



**2017 CALL FOR APPLICATIONS
Co-opted Members of Boards and Committees of the Governing Council**

I. Introduction

Thank you for your interest in being a member of a Governing Council Board or Committee in 2017-2018. Serving as a “co-opted” (*non-Governor*) member of these governance bodies is a valuable and interesting opportunity. As you review the information below, please remember that the deadline to apply online is **Monday, March 27, 2017 at 5:00 p.m.**

Administrative staff, alumni, and students (full-time undergraduate, part-time undergraduate, and graduate) are invited to apply for Board and Committee membership. Applications are encouraged from a wide variety of individuals so that the diversity of the University may be reflected in the membership of Governing Council bodies.

In general, successful applicants will be invited to serve a one-year term from July 1, 2017 to June 30, 2018. The positions listed below are all unpaid; members of the Governing Council and its Boards and Committees serve as volunteers.

II. Positions Available

The precise number of co-opted seats available for each constituency varies from year to year, depending on the number of seats that are filled by members of the Governing Council. The numbers below are estimates.

	Potential Vacancies for 2017		
	Administrative Staff	Alumni	Students
Academic Board	1	1-2	12
Business Board	0-1	0	0-1*
University Affairs Board	3	0	5

*Please see Section V (2) below

III. Application for Membership

Please read through the sample application before completing the online form.

[\[http://uoft.me/Co-optAppForm2017\]](http://uoft.me/Co-optAppForm2017)

In general, successful applicants will be invited to serve one-year terms from July 1, 2017 to June 30, 2018. Please note that members must resign if, at any time during their term, they

cease to be members of the constituency in which they were appointed (i.e., administrative staff member, full-time undergraduate student, part-time undergraduate student, or graduate student).

Students who expect to graduate in June or November 2017 are not eligible to apply. Students who are not enrolled in a degree, diploma or certificate program and those registered in the Toronto School of Theology are also ineligible to serve on Governing Council bodies.

The 2017 online application form is available at:

<https://www.surveymonkey.com/r/2017-2018-co-opted-app>

Completed application forms must be submitted by **5:00 p.m. on Monday, March 27, 2017.** Only fully completed applications will be considered.

IV. Selection Process and Criteria

Each of the three Boards has a Striking (Nominating) Committee that reviews applications and recommends appointments to the respective Board. The Striking Committee normally meets in May or early June and appointments are considered for approval at the final meeting of the Board in May or June.

Applicants will be notified in June 2017 as to whether their application has been successful.

As part of the selection process, the Striking Committees consider the knowledge, skills, and experience of each applicant. The Committees will be guided by the [Report of the Task Force on Governance](#). Efforts are made to achieve an appropriate balance of continuity and renewal on the Boards or Committees, as well as representation from a variety of academic and administrative units, academic programs, the three campuses, full- and part-time undergraduate students, and graduate students.

The criteria used by the Striking Committee for the selection of members include the following.

- Experience in governance of organizations or groups.
- Demonstrated involvement in and contribution to the University community.
- Demonstrated engagement in co-curricular or community activities.
- Demonstrated ability to exercise informed judgement.
- Demonstrated ability to communicate logically and persuasively at meetings.
- Demonstrated commitment to participate actively, to prepare thoroughly, and to attend regularly most scheduled meetings.

All members of Governing Council Boards and Committees are subject to the same expectations as those of members of the Governing Council. These are outlined in the [Expectations and Attributes of Governors and Key Principles of Ethical Conduct](#).

V. Board and Committee Membership

Prospective applicants are encouraged to browse through the websites below to gain an understanding of the scope, responsibilities, and composition of the governance bodies. With the exception of the Elections Committee and the Executive Committee, all Boards and Committees of the Governing Council include non-members of the Governing Council.

Members are expected to attend all or almost all of the six meetings held per year of the respective Board.

1. Academic Board:

- **12 students:**
 - 4 full-time undergraduates - Arts and Science
 - 2 full-time undergraduates - professional faculties
 - 2-3 part-time undergraduates
 - 3-4 graduate students
- **1 administrative staff**
- **1-2 alumni (who are not registered as students and who are not members of the administrative or teaching staff)**

Further information about the Academic Board and its standing Committees is available from the website below:

http://www.governingcouncil.utoronto.ca/Governing_Council/bac/ab.htm

Note that elections for teaching staff and librarian seats on the Academic Board are conducted through a separate process each January.

2. Business Board

The Business Board Terms of Reference provides for up to 1 student and 1 administrative staff co-opted member. However, those seats are usually filled by members of the Governing Council. The administrative staff seat does become available from time to time. In addition, there can be up to 6 co-opted lay members of the Board. The terms of the co-opted lay members are staggered so that in any one year about 2 co-opted lay members are appointed.

Further information about the Business Board is available from the website below:

http://www.governingcouncil.utoronto.ca/Governing_Council/bac/bb_1.htm

3. University Affairs Board

- **5 students**
- **3 administrative staff**

Further information about the University Affairs Board is available from the website below:

http://www.governingcouncil.utoronto.ca/Governing_Council/bac/ua.htm

VI. Contact

If you have any questions about this process, please contact:

Mr. David Walders
Assistant Secretary of the Governing Council
david.walders@utoronto.ca

Thank you for your interest in participating in governance at the University of Toronto.