



**Memorandum to:** UTM Campus Council  
UTM Alumni Association Board of Directors

**Copy:** Hugh Gunz, Chair, UTM Campus Council  
Sheree Drummond, Secretary of the Governing Council

**From:** Cindy Ferencz-Hammond, Director of Governance, UTM and Assistant  
Secretary of the Governing Council

**Date:** February 27, 2017

**Subject:** 2017 CALL FOR APPLICATIONS – Community/Alumni 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 and alumni members on the University of Toronto Mississauga Campus Council (CC) and Campus Affairs Committee (CAC). **Alumni and other individuals from the broader community with a close relationship with the UTM are invited to apply.** Successful applicants will serve 3-year terms starting July 1, 2017 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/Alumni Members**

UTM Campus Council - 3 Community/Alumni Members (3 individuals who are not members of the Governing Council)

UTM Campus Affairs Committee: 2 Community/Alumni Members (2 individuals who are not members of the Governing or Campus Council)

There are additional community/alumni positions available on the Standing Committees of the UTM Campus Council. Council members are appointed annually on the recommendation of the UTM Nominating Committee to serve on these Standing Committees. The application will allow individuals to indicate their interest in serving on these committees.

## Online Application Form

The 2017 online application form for Community/Alumni Members is available on the website listed below.

<https://www.surveymonkey.com/r/UTM2017>

Completed application forms must be submitted online by **5:00 p.m. on Tuesday, March 14, 2017.**

Detailed information on the UTM Campus Council and its Standing Committees, members' responsibilities, and the selection process is included below.

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## Background Information

On behalf of the Governing Council, the UTM Campus Council and its Committees 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 is 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.

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

<http://uoft.me/GCOrgChart>

Prospective applicants are encouraged to read the Terms of Reference for the UTM Campus Council and its Standing Committees in order to gain an understanding of the scope, responsibilities, and composition of the governance bodies. The Terms of Reference is available from the website below:

<http://uoft.me/UTMTermsOfRef>

## Responsibility of Members

The UTM Campus Council and its Standing Committees meet approximately six times between September and June. Members are 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 UTM Campus Council Agenda Committee will serve as a Nominating Committee for Community/Alumni members of the UTM Campus Council and its Standing Committees. The Nominating Committee will meet in April and May to review and develop nominations for appointments to the UTM Council and its Standing Committees. The Committee's recommendations for appointments will then be forwarded to the UTM CC 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/Alumni 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 and its Standing Committees, 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.