

**Memorandum to:** Governing Council  
UTM Administrative Staff  
UTM Faculty  
UTM Librarians  
UTM Students  
UTM Alumni Association Board of Directors  
UTM Vice-President and Principal's Advisory Board

**From:** Cindy Ferencz-Hammond, Deputy Returning Officer, Director of Governance and Secretary to the UTM Campus 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

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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 Mississauga (UTM) Campus Council, Campus Affairs Committee, and Agenda Committee. **Alumni and other individuals from the broader community with a close relationship with the UTM 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 UTM 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**

#### UTM Campus Council

##### 11 Community Members

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

### UTM Campus Affairs Committee

#### 4 Community Members

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

### UTM Campus Council Agenda Committee

#### 1 Community Member

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

### **Application Form**

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

<https://www.surveymonkey.com/s/UTM2013>

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.

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### **Background Information**

On June 25, 2012, the Governing Council approved in principle the Terms of Reference for the UTM 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 UTM 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 UTM'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 UTM community will have an opportunity to participate in local governance by serving on the UTM 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/Informatio+n+Manual/2012-2013/m0115.pdf>

The Terms of Reference for the UTM 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/UTM+Campus+Councils/UTMtor.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 UTM 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 UTM Campus Council Agenda Committee will normally serve as a nominating committee for community members of the UTM Campus Council and the Campus Affairs Committee. During this transition period while the UTM 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 UTM and the University of Toronto Scarborough. The Nominating Committee will meet in mid-March to review and develop nominations for appointments to the UTM Council and its Standing Committees. The Committee's recommendations for appointments to the UTM 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 UTM 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 UTM 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 UTM'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 UTM.
- 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.
- Demonstrated commitment to participate actively, to prepare thoroughly, and to attend scheduled meetings.

### **Campus Resource**

If you have any questions about serving on the UTM Campus Council, the Campus Affairs Committee or the Agenda Committee, please contact me by phone at 905-828-5233 or by email at [cindy.ferencz@utoronto.ca](mailto:cindy.ferencz@utoronto.ca) .

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