

ROLE OF THE BOARD SECRETARIAT

The Board of Governors at Toronto Metropolitan University is supported by a Board Secretariat composed of the Secretary of the Board, the Assistant Secretary of the Board, the Director of Administration and Governance, the Senior Legal Counsel and Governance Officer, the Governance Specialist, and the Administrative Coordinator.

Secretariat Role

The Secretariat's role is to facilitate the government, conduct, management, and control of the University by coordinating the exchange of information and decisions between the Board and the administration. The activity is carried out most visibly through the facilitation of meetings of the Board and its Committees. Maintenance of the official record of Board decisions, in the form of resolutions, is another major responsibility.

To support and facilitate the work of the Board of Governors, the Secretariat is involved in the following activities:

Prior to meetings:

- establish meeting dates for the Board and its Committees by determining members' availability, ensuring quorum
- prepare and distribute Board and committee packages in a timely manner

During Meetings

- advise the Board Chair and members on rules of procedure
- ensure that meetings maintain quorum
- note and record meeting decisions as part of the permanent Board record
- draft minutes of Board and Committee meetings and prepare follow-up communications

Board Membership

- coordinate the appointment/election process of new Board members
- participate in the development and delivery of Board member orientation programs

Related Board Matters

- communicate with the Board and Board members regularly regarding Board matters and University activities
- draft and discuss amendments to the Board By-Laws
- prepare reports, letters, and research information for the Board Chair and the President as required

Meeting Notification, Agenda

Members will receive from the Board Secretariat a notice of meeting, whether for a Board meeting or a Board Committee meeting, usually two weeks before the meeting date. Board meetings are held in the months of September, November, January, March, April, and June. Governance Committee meetings are usually held in October, February, May, July, and August (or as otherwise indicated). Board members are welcome to attend Governance Committee meetings. Other Board Committee meetings are held as required and a schedule of Committee meeting dates for the entire academic year is available on the Board of Governors website. Additional meetings may be held on an “as needed” basis.

An official agenda with supporting documentation is sent to members one week in advance of meetings.

NOTE: The Board Secretariat serves the Board of Governors. Members are welcome and encouraged to call as necessary.