

## **Ordinance Appendix B: Terms of Reference of Council Standing Committees and Subcommittees**

### **ACADEMIC BOARD OPERATIONS COMMITTEE**

#### **1. Authority**

The Academic Board Operations Committee will advise Academic Board on any matters pertaining to its governance structures for academic matters as directed by the Board, including: membership of the Board and its committees; elections processes for the Board and from the Board and its committees to other bodies including Council; policies and procedures related to the functioning of the Board.

Academic Board retains authority for approval of these matters but has the right to delegate that authority as it chooses.

#### **2. Duties**

The Academic Board Operations Committee will:

- 2.1 Recommend and oversee the election and appointment process for membership of the Academic Board and its committee.
- 2.2 Recommend and oversee the election process for the selection of Academic Board members for membership of Council.
- 2.3 Recommend amendments to the terms of reference and composition of Academic Board.
- 2.4 Recommend amendments to the Academic Board governance structure including committee structure, terms of reference and composition, and other delegations of authority.
- 2.5 Recommend policies and procedures related to the functioning of the Board and amendments to them.
- 2.6 Recommend and oversee processes for review of the Board's effectiveness.

#### **3. Composition**

- 3.1 The Chair of the Academic Board Operations and Nominations Committee shall be the Vice-Chair of Academic Board.
- 3.2 The Academic Board Operations and Nominations Committee shall be appointed by Academic Board and shall comprise:
  - 3.2.1 Three ex-officio members of Academic Board:
    - (i) Vice-Principal (Education)
    - (ii) Vice-Principal (Research)
    - (iii) One Executive Dean appointed by the Principal
  - 3.2.2 Five staff elected by the Academic Board from among the elected staff of the Academic Board
  - 3.2.3 Student Members:
    - (i) President of the KCLSU or designate
    - (ii) One student member elected by the Academic Board from among the elected students of the Academic Board

**4. Frequency of Meetings**

The Academic Board Operations Committee will meet as required and at least once in each year.

**5. Reporting Procedures**

The Academic Board Operations Committee will report to the Academic Board at least annually.