



Information Guide to the 2018 Application Form for Alumni Member of the Governing Council of the University of Toronto

Applications for **two (2) alumni member** positions on the Governing Council of the University of Toronto will be available as of **Thursday, November 16, 2017 at 12:00 noon**.

The **deadline** to submit an application is **Wednesday, December 13, 2017 at 5:00 p.m.**

Each seat is for a three-year term beginning July 1, 2018 and ending June 30, 2021.

Two incumbents are eligible to stand for re-election.

Applicants may be invited to meet with an interview committee of the College of Electors on **Monday, February 5, 2018 between 9:00 a.m. and 6:00 p.m.**

ELIGIBILITY REQUIREMENTS FOR CANDIDATES

Diversity

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

'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.

Members of the Governing Council are 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](#). Prospective 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 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

The “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:

- Are collectively and individually stewards of the University. Each Governor must act in good faith with a view to the best interests of the University;
- Have the obligation to 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;

EXPECTATIONS OF GOVERNORS continued:

- 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;
- Are 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;
- Are able to 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 2018

This year, there is a particular interest in recruiting alumni who:

- Are active as volunteers within the University;
- Have a strong community presence;
- Have sound governance experience with membership on the boards and governance bodies of a diverse range of organizations;
- Have a willingness and capacity to invest a significant amount of time to activities in support of the University;
- Are energetic and can act as dedicated advocates for post-secondary education on behalf of the University;
- Have a capacity to master the complexity of the University, and its evolution as a preeminent teaching and research institution;
- Have a general knowledge of and experiences in various functions important to the University (by example: financial management, oversight of private or public sector management, and knowledge of investment and pension-related matters);
- Are engaging and persuasive communicators;
- Are highly creative, strategic and critical thinkers, who engage with emerging ideas and technologies to reimagine the University of the future;
- Have international experience and connections; and
- Have an affinity for mentorship and being an inspirational role model with an interest in shaping and guiding the changing student experience at the University.

TIME COMMITMENT

Members of the Governing Council make a significant time commitment in their volunteer service to the University. This is a minimum of 150 hours per year, but generally can be considerably more depending on the depth to which a governor chooses to contribute to a particular issue and to the time dedicated in his/her first term to becoming familiar with the University's governance processes.

In addition to serving on the Governing Council, governors typically serve on one or more of its Boards or Committees. 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 preparation for and attending a minimum of twelve meetings for the Governing Council, 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

Application forms are available online as of **Thursday, November 16, 2017 at 12:00 noon** from:

<http://uoft.me/alumgovnominfo>

They are also available from the Office of the Governing Council, Room 106, Simcoe Hall, University of Toronto, Toronto, Ontario, M5S 1A1. As well, the application form may be requested by calling 416-978-6576.

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 alumnus/a of the University of Toronto as defined by the Act (see above);
- b) Each section of the application form has been completed following the directions contained in the Instruction Guide;
- c) Five (5) letters of reference provided: two (2) of the letters must be provided by U of T alumni.
- d) All sections of the application package are received by the **Secretary of the College of Electors by email (patrick.mcneill@utoronto.ca)**, by **Thursday, December 13, 2017, at 5:00 p.m.**

EVALUATION PROCESS

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

EVALUATION PROCESS continued:

IMPORTANT NOTE: Confidential interviews with an interview committee of the College (approximately eight members) will be held on **Monday, February 5, 2018 between 9:00 a.m. and 6:00 p.m.** Interview times will be determined by lot.

At the interview, each candidate will be invited to present an opening statement to the College, outline his/her interest in serving on the Governing Council, and highlight his/her 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 candidate will have an opportunity to engage in further dialogue with respect to the role of an alumni member of 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 2018 (listed on page 3), 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

Any alumni member of the Governing Council who chooses to seek re-election is required to complete the application again but only provide three (3) letters of support (including two from fellow members of the Governing Council, as per the application form).

Through his/her application and during the interview, an incumbent is expected to provide an update to the College on his/her activities during the current term on Governing Council and to demonstrate:

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

Elections

Following the interviews, members of the College will discuss all candidates and then hold an election by secret ballot.

SELECTION 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 of Electors 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, nominees should recognize that, in the considered opinion of the College, even the most outstanding candidates 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. At that time, applicants may also choose to discuss the possibility of being 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: <http://uoft.me/COEConstitution>

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 416-978-8428
or by email at patrick.mcneill@utoronto.ca
before submitting an application.**

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





2018 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

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 2018 listed in the attached Information Guide (page 3) and highlight your relevant experiences.

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)

B. Please describe the reasons for your interest in serving as or continuing to serve 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)

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)

Section IV: Letters of Reference and Nomination

New applicants shall provide the following:

Three (3) letters of reference.

PLUS

Two (2) letters which shall act as a reference and an official nomination. These letters must come from alumni of the University of Toronto. For verification purposes the letters shall contain information provided by the nominator including their name, address, phone number, email, date of graduation, program, Faculty and/or School (and College of Arts and Science) and student number [if known]. Nominators **must not** be members of the College of Electors and preferably are not relatives of the applicant.

Incumbent(s): Alumni members of Governing Council who choose to seek re-election are required to provide three (3) letters of support (including two from fellow members of the Governing Council).

Name and Position of Individual Providing the Letters as outlined above	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
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section V:

- ☐ 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.

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 ☐
 www.events.utoronto.ca webpage: ☐ LinkedIn online posting ☐ Other (please specify):

2018 Application Form for Alumni Member of the Governing Council, University of Toronto

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 or re-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.

Patrick F. McNeill
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