



**Memorandum to:** Members of the Governing Council

**From:** Judy G. Goldring  
Chair of the Governing Council

**Date:** October 6, 2015

**Re:** **Search for a Secretary of the Governing Council – Call for Nomination for the Search Committee**

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Last month, we announced the retirement of our Secretary, Louis Charpentier, on December 31<sup>st</sup> and indicated that a Governing Council process would be undertaken to search for a successor. To that end, I have consulted with and received the endorsement of the Executive Committee of the approach outlined below.

It is my intention to ask the Governing Council at our upcoming meeting on October 29<sup>th</sup> to strike a small, representative search committee of governors. The committee would be chaired by the Vice-Chair of the Governing Council, and its membership would comprise one governor from each of the five estates of Council, that is:

- Administrative staff,
- Alumni,
- Lieutenant Governor-in-Council Appointees,
- Students and
- Teaching Staff.

The President will serve *ex officio*. Ms Erin Jackson, Executive Director, Central Human Resource Services and Integrated Human Resources Delivery, will serve as secretary to the committee.

Consistent with University policy, principles and practices for executive searches, the search committee will consult widely, calling for nominations and advice, and will operate with the expectation of strict confidentiality. The committee will begin its work immediately after its membership is approved and is expected to work expeditiously to a conclusion. However, we will plan to bring forward a recommendation for an Acting Secretary in December on the assumption that the committee will require more time to complete its work. Our goal is to bring an appointment to the Governing Council for its meeting of February 25, 2016.

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I welcome nominations for members of the search committee. These should be submitted in confidence to Erin Jackson at [erin.jackson@utoronto.ca](mailto:erin.jackson@utoronto.ca) by **Monday, October 12, 2015**. I will then bring my and the Vice-Chair's recommendations for membership to the Executive Committee at its next meeting for endorsement and forwarding to the Governing Council.

Thank you very much. I look forward to hearing from you.