

**ST STEPHEN'S COLLEGE
EDMONTON, ALBERTA**

COMMITTEES

[Approved July 24, 2017]

GENERAL CONSIDERATIONS

- (a) All committees are appointed by the Board of Governors and shall report to the Board as required.
- (b) All committee terms of reference, duties, and responsibilities shall be approved by the Board.
- (c) Minutes shall be kept of all meetings and a copy filed in the appropriate office of The College.
- (d) Committees shall be empowered to authorize expenditures within a budget allocation approved by the Board. No committee shall exceed an approved budgeted expenditure(s) without specific authorization of the Board.
- (e) Each committee shall appoint a Chair and Secretary from within its membership.
- (f) Committee appointments may be for up to three years at the discretion of the Board, and may be renewable.
- (g) Committee members may resign in writing to the Board.

COLLEGE COMMITTEES

Academic Senate

The Academic Senate of St Stephen's College shall be responsible for all matters pertaining to the programs of The College, including Program Committees and program content and shall be the final authority for the granting of degrees (earned and honorary) and certificates or other recognition for achievement. The Senate shall be accountable to the Board of Governors for the maintenance of the quality of instruction and the assessment thereof as may be required.

The Academic Senate shall be responsible for recommending to the Board of Governors programs appropriate to the mandate of The College, defining terms of office, mandate and membership of oversight committees related to specific programs. Each *Program Committee* so determined is responsible to the Academic Senate.

In pursuance of its duties the Senate may authorize a *Faculty Council*, consisting of faculty members and any appropriate administrative staff members, to make recommendations concerning matters affecting issues within their competence, and shall determine its terms of reference, mandate and tenure.

The Academic Senate shall appoint an *Honorary Degrees Committee* to identify suitable recipients for non-earned degrees as authorized from time to time by the Board of Governors under a College policy, and shall recommend to the Senate

candidates for appointment as Chancellor of The College who meet approved criteria. Faculty members and staff shall not be eligible for voting membership on the Committee. Faculty, Staff, Board or Committee members, or politician currently holding office shall be ineligible for any award while so serving.

The Academic Senate shall meet a minimum of three times per year. Minutes shall be kept of all decisions. The Chair and membership of Senate shall be appointed by the Board of Governors, which shall define tenure, duties and responsibilities. Members of Senate may make recommendations of persons suitable to serve. The Chair of Senate shall be a member of the Board of Governors.

Membership of Senate shall be limited to 20 persons. The Alberta and Northwest Conference of The United Church of Canada and The University of Alberta shall be represented by one member of Senate each. The Chancellor and the Principal and Dean of The College shall be members, *ex officio*.

Finance and Administration

The Finance and Administration Committee shall be responsible for all matters related to financing of The College and the operation of its physical facilities.

The Finance and Administration Committee shall oversee the financial records of The College, ensuring regular reports to the Board as required and the provision of an annual audit of College accounts by a qualified external auditor. It shall recommend an annual budget to the Board of Governors for approval.

The Finance and Administration Committee shall prepare an overall budget for The College for presentation to the Board for final approval and shall provide such regular reports as the Board may require.

The Finance and Administration Committee shall appoint such sub-committees as may be required to efficiently operate the facilities, provide for proper working conditions for staff, and secure necessary financial resources for The College. It shall have power and authority to invest all funds under the control of The College in accordance with policies established by the Board of Governors.

The Finance and Administration Committee may advise such contractual agreements as may be required to operate and maintain College facilities, including its buildings and parking facilities, as approved by the Board of Governors. The Committee shall be responsible for the proper upkeep, maintenance and operation of the physical facilities and equipment of the College.

The Finance and Administration Committee shall appoint an *Institutional Advancement Sub-Committee* to plan and conduct financial campaigns.

The Finance and Administration Committee shall oversee the *Student Aid Committee*, whose main responsibilities are to review applications for bursary and scholarships, and decide on the award or rejection of each.

Tenure, terms of reference, and membership of The Finance and Administration Committee shall be determined by the Board of Governors.

Personnel

The Personnel Committee is responsible to review regularly the personnel policies of The College. It is charged with the oversight of policies that provide efficient working conditions for all staff and fair and equitable rates of remuneration.

The Committee shall maintain regular communication with all faculty and staff to ensure that personnel concerns are attended to and acted upon in a timely and efficient manner.

The terms of reference, tenure and membership of the Committee shall be determined by the Board of Governors. The Chair of the Committee shall be a member of the Board of Governors.

External Relations

The External Relations Committee shall engage and build relationships with (1) local and national faith communities and their governing bodies; ecumenical and interfaith bodies will be included, (2) local and national communities who will support and align with the mission of the College. The overall goal of relationship building will move into genuine engagement to include stakeholders in a meaningful manner that supports the instructional mandate. In order to achieve the engagement, one-on-one and small group strategies will be undertaken in consultation with the Principal and Dean, and with the knowledge of the Board Chair. The strategies will include a variety of stakeholders but will focus on the above categories.

Tenure, terms of reference, and membership of the Committee shall be determined by the Board of Governors.

Recruitment

The Board shall appoint a Recruitment Committee of two or more persons for the purpose of identifying and nominating suitable qualified persons for appointment to the Board or to its Committees.

Tenure, terms of reference, and membership of the Committee shall be determined by the Board of Governors.