



**BOARD OF GOVERNORS
Community Affairs Committee**

Terms of Reference

Mandate

The Community Affairs Committee supports the University in achieving its strategic direction priorities in the areas of service, partnership and reputation. The Committee assists the Board of Governors in its oversight of the effectiveness of such areas as advancement and development; economic development; public, government and media relations; brand and reputation; external and community relationships, locally, regionally and beyond; and corporate social responsibility.

The Committee generally reviews and recommends decision items to the Board for approval, and has the authority to retain the services of professional advisors appropriate to fulfilling its responsibilities.

Composition

The Community Affairs Committee shall be composed of not less than three and not more than six members of the Board.

Duties and Responsibilities

The Committee is responsible for:

- (a) reviewing and/or monitoring the University's strategies, plans and risks related to community, stakeholder, government and public engagement and relations, gaining reasonable assurance as to their effectiveness;
- (b) reviewing, approving (or recommending for Board approval) and monitoring achievement of and compliance with any policies related to the Committee's mandate.
- (c) reviewing and monitoring plans for external fund raising activities, monitoring results from fund raising activities, and gaining reasonable assurance as to their effectiveness.
- (d) reviewing periodically the University's targets and achievement in its strategic direction priorities in the areas of service, partnership and reputation.
- (e) overseeing risks in areas within the Committee's mandate, as designated from time to time by the Finance, Audit, Investment & Risk Committee;
- (f) reporting regularly to the Board on the Committee's activities.

Governance

The Community Affairs Committee shall meet at least two times per year, as required.

One-half of the members of the Committee shall constitute a quorum.

The University Secretary will provide administrative support and serve as a resource and recording secretary for this Committee.

The records of the Committee's decisions shall be maintained by the University Secretary in the form of supporting documents related to those decisions and/or minutes of meetings as appropriate.

This is a standing committee of the Board of Governors.

Approved by the Board of Governors – November 22, 2016