



King's University College Governance Committee Terms of Reference

Authority:

The Board Governance Committee (the “Committee”) is created by and responsible to the Board of Directors (the “Board”) of King’s University College (the “College”).

The Committee shall function in accordance with the Board’s General By-Law and relevant policies.

Membership:

The Governance Committee shall be comprised of

- Three (3) Voting Directors of the Board
- One member of faculty from the Board of Directors
- One (1) student from the Board of Directors
- One (1) professional officer member from the Board of Directors
- One (1) non-academic staff member from the Board of Directors
- The President of King’s University College
- The Vice-President & Academic Dean
- The Vice-President, Finance and Support Services
- any other committee member as may be determined from time to time

Appointment and Term:

All members of the Committee will be appointed by the Chair of the Board and have terms not exceeding three (3) years or their remaining number of years in their term on the Board, save and except for the President and Vice-Presidents who shall be ex-officio members of the Committee.

Chairing:

The Chair of the Board of Directors will appoint one Voting Director to act as Chair of the Committee. The Chair will approve all agenda items and will be responsible for reports of meetings to the full Board of Directors.

Frequency of Meetings:

The Committee shall meet once each during September, October, November, February, April and May. Additional meetings and joint meetings with other standing committees of the Board may be requested by the Chair of Committee as required.

Purpose:

The Committee shall be responsible for reviewing by-laws and governance structures of the College and recommending changes as applicable.

Specifically:

1. To review and recommend to the Board of Directors:
 - approval of changes to the College’s By-laws
 - membership, powers and mandates of standing committees
 - terms of reference for standing committees
 - terms of reference for Board of Directors
2. Advise Board members of responsibilities and duties related to their roles
3. Advise Chair on the role of the Chair and general Board functioning
4. Act as Nominating Committee of the Board in accordance with relevant Board policies.

Record of Meetings

Minutes of the meetings will be maintained and approved at the next meeting of the Committee. Minutes will reside in the President’s office in hard copy once approved by the Committee.

Quorum:

A majority of Committee members including one Voting Director shall constitute a quorum.

Original	Reviewed	Revised	Approved
September 2015	November 2021	December 2022	September 2015