necessary.

Required Attributes for 2017

- A capable individual with a general knowledge of and experiences in various functions important to the University as it engages with the future (by example: marketing, communications, emerging technology, financial management, and oversight of private or public sector management);
- An alumni member with an entrepreneurial outlook, balanced with sound judgment and prudent governance;
- A highly creative, strategic and critical thinker, who engages with emerging ideas and technologies to reimagine the University of the future;
- A global citizen, inspired to enrich the University with international perspectives, experiences, and connections;
- An alumni member who can support the University's work in enhancing its standing and reputation as a city-building institution;
- An engaging and persuasive communicator and an energized advocate for the University;
- An individual with a capacity to master the complexity of the University, and its evolutions as a preeminent teaching and research institution;
- An alumni member with an affinity for mentorship and for being an inspirational role model;
- An alumni member with an interest in shaping and guiding the changing student experience at the University;
- An active volunteer in the University;
- An alumni member with a strong connection to the community;
- An experienced member of other governance bodies;
- A University community member with an appreciation and capacity for the required investment of time.

TIME COMMITMENT

Members of the Governing Council make a significant time commitment in their volunteer service to the University. This may be a minimum of 150 hours per year, but generally is considerably more, depending on the depth to which a governor chooses to contribute to particular issues. Sufficient time must be dedicated in the governor's first term to become familiar with the University's governance processes. In addition to serving on the Governing Council, governors typically serve on one or more of its governance bodies. Regular meetings are scheduled from September to June, usually begin at 4:00 or 5:00 p.m., and continue for about two or two and a half hours.

In considering this rewarding volunteer commitment, applicants should take into account the time needed to prepare for and attend a minimum of twelve meetings over the academic year.

In addition to spending time reviewing documentation for meetings, attending meetings, and interacting with members of various constituencies, governors also frequently attend University and community functions, where they serve as ambassadors of the University. As well, from time to time, they are asked to serve on various ad hoc, search, or advisory committees. Some of these meetings or events may occur during the day.

APPLICATION PROCEDURE

[Online application forms](#) are available as of Thursday, November 17, 2016 at 12:00 noon.

All applications are subject to a verification process by the Secretary of the College of Electors. An application will be certified as complete only if all of the following criteria are fulfilled:

- a) The candidate is an alumni member of the University of Toronto as defined by the *Act* (See above.);
- b) Each section of the application form has been completed. (See the checklist in the Instruction Guide.);
- c) The information for at least ten valid nominators has been provided on the Nominator Form;
- d) All sections of the application package are received by the **Secretary of the College of Electors by email (maeyu.tan@utoronto.ca) by Thursday, December 15, 2016, at 5:00 p.m.**

EVALUATION PROCESS

All verified applications are carefully reviewed by the College of Electors. The College will then select candidates who best meet the identified skill set required by the Governing Council and invite them to an interview.

IMPORTANT NOTE: Confidential interviews with an interview committee of the College (approximately eight members) will be held on **Tuesday, February 7, 2017 between 9:00 a.m. and 6:00 p.m.** Interview times will be determined by lot.

At the interview, candidates will be invited to present an opening statement to the College, outline their interest in serving on the Governing Council, and highlight their relevant skills and experiences. A series of set interview questions will then be posed. Following the structured portion of the interview, the interview committee and the candidates will have an opportunity to engage in further dialogue with respect to the role of an alumni member of the Governing Council in general, and the candidates' views and insights, in particular.

Applicants

In addition to the expectations of governors and the specific required attributes for 2017 that are sought, the College also looks for evidence of the following factors when reviewing each application and during each interview:

- Past commitment to an organization/activity that has demanded extensive time and involvement on the part of the applicant;
- Understanding of the distinction between governance versus management of an organization, perhaps gained through service on one or more boards or committees; and
- Appreciation of the tri-campus structure of the University and the unique challenges that it might present.

Incumbents

Alumni members of the Governing Council who choose to seek re-election are required to provide only the following:

- A one-page written statement updating the College on their activities during the current term on the Governing Council. Incumbents should outline as well why, in their view, they should be re-elected. (The most recent applications previously submitted by incumbents for the current term will be provided to members of the College.)
- Three letters of support (including two from fellow members of the Governing Council).

Incumbents are expected to demonstrate, through their application and during the interview, the following:

- A strong record of service during their current term that supports their bid for re-election;
- Participation on any advisory or special committees or task forces;
- Deep understanding of the role of the trustees of the University;
- Positive regard of others for the incumbent's contributions to governance, as evidenced by letters of support from fellow members of Governing Council; and
- High levels of participation at University events and consistent attendance at governance meetings during his/her term.

Elections

The interview committee will provide to the College a list and report on the recommended candidates for its consideration and discussion. The College will vote by ballot on the candidates, and the candidates will be informed by the Chair of the College of the election results.

ELECTION OF ALUMNI MEMBERS OF GOVERNING COUNCIL

Applicants are reminded that, in most years, the number of excellent candidates significantly exceeds the number of openings for alumni members of Governing Council. The College takes its role in selecting alumni members very seriously and exercises great diligence in reviewing the application forms and interviewing candidates. It is understood that many applicants may be unaccustomed to such a rigorous process where the possibility of being unsuccessful can potentially be quite high. However, applicants should recognize that, in the considered opinion of the College, even the most outstanding applicants may not be the most suitable or possess the ideal skill set being sought in any given year. **Applicants who are not selected in one year are**

strongly encouraged to speak with the Chair of the College of Electors upon completion of the process and to consider resubmitting an application in a subsequent year.

Applicants are encouraged to complete Section VI of the application form in order to be considered for other volunteer positions within the University.

COLLEGE OF ELECTORS

The College of Electors (College), which was established in 1971, is the body responsible for electing the Chancellor and the eight alumni members of the Governing Council of the University of Toronto. The College consists of members representing the constituent alumni associations of the University of Toronto Alumni Association (UTAA). Members may serve a maximum of four consecutive years on the College, allowing for continuity in the selection process from year-to-year.

The [Constitution of the College of Electors](#) governs the College's operation:

Through its work, the College aims to contribute to the attainment of diversity within the membership of the Governing Council, and it indirectly represents the more than 500,000 alumni of the University,

Individuals considering applying for an alumni governor position are encouraged to contact the Secretary of the College of Electors in the Office of the Governing Council by phone at 416-978-8425 or by email at maeyu.tan@utoronto.ca before submitting an application.

Thank you for your interest in serving the University of Toronto.



2017 APPLICATION FORM

FOR ALUMNI MEMBER OF THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

Instructions:

Please read the accompanying information and instruction guide carefully before completing this form. Please provide typed responses.

Section I: Contact Information

Surname:

First Name:

Name used while registered at the University of Toronto, if different from above:

Campus, Faculty, College, and/or School in which you were last registered:

Year of graduation or last year of registration:

Home Mailing Address:

Home Telephone Number:

Mobile Telephone Number:

Preferred Email Address:

Preferred Fax Number:

Occupation:

Current Job Title:

Company Name:

Business Telephone Number:

Business Mailing Address

This confidential document contains information that is privileged and protected by legislation. It is intended for the sole use of the College of Electors. Any distribution or disclosure to others is strictly prohibited.

Updated November 1, 2016

Section II: Curriculum Vitae

Please attach a copy of your curriculum vitae, which should include relevant University of Toronto volunteer and community volunteer experience.

Section III: Questions

When preparing your responses to questions in this section, please refer to the required attributes for 2017 listed in the attached Information Guide (page 3) and highlight your relevant experiences.

Incumbent alumni governors applying for re-election may, but are not required to, complete this application form. Please refer to the Evaluation Process section of the attached Information Guide (page 4) for required documentation.

A. Please describe how you see the role of an alumni governor with respect to the University of Toronto’s “internal and external” communities. (Limit of 200 words)

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B. Please describe the reasons for your interest in serving as an alumni governor. Please also outline elements of your background and relevant experience in relation to the role, including your past involvement with the University. (Limit of 200 words)

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C. What do you think are the three greatest challenges for which the University of Toronto will need to prepare in the next three to five years? (Limit of 200 words)

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Section IV: Letters of Support

Please attach 3 letters of support and provide the requested information below.

Name and Position of Individual Providing the Letter of Support	Letter is Attached (Yes or to be sent separately)
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section V:

- I have attached a completed **Nominator Form** (please use the form contained in *Appendix A*).

Alumni members of Governing Council who choose to seek re-election are required to provide only the following:

- A one-page written statement updating the College on their activities during their current term on the Governing Council. The incumbent should also outline why, in their view, they should be re-elected. (The application previously submitted by an incumbent for their current term will be provided to members of the College.)
- Three letters of support (including two from fellow members of the Governing Council).

Section VI:

- I would like to be considered for other volunteer positions within the University of Toronto at a subsequent time. I grant permission for this application form to be kept on file for one year and used for this purpose.

Please list areas of interest:

Note that the application forms of successful applicants who are elected to serve as alumni members of the Governing Council will be kept on file for three years to facilitate possible future reapplication.

Section VII: How did you learn of the Call for Nominations for Alumni Governor?

U of T Magazine News@U of T email Alumni Association publication/website
Friend/Acquaintance Facebook LinkedIn Twitter
www.events.utoronto.ca webpage: Other (please specify): _____

I, the undersigned candidate, certify that I am eligible to serve on the Governing Council of the University of Toronto, in accordance with the *University of Toronto Act, 1971*, as amended, and I have consented to stand for election to that office. I am not a member of the teaching staff, the administrative staff, or a student in the University. I have received a degree or post-secondary diploma or certificate from the University, or I have completed one year of full-time studies, or the equivalent thereof as determined by the Governing Council, towards such a degree, diploma, or certificate. I am no longer registered at the University.

Signature:

Date:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the *University of Toronto Act, 1971*. This personal information is necessary and is collected for the purpose of administering the duties of the College of Electors. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to <http://www.utoronto.ca/privacy> or contact the Secretary of the College of Electors, Office of the Governing Council, at 416-978-8425.

APPENDIX A - Nominator Form

Instructions:
 Each applicant must have the support of **ten** nominators who are **alumni** of the University of Toronto. Nominators **must not** be members of the College of Electors and preferably are not relatives of the applicant. A list of the members of the College is provided in Appendix B for reference. Nominators are asked to complete each cell in the table below. To enable us to verify the information, nominators are asked to email their updated information to Alumni Relations (address.update@utoronto.ca). Nominators may be contacted to confirm the nomination.

The alumni listed below hereby nominate _____ as a candidate to serve as an alumni member of the Governing Council of the University of Toronto for a three-year term from July 1, 2017 to June 30, 2020.

Please Type or Print Legibly

	Surname used while at U of T	First Name	Faculty/ School (and College of Arts and Science)	Student Number (if known)	Year Entered	Years Attended (e.g., month/year)	List All Degrees / Diplomas / Certificates Completed	Phone Number	Email Address & Complete Mailing Address
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

APPENDIX B
University of Toronto
2016-2017 Membership List
The Alumni College of Electors

Dalla Lana School of Public Health

Ms Joanne Thanos

Factor-Inwentash Faculty of Social Work

Ms Sheila V. Neuburger

Faculty of Applied Science and Engineering

Mr. Stan Gasner

Ms Nancy E. Hill

Ms Nadine Ibrahim

Mr. David F. Poirier

Faculty of Dentistry

Dr. Natoosha N. Nargaski

Faculty of Forestry

Ms Rachele Levin

Faculty of Information

Ms J. Alison Stirling

Faculty of Kinesiology and Physical Education

Mr. David Drew

Faculty of Law

Ms Sana Halwani

Faculty of Medicine

Dr. Perry Cooper

Dr. Peeter Poldre

Faculty of Music

Mr. David Trent Jaeger

APPENDIX B *continued*

Innis College

Mr. Robert A. Patrick

John H. Daniels Faculty of Architecture, Landscape and Design

Mr. Joel Leon

Joseph L. Rotman School of Management

Ms Taleen Chouljian

Lawrence S. Bloomberg Faculty of Nursing

Ms Sandra Comisarow

Leslie Dan Faculty of Pharmacy

- TBA

New College

Mr. Paul E. Lindblad

Mr. Igor Siljanovski

Ontario Institute for Studies in Education

Mr. Reza Hassanirad

Ms Tracey King

Ms Nikoletta Papadopoulos

Ms Anne Venton

Physical Therapy and Occupational Therapy

Ms Beverley Giblon

St. Michael's College

Ms Mary Ellen J. Burns

Mr. Andrew Manis

- TBA

Trinity College

Ms Maureen L. Simpson

- TBA

University College

Ms Monifa M. Colthurst

Mr. Oliver Jerschow

Mr. Ho K Sung

Dr. Geeta Yadav (Chair)

University of Toronto Mississauga

Mr. Mike K. Amos

Mr. Gabriel Didiano

Mr. Kevin Golding

Ms Candice Jay

University of Toronto Scarborough

Ms Ann Clarke

Mr. Jason George Glover

The Honourable Bryon Wilfert

Mr. Kenny Yu

Victoria College

Ms Josephine L. Comegna

Ms Marian D. Hebb (Vice-Chair)

Ms Valerie Story

Woodsworth College

Mr. Dan Acheson

Ms Elizabeth L. Trotter