

**Senate
Senator Development Committee
Terms of Reference**

1. ESTABLISHMENT

The Senate (**Senate**) hereby establishes a standing committee called the Senator Development Committee (the **Committee**), under the provisions of the Senate’s General Terms of Reference for Standing Committees and these Committee Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Terms of Reference and the General Terms of Reference, these Terms of Reference will govern.

The Manager of the OCS shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

All defined terms which are used, but not defined herein, and which are defined in the General Terms of Reference or the Bylaws shall have the meaning given to such term in the General Terms of Reference or the Bylaws.

2. COMPOSITION

Chair

The Member named as set out under “Voting Members” below.

Vice Chair

The Member named as set out under “Voting Members” below.

Voting Members¹

The following Voting Members shall be appointed by the Senate or its delegate:

- Seven External Senators. One of these Members shall be named as Chair and one of these Members shall be named as Vice Chair by the Senate or its delegate.
- One of the Senators appointed by the General Faculties Council
- One of the Senators appointed by the non-academic staff association

3. ROLE

The Committee assists the Senate to fulfill its responsibilities in respect of the recruitment, appointment, orientation, development, recognition and off-boarding of Senators.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out such additional responsibilities as are necessary or appropriate for the performance of its role.

¹ The Committee must have a minimum of three voting members in accordance with the Senate’s Standing Committees General Terms of Reference.

The Committee's primary responsibilities are as follows:

1. Review and recommend to the Executive Committee for approval, processes for Public Senator and Representative Senator recruitment, appointment and renewal, and carry out those responsibilities assigned to the Committee under such processes;
2. Review and provide input into the Senator orientation program;
3. Review and provide input into the on-going development of Senators and operate the Senator mentorship program;
4. Carry out those responsibilities assigned to the Committee under the program for Senator recognition; and
5. Oversee Senator off-boarding.

5. AUTHORITIES

The Committee has the authority to carry out its role and responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Senate. The Committee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Senate in these Terms of Reference or by a resolution of the Senate.

6. OPERATIONS

In respect of all regularly scheduled Committee meetings, other than in-camera meetings or sessions, the responsible senior administrator will be invited to attend all meetings, unless excused by the Chair for the whole or a portion of a meeting. Unless objected to by the Chair; the responsible senior administrator may invite such persons as they see fit to take part in the presentation or discussion of items for which they are responsible.

7. EFFECTIVE DATE

These Terms of Reference will be effective on the date that they are approved by the Senate or its delegate. All prior or existing Terms of Reference of the Committee are repealed as of the effective date of these Terms of Reference.

Dated: September 7, 2017