

Memorandum to: Governing Council
UTSC Administrative Staff
UTSC Faculty
UTSC Librarians
UTSC Students
UTSC Alumni Association Board of Directors

From: Janis Jones, Secretary to the UTSC Council and its Committees

Date: February 15, 2013

Subject: 2013 CALL FOR APPLICATIONS – Community Members of the University of Toronto Mississauga Campus Council and Campus Affairs Committee

Please distribute widely.

Introduction

I am writing to request your assistance in identifying well-qualified individuals who would be interested in applying to serve as appointed community members on the newly established University of Toronto Scarborough (UTSC) Campus Council, Campus Affairs Committee, and Agenda Committee. **Alumni and other individuals from the broader community with a close relationship with the UTSC are invited to apply.** Successful applicants will be invited to serve for one-year terms from July 1, 2013 to June 30, 2014 and may be eligible for re-appointment.

Please note that the positions listed below are unpaid; members of the UTSC Campus Council and its Committees serve as volunteers, as do all members of the Governing Council and its other Boards and Committees.

Positions Available for Community Members

UTSC Campus Council

11 Community Members

- 8 individuals who are not members of the Governing Council
- 3 individuals who are members of the Governing Council

UTSC Campus Affairs Committee

4 Community Members

2013 Community Member Application to serve on the UTSC Campus Council and its Standing Committees

- 2 individuals who will not be serving on the UTSC Campus Council
- 2 individuals who will serve on the UTSC Campus Council

UTSC Campus Council Agenda Committee

1 Community Member

- This seat will be filled by a community member who will also serve on the UTSC Campus Council.

Application Form

The 2013 online application form for community members is available on the website listed below.

<https://www.surveymonkey.com/s/UTSC2013>

Completed application forms must be submitted online by **5:00 p.m. on Friday, March 1, 2013.**

Detailed information on the Council, members' responsibilities and the selection process is included below.

Background Information

On June 25, 2012, the Governing Council approved in principle the Terms of Reference for the UTSC Campus Council and its Standing Committees, to be effective July 1, 2013; revisions to the Terms of Reference were subsequently approved by the Governing Council on December 13, 2012. On behalf of the Governing Council, the UTSC Campus Council and its Committees will exercise governance oversight of campus-specific matters, as well as any matters assigned to it by the Governing Council from time-to-time. In general, the Campus Council will be concerned with matters affecting UTSC's objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits. Members of the UTSC community will have an opportunity to participate in local governance by serving on the UTSC Campus Council and/or its Standing Committees.

An organization chart of the Governing Council and its bodies is available from the website below:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Information+Manual/2012-2013/m0115.pdf>

The Terms of Reference for the UTSC Campus Council and its Standing Committees is available from the website below:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Boards+and+Committees/Campus+Councils/UTSC+Campus+Councils/UTSCtor.pdf>

Prospective applicants are encouraged to read the Terms of Reference in order to gain an understanding of the scope, responsibilities, and composition of the governance bodies.

Responsibility of Members

The UTSC Campus Council and its Standing Committees will meet approximately six times between September and June. Members will be expected to attend all or almost all of the six meetings of the body on which they will serve. The *Expectations and Attributes of Governors and Key Principles of Ethical Conduct*, which apply to all members of Governing Council bodies, may be viewed [here](#).

Selection Process and Criteria

The representative UTSC Campus Council Agenda Committee will normally serve as a nominating committee for community members of the UTSC Campus Council and the Campus Affairs Committee. During this transition period while the UTSC Council is being established in the initial year, the Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee. For this purpose, the committee will include the Vice-President and Principals of UTSC and the University of Toronto Mississauga. The Nominating Committee will meet in mid-March to review and develop nominations for appointments to the UTSC Council and its Standing Committees. The Committee's recommendations for appointments to the UTSC Campus Council and the Campus Affairs Committee then will be forwarded to the Governing Council for approval on April 9, 2013. The Committee's recommendation for appointment to the UTSC Campus Council Agenda Committee will be considered at a subsequent meeting of the Governing Council for approval. (In subsequent years, the Nominating Committee's recommendations will be forwarded to the UTSC Campus Council for approval.)

As part of the selection process, the Nominating Committee will consider the knowledge, skills, and experience of each applicant. The Committee will be guided by the *Report of the Task Force on Governance*, approved by the Governing Council on October 28, 2010, which is available [here](#). Efforts will be made to ensure diverse representation from UTSC's community, as well as from key stakeholders, so that the governance bodies may benefit from the varied views of community members.

The Nominating Committee will consider criteria that will include:

- Demonstrated involvement in and contribution to UTSC.
- Experience in governance, especially in not-for-profit or public-sector organizations.
- Demonstrated ability to exercise informed judgment.
- Demonstrated ability to communicate logically and persuasively at meetings.

2013 Community Member Application to serve on the UTSC Campus Council and its Standing Committees

- Demonstrated commitment to participate actively, to prepare thoroughly, and to attend scheduled meetings.

Campus Resource

If you have any questions about serving on the UTSC Campus Council, the Campus Affairs Committee or the Agenda Committee, please contact me by phone at 416-287-7566 or by email at janis.jones@utoronto.ca .

Thank you for your interest in participating in governance at UTSC.